

LICENSING OF AUDIO VISUAL AGENTS

ELIGIBILITY CRITERIA/CHECKLIST

1. COMPLETED APPLICATION FORM;
2. **PRESCRIBED APPLICATION FEES OF \$300 PLUS VAT UPON APPLICATION AND PRESCRIBED ISSUANCE FEE OF \$1000 PLUS VAT UPON APPROVAL OF THE LICENSE** (CASH OR BANK CHEQUE ADDRESSED TO PERMANENT SECRETARY FOR INDUSTRY AND TRADE);
3. ORIGINAL COPY OF BIRTH CERTIFICATE/PASSPORT FOR FIJI RESIDENTS;
4. RESIDENCE PERMIT FROM FIJI IMMIGRATION DEPARTMENT FOR FOREIGN NATIONALS;
5. CERTIFICATE OF BUSINESS REGISTRATION FROM REGISTRAR OF COMPANIES;
6. POLICE CLEARANCE FOR AN INDIVIDUAL OR, IN THE CASE OF A COMPANY, FOR OFFICERS OF THE COMPANY TO BE ADDRESSED TO THE PERMANENT SECRETARY FOR INDUSTRY AND TRADE, P. O. BOX 2118, GOVERNMENT BUILDINGS SUVA;
7. ORIGINAL OR CERTIFIED COPY OF VALID BUSINESS LICENSE;
8. TAX IDENTIFICATION NUMBER (COPY OF FIJI REVENUE AND CUSTOMS AUTHORITY LETTER);
9. APPLICANTS TO PROVIDE DETAILS OF THEIR OPERATIONS IN TERMS OF THE FOLLOWING:
 - AUDIO VISUAL SERVICE CURRENTLY BEING OFFERED;
 - QUALIFICATIONS POSSESSED RELEVANT TO THE AUDIO VISUAL INDUSTRY;
 - WORK EXPERIENCE RELEVANT TO THE AUDIO VISUAL INDUSTRY;
 - ANY OTHER RELEVANT INFORMATION.