



**ICA**  
PAPUA NEW GUINEA  
PROTECTING BORDERS & PROMOTING PROSPERITY

## IMMIGRATION & CITIZENSHIP AUTHORITY

### EXTENSION PERMIT CHECKLIST VISA TYPE: BUSINESS

**EXT 2**

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 (K1500)	Extension Form	Sponsor Letter	Passport	Return Itinerary	Tick (✓) Visa Class
Short-Term Multiple Entry	✓	✓	✓	Bio-page & current visa copy	✓	
Short-Term Single Entry	EXTENSION NOT ALLOWED IN-COUNTRY, HOLDER MUST EXIT ON/BEFORE EXPIRY OF STAY PERIOD					
Restricted Employment Visa (REV) LNG only	EXTENSION NOT ALLOWED IN-COUNTRY, HOLDER MUST EXIT ON/BEFORE EXPIRY OF STAY PERIOD					
APEC Business Travel Card	EXTENSION NOT ALLOWED IN-COUNTRY, HOLDER MUST EXIT ON/BEFORE EXPIRY OF STAY PERIOD					

Requirements	Comment
Signed Undertaking Letter addressed to CMO & Attention DCMO	Specified information on the extension of stay
Duly completed Extension Form <b>MUST</b> be clear , <b>Signed</b> and <b>dated</b>	
Original Receipt Of Migration Service Fee (MSF) K1500.00 or applicable fee	Quote MSF _____
Passport <b>Must</b> be valid more than 6 months	
Letter of Explanation	If Late/Overstayed

#### **Late Fee if Applicable:**

Original Receipt of Migration Service Fee (MSF) K3000	Quote MSF _____	
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#### **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 _____	

**NB: Change of Status Not Allowed**

Click "CLEAR FORM" to reset form