



ICA
PAPUA NEW GUINEA
PROTECTING BORDERS & PROMOTING PROSPERITY

IMMIGRATION & CITIZENSHIP AUTHORITY

CHANGE OF STATUS (CONDITION 4) PERMIT CHECKLIST

EXT 12

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 in Column four below:

Description	Issue of new entry visa to a person affected by a legal name change of the company/organisation		
Condition	Must be a holder of a valid Employment entry visa and produce evidence of IPA certificate of name change		
No.	Requirements	Comments	Tick (v)
1	Signed Undertaking Letter addressed to CMO & Attention DCMO		
2	Duly completed Extension Form Must be clear , signed and dated by applicant unless unable to sign then Guardian		
3	Original Migration Service Fee (MSF) of K2000	Quote MSF _____	
4	Copy of Work Permit Approval Letter & ID – Original to be sighted at Counter	Ensure details have changed	
5	ICA Maintenance Guarantee Bond		
6	Passport (Validity of 6 months or more)		
7	Investment Promotion Authority (IPA) Certificate	IPA Form 8	

If Applicable:

Letter of Explanation	Late Application / Overstayers	
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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 _____