

SCRAP METAL DEALERS LICENSE

CHECKLIST

- COMPLETED APPLICATION FORM;
- PRESCRIBED FEES OF \$500** (CASH OR BANK CHEQUE ADDRESSED TO PERMANENT SECRETARY FOR INDUSTRY, TRADE AND TOURISM);
- IF APPLICANT IS A NATURAL PERSON, IS MORE THAN 18 YEARS OLD (EVIDENCE OF AGE);
- MUST IN ANY 12-MONTH PERIOD BUY, SELL OR DEAL IN SCRAP METAL ON 6 OR MORE DAYS DIFFERENT DAYS (PROVIDE EVIDENCE);
- EVIDENCE THAT THE VALUE OF SCRAP METAL TRADE IS MORE THAN \$100.00 IN ANY ONE TRANSACTION;
- 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;
- ORIGINAL OR CERTIFIED COPY OF VALID RECYCLING PERMIT/SOLID WASTE DISPOSAL PERMIT FROM THE DEPARTMENT OF ENVIRONMENT;
- NOT A DECLARED BANKRUPT (PROVIDE EVIDENCE);
- ADDRESS OF PRINCIPAL LICENSED PREMISES AND EVERY OTHER PLACE OF BUSINESS;
- IN THE CASE OF A LICENSE HOLDER WHO IS AN INDIVIDUAL, WHETHER PERSON IS IN PARTNERSHIP AND, IF SO, THE FULL NAMES OF EVERY PARTNER;
- IN CASE OF A LICENSE HOLDER THAT IS A COMPANY, THE NAME OF EVERY PERSON CONCERNED IN THE MANAGEMENT OF THE COMPANY;
- TAX IDENTIFICATION NUMBER (COPY OF FIJI REVENUE AND CUSTOMS AUTHORITY LETTER);
- EVIDENCE OF ANY PENDING CASE IN COURT (if any) ;
- WEIGHING INSTRUMENT CERTIFIED BY DEPARTMENT OF WEIGHTS OF MEASURES (PROVIDE EVIDENCE – (FORM A/CERTIFYING CERTIFICATE).