



2024-2025 **FORESTRY** BUSINESS GUIDE

Comments and inquiries should be directed to:

Ms. Sanjana Lal

Acting Permanent Secretary for Fisheries &
Forestry






Ministry of Fisheries & Forestry

Level 3, Takayawa Building Suva,

Fiji

Telephone: (679) 3301 611

Overview of the Ministry of Forestry

Vision Sustainable Forests, Our Future	Values  Responsible  Resolute  Respectful  Resourceful  Reliable
Mission To be a leader in Sustainable Forestry	

Contact Information

Forestry Office	Location	Phone Contact
Headquarters	Takayawa Building, Toorak	3301 611
Forest Product, Trade and Training Division	Nasinu	892 4620
Silviculture Research Division	ColoiSuva Forestry Station	892 6121
Forest Parks & Reserves	ColoiSuva Forestry Station	332 0667
Forestry Training Centre	ColoiSuva	332 2380
Nausori Office	Riverside Building, Nausori	892 5104
Forestry Station- Vunimaqo	Deuba	345 1078
Forestry Station- Korovou	Korovou	343 0100
Lautoka Office	Tagimoucia Street, Lautoka	666 1300
Forestry Station- Sigatoka	Lawaqa, Sigatoka	330 1611
Forestry Station- Rakiraki	Riverside Plaza, Rakiraki	669 4162
Forestry Station- Ba	Koronubu House, Ba	667 5005
Labasa Office	Macuata House, Labasa	881 2077
Forestry Station- Dreketi	Dreketi	892 1704
Forestry Station- Savusavu	Valeci, Savusavu	885 0436

Acronyms

CITES	Convention on International Trade in Endangered Species
DFO	Divisional Forest Officer
DoE	Department of Environment
EIA	Environmental Impact Assessment
FDB	Fiji Development Bank
FFHCOP	Fiji Forest Harvesting Code of Practice
FNPF	Fiji National Provident Fund
FRCS	Fiji Revenue & Customs Services
IHRDP	Integrated Human Development Program
iTLTB	iTaukei Lands Trust