



IMMIGRATION & CITIZENSHIP AUTHORITY

**EXTENSION PERMIT CHECKLIST
VISA TYPE: SPECIAL EXEMPTION**

EXT 7

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 (K200)	Extension Form	Sponsor Letter	Passport	Work Permit	Tick (v) the Visa Class
<i>Foreign Official</i>	Gratis	✓	Protocol	Official	NA	
<i>Diplomats</i>	Gratis	✓	Protocol	Diplomatic	NA	
<i>Aid Worker/ Volunteer</i>	✓	✓	✓ & Protocol Letter if required	✓	If Required	
<i>Researcher/ Academic</i>	✓	✓	✓	✓	NA	
<i>Sportsperson</i>	✓	✓	✓	✓	NA	
<i>Filmmaker (non-commercial)</i>	✓	✓	✓	✓	NA	
<i>Religious Worker</i>	✓	✓	✓	✓	If Required	
<i>Emergency Relief Worker</i>	✓	✓	✓	✓	NA	
<i>Medical Workers</i>	✓	✓	✓	✓	NA	
<i>Melanesian Spearhead Group (MSG)</i>	No Fee	✓	✓	✓	NA	
<i>Domestic Worker (Accredited Diplomats)</i>	✓	✓	✓	✓	NA	
<i>Dependents of Diplomats and Officials</i>	Gratis	✓	✓	✓	NA	
<i>Dependent of Citizen (Non-Working)</i>	✓	✓	✓	✓	NA	
<i>Dependents</i>	✓	✓	✓	✓	NA	



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: 2 :

Requirements	Comment
Signed Undertaking Letter addressed to CMO & Attention DCMO	
Duly completed Extension Form MUST be clear, Signed and dated	For Dependents Unable to sign then Guardian Authorized
Original Receipt Of Migration Service Fee (MSF) K200.00	Quote MSF _____
(i) Copy of Work Permit Approval Letter & ID – Original to be sighted at Counter	
(ii) National Gazettal Notice for Work Permit Exemption	
Letter from Diplomatic Mission (For Aid Funded Projects)	
Passport Must be valid more than 6 months	
Aid Status Confirmation	
Dependent	Principle's visa page if lodged individually
Letter of Explanation	If Late/Overstayed

IMPORTANT:

Visa Class	Applicable Requirements	Comments
Melanesian Spearhead Group	Sponsor Letter	Clearly state Reason for extension and include place of residence
Film Maker	Approval Letter from National Film Institute	
Medical Workers	Approval Letter from Health Department	
Dependent of Citizen	Sponsor Letter from Spouse & ID	ID refers to PNG Spouse: Passport, NID or Driver's License etc...

Late Fee if Applicable:

Foreign Official / Diplomats and their Dependents	Gratis	
Original Receipt of Migration Service Fee (MSF) K1000.00	Quote MSF _____	

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 FOR THIS VISA TYPE NOT ALLOWED EXCEPT DEPENDENT OF CITIZEN (REFER EXT 10)