



MINISTRY OF FISHERIES

Takayawa Buildings, Toorak Road, Suva
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Application Checklist for Renewal of Licence/Authorisation

Mandatory:

Complete and accurately filled application forms for the following:

- └ Licence/Authorisation (Schedule 6A/Schedule 6F);
- └ Record of Offshore Fishing Companies (Schedule 6Q);
- └ Record of Vessels Using Ports in Fiji (Schedule 6T);

Where applicable:

- └ Record of Fish Exporters and Importers (Schedule 6S);
- └ Record of Fish Processing Establishments (Schedule 6R);
- └ Fishing vessel charter (Schedule 6O) and Charter Agreement;
- └ Valid FFA certificate.

Documentations

- └ Valid FRCA Tax Compliance Certificate;
- └ Valid Insurance cover for crew;
- └ Current annual returns (Registrar of Companies);
- └ Valid MSAF Survey certificate;
- └ Audited financial report for the previous financial year;
- └ Offshore Fishery National Development Indicators (OFNDI) for the audited year;
- └ Copies of other valid authorisation(s) held;
- └ FNPF payment for crew;
- └ Work permit for foreign crew.

If there are any changes to the following then the updated versions shall be provided:

- └ Comprehensive Business plan;

- ┌ Company registration certificate;
- ┌ Details of all onshore investments;
- ┌ Shareholding structure;
- ┌ Passport bio-data page of:
 - ┌ Owner and shareholders;
 - ┌ Vessel master; and
 - ┌ Company Directors.