



# Application for NEW WORK PERMIT

Form 1

(New Applications Only – for Renewal Applications use Application for Renewal Form)

For Official Use Only

WORK PERMIT ISSUE DATE
WORK PERMIT NUMBER
WORK PERMIT EXPIRY DATE
RECEIPT NUMBER
RECEIPT DATE
No. of WORK PERMITS PAID
AMOUNT

## APPLICATION CHECKLIST

**All answers must be completed in block letters.**

**Applications must be accompanied by the following:** (please tick appropriate box).

For further information, see notes page 4.

- Copy of photo page of employee's passport
- Copy of updated curriculum vitae
- Copy of job description
- Certified evidence of education qualifications
- Copy of employment contract signed by both employee and employer
- Two recent, clear, colour passport sized photographs of employee
- Employee's right thumb print – note: if you have provided your thumb print with a previous work permit application, you do not need to provide it again
- Evidence of membership of professional association (where relevant)
- Evidence of English Language Proficiency (where relevant)
- Employers Certificate of Incorporation from Investment Promotion Authority (IPA)
- Evidence of payment of fee (non-refundable)
- If the applicant does not hold a valid work permit, the applicant is outside PNG

**Supporting documents must be attached to your application in the above order.**

## NATURE OF APPLICATION

- |          |   |                                 |                                |
|----------|---|---------------------------------|--------------------------------|
| <b>1</b> | Is this an application for a General Work Permit?<br><i>(i.e. work of a commercial nature)</i>                  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| <b>2</b> | Is this an application for a Volunteer Work Permit?<br><i>(i.e. work of a non-commercial, voluntary nature)</i> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| <b>3</b> | Is this an application for a Short Term Work Permit?<br><i>(i.e. six months)</i>                                | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| <b>4</b> | Is this an application for a Long Term Work Permit?<br><i>(i.e. for twelve months or more)</i>                  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

**Please indicate term of work permit required:**

6 Months    1 Year    2 Years    3 Years    5 Years (Good Corporate Citizen Only - see Notes)

              

Short term

## EMPLOYMENT AGENT / COMPANY REPRESENTATIVE DETAILS

Name of Employment Agent / Company Representative.

Telephone:

Fax:

Email:

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Date Received:    DAY    MONTH    YEAR

Name of Screening Officer:

Date Screened:    DAY    MONTH    YEAR

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## EMPLOYER DETAILS

All answers must be completed in block letters.

- 5** Employer: \_\_\_\_\_
- 6** Employer Address: \_\_\_\_\_  
\_\_\_\_\_
- 7** Tel: \_\_\_\_\_ **8** Fax: \_\_\_\_\_ **9** e-mail: \_\_\_\_\_
- 10** Industrial Division (selected from "PNG Classification of Industrial Divisions"): \_\_\_\_\_
- 11** Industrial Sub-Division Code (selected from "PNG Classification of Industrial Divisions"): \_\_\_\_\_
- 12** How many Papua New Guinean employees are employed by this company? \_\_\_\_\_
- 13** How many non-citizen employees are employed by this company? \_\_\_\_\_

## POSITION DETAILS

- 14** Job Title (*as per job description*): \_\_\_\_\_
- 15** Occupation (*selected from "PNG Classification of Occupations"*) \_\_\_\_\_
- 16** Job Code (*selected from "PNG Classification of Occupations"*): \_\_\_\_\_
- 17** Internal Company Position Code: \_\_\_\_\_
- 18** Province of Primary Work Location: \_\_\_\_\_ Town: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_
- 19** Will the employee be required to travel to locations other than the primary work location? Yes  No  Go to question 21
- 20** If yes, please provide details: \_\_\_\_\_
- 21** Is this position a reserved occupation (*see Notes*)? Yes  Application Ineligible No  Go to question 22
- 22** Is it a requirement that this position be advertised (*see Notes*)? Yes  Go to question 23 No  Go to question 24
- 23**  Copy of Advertisement  Details of dates advertised  Statement why PNG citizen not suitable

## EMPLOYEE DETAILS

- 24** Employee Surname (*as shown in passport*): \_\_\_\_\_
- 25** Employee Given Names (*as shown in passport*): \_\_\_\_\_
- 26** Date of Birth: \_\_\_\_\_ DAY MONTH YEAR **27** Gender: Male  Female
- 28** Passport Number: \_\_\_\_\_
- 29** Nationality (*as shown in passport*): \_\_\_\_\_
- 30** Will the employee be accompanied by dependents? Yes  No  If yes, how many: \_\_\_\_\_
- 31** Is the employee a dependent of a current work permit holder in PNG? Yes  Go to question 32 No  Go to question 33
- 32** If yes, please indicate the work permit number:



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## 33 Details of Employee's Education/Training (two most recent qualifications):

