



IMMIGRATION & CITIZENSHIP AUTHORITY

**EXTENSION PERMIT CHECKLIST
VISA TYPE: VISITOR**

EXT 1

Name of Sponsor (If applicable) : _____
 Name of Applicant : _____
 Name of Agency (if applicable) : _____
 Name of Person Lodging : _____
 Contact Person: _____ Landline #: _____ Mobile #: _____
 Email: _____

Please complete the following checklist for the application: Place a Tick for the Visa Type:

Visa Class	MSF (K400)	Extension Form	Sponsor Letter	Passport	Return Itinerary	COS	Tick (v) the Visa Class
Tourist – Tour Package	✓	✓	✓	✓	✓	NA	
Tourist-Own Itinerary	✓	✓	✓	✓	✓	NA	
Visiting Relative	✓	✓	✓	✓	✓	NA	
Yachtsperson (Crew)	✓	✓	✓	✓	✓	NA	
Yachtsperson (Owner/Captain)	K600	✓	✓	✓	✓	NA	
Journalist/Reporter	K1500	✓	✓	✓	✓	NA	
Easy Visitor Visa (60 days)	✓	✓	✓	✓	✓	NA	

The following MUST be noted:		Comment
Signed Undertaking Letter addressed to CMO & Attention DCMO		
Duly completed Extension Form MUST be clear , Signed and dated		
Original Receipt Of Migration Service Fee (MSF) K400.00 or applicable fee		Quote MSF _____
Passport MUST be valid more than 6 months		
Letter of Explanation		If Late/Overstayed
Visa Class	Other Applicable Requirements	Comments
Yachtsperson (Crew & Owener/Captain)	Gendec	As provided to PNG Customs
Journalist/Reporter	Approval Letter from PM’s Media Unit	
Late Penalty Fee (Original MSF)	All Visa Class K2000.00	Journalist/Reporter K3000.00
Over Stayer Fee if Applicable		
(i)	Original Receipt of Migration Service Fee (MSF)	Quote MSF _____
(ii)	K3000.00 (29-60 DAYS),	Quote MSF _____
(iii)	K5000 (61 DAYS-1 YEAR),	Quote MSF _____
(iv)	K10 000 (FROM 1 YEAR ONWARDS)	Quote MSF _____

Click "CLEAR FORM" to reset form