MINISTRY OF FORESTS

Export Check List
- *(Requirements for other species varies)*

1. In order to qualify the product (sandalwood and native species) for an export license, the source should have a RL and proper receipts of payments. If acquired from other source apart from owners than it is important that the buyer request copies of RL and proper payment receipts as proof that original source has meet all Forestry requirements.

2. Fill and complete Application for Export (Available from nearest Forestry Office)

3. Attach the following to the completed Export Application Form-
   - Copy of PO from overseas buyer
   - Packing List
   - Invoices
   - Registrar of Companies (New Exporter) Or Custom Entry (Last export)
   - Cites Permit (Issued from Environment Department upon paying F$986.10 annual fee)

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

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

6. 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

7. Sent to 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.

8. Processing time is within 2 working days provided all the require documents is attached.

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

**Note:**
1. RL-Right License  2. RML-License to Remove Forest Produce  3. PO-Purchase Order  4. TI-Timber Inspector  6. I/C-Inspection Certificate
7. CITES-Convention On International Trade In Endangered Species