Education/Training Institution (Town, Country)	Duration (dd/mm/yy)		Qualification and Field of Study
	From	To	

## 34 Details of Employee's Employment History (last two positions held):

Employer and Location (Town, Country)	Industry	Duration (dd/mm/yy)		Occupation
		From	To	

## 35 Please list the Country of Origin and Repatriation for the Employee (see Notes):

Country	City
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### ENGLISH LANGUAGE PROFICIENCY

36 Is the employee from a designated English Speaking country (see Notes)? Yes  Go to question 40 No  Go to question 37

37 If no, has the employee passed a test of English Language Proficiency? Yes  Provide details at question 38 No  Go to question 39

## 38 Evidence of English Language Proficiency:

Education Institution	Date test undertaken (dd/mm/yy)	Results (Attach Certified Copy)

## 39 Please provide alternative proof of English Language Proficiency (see Notes).

### SALARY PACKAGE OF EMPLOYEE

40 What is the total salary package (Salary and Non-salary) of Employee (see Notes)? Minimum Wage K40,000 - K50,000

Salary (e.g. Take Home Pay)	Non-salary Allowances	Total Salary Package
K	K	K

### DECLARATION

41 We hereby declare that:  
 (a) All information provided in this application (including all attached documentation) is true and correct; and  
 (b) We understand that the provision of false or misleading information may result in the refusal of this application, or, in the event that the work permit is issued, cancellation.

\_\_\_\_\_  
Signature of Employer

COMPANY  
STAMP

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Name of Employer &  
Designation (print)

\_\_\_\_\_  
Name of Employee (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Right thumb print of employee.  
Note: print must be clearly  
distinguishable – use fingerprint ink

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Name of Processing Officer: \_\_\_\_\_

Date Processed: \_\_\_\_\_

DAY MONTH YEAR

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# Application for NEW WORK PERMIT

## NOTES

These notes are provided to assist applicants with completing this application form.

For further information, please refer to the *Employment of Non-citizens Act 2007*, the *Employment of Non-citizens Regulation 2008* and the *Work Permit Guidelines*.

### 1 FEE SCHEDULE

General Long Term Work Permit: K1,000.00 per year  
General Short Term Work Permit: K500.00  
Volunteer Long Term Work Permit: K100.00 per year  
Volunteer Short Term Work Permit: K50.00

### 2 GOOD CORPORATE CITIZENSHIP

Only employers who have been granted Good Corporate Citizenship status by the Minister for Labour and Industrial Relations may make application for five (5) year work permits.

For further information, please see the *Work Permit Guidelines*.

### 3 RESERVED OCCUPATIONS

Certain positions are reserved for Papua New Guinean citizens. Please refer to the *Guide to the Foreign Employment Industrial Divisions & Classification of Occupations* for further information.

### 4 POSITIONS TO BE ADVERTISED

Certain jobs must be advertised in Papua New Guinea before a work Permit can be issued to a non-citizen. For further information, please refer to the *Guide to the Foreign Employment Industrial Divisions & Classification of Occupations*.

Where it is a requirement that a position be advertised, you must attach the following to this application:

- copy of the original advertisement
- details of the dates the position was advertised; and
- statement why a PNG Citizen was not considered suitable

### 5 COUNTRY OF ORIGIN/REPATRIATION

The *Employment of Non-citizens Act 2007* requires that non-citizens be repatriated to their country of origin if their employment is terminated for any reason. For further information, please see the *Work Permit Guidelines*.

### 6 ENGLISH LANGUAGE REQUIREMENTS

Section 17(1) of the *Employment of Non-citizens Act 2007* requires that all non-citizens prove that they are proficient in English.

Where a non-citizen is from a country not assumed to be proficient in English, they must provide evidence of English Language proficiency before the work permit can be granted. For further information, please see the *Work Permit Guidelines*.

### 7 SALARY PACKAGE OF EMPLOYEE

The total salary package of an employee consists of actual take home pay (e.g. the annual salary paid to the employee) plus any other allowances and benefits paid to, or on behalf of, the employee (e.g. air tickets, housing, living allowances etc).

## HELPFUL HINTS:

- Keep a copy of this application and all supporting documentation for your records
- Ensure that the application is complete and signed
- Consult the *Work Permit Guidelines*
- Ensure that supporting documentation eg. education qualification, translated documents and English Language Certificate (other than originals) is certified true and correct

Foreign Employment Division Website: [www.workpermits.gov.pg](http://www.workpermits.gov.pg)

Contact Us: Ph: 325 2911 Fax: 325 6655

Send queries to: [enquiries@workpermits.gov.pg](mailto:enquiries@workpermits.gov.pg)

Or visit us at: Ground Floor, Moale Haus, Melanesian Way, Waigani (contact office for opening hours)

Govt.Pvt.—144/10, 000—1.4.2012