Export Check List

1. In order to qualify the product for Export License, the following documents are required.

2. Completed Export Application Form with signed and attach the following documents.
   - Copy of PO from overseas buyer (Purchase Order)
   - Packing List-From the exporter
   - Register of Companies (New Exporter) or Custom Entry-Invoice (Last Export)
   - Invoices-From the exporter

3. Contact nearest Forestry Office for appointment with a TI for the inspection and certifying of the consignment.

4. TI after inspection issued two forms namely
   - Inspection Certificate-I/C (For bio-security purpose)
   - Timber Grading Certificate.

5. Attach copy of I/C (Original I/C to be handed to nearest Bio-Security office) and original Timber grading Certificate to the attachment bulleted on No.3

6. Sent Ministry of Forests, Head Quarters, P.O Box 2218, Government Building, Suva or hand deliver to Ministry of Forests Level M, Takayawa Building, and Toorak Road, Suva.

7. Processing time is within 2 working days provided all the relevant documents is attached.

8. Export Permit is then collected from Forestry HQ Suva and can also be collected by shipping agent if Exporter is based out of Suva or by email or fax.

Timber Inspector Officers-Contact

TI-Lautoka Mr Ropate Green      Tel 6661300/Fax 6661261
TI-Labasa Mr Uwate               Tel 8812077/Fax 8813775
TI-Nasinu Mr Taniela Whippy & Mr Raj Tel 3393611/Fax 3397611

The export application can be delivered to the above address (No.8) to HQ

Note: