



PAPUA NEW GUINEA IMMIGRATION & CITIZENSHIP SERVICE AUTHORITY
Extension, APEC/PR Branch
Visa & Passport Division

**VISA TYPE: WORKING RESIDENT
 EMPLOYMENT / LONG TERM**

EXTENSION PERMIT CHECKLIST

Name of Employer: _____ Date of Lodgment: _____
 Name of Applicant: _____
 Name of Agency (if applicable): _____
 Name of lodging person: _____
 Contact Person: _____ Tel #: _____ Mobile #: _____
 Email: _____ Facsimile #: _____

Please complete the following checklist for the application:

Check [X] if Completed & Attached:

1		Undertaking Letter from Employer (Clear & Signed Addressed to CMO & Attention DCMO)		
2		Duly completed Extension Form Must be clear , signed and dated		
3		Original Receipt of Migration Service Fee (MSF) K2000.00	Quote MSF _____	
4		Copy of Work Permit Approval Letter & ID – Original to be sighted at Counter		
5		Copy of Maintenance Guarantee Bond in line with Work Permit validity - Original to be sighted at Counter		
6		Passport Must be valid more than 6 months		
7		Copy of IPA Certificates if required		

Late Fee if Applicable:

8		Original Receipt of Migration Service Fee (MSF) K4000.00	Quote MSF _____	
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Over Stayer Fee if Applicable:

8	(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 _____	

*****IF THE COMPANY IS IN THE RETAIL SECTOR, PLEASE REFER NEXT PAGE.**

Requirements Under the Moratorium:

Company:

1	(i)	Provide Company Extract under Foreign Certification		
	(ii)	If National Company, provide information on Business Activities		
2	(i)	Provide Company Structure		
	(ii)	Indicate Positions under National and Foreign		
	(iii)	Indicate Part Time and Full Time Employees		
4		Provide Financial Statement (3 years back)		
5		Trading License		
6		IRC Tax File Number		

Applicant:

1		Curriculum Vitae (CV)		
2		Educational Qualifications		
		IELTS Certificate		

OFFICE USE ONLY:

Date Received	__/__/__	Registration Officer:	_____
Date processed	__/__/__	Processing Officer:	_____
Date of Approval	__/__/__	Approval Officer:	_____
Visa Print Date	__/__/__	Visa Print Officer:	_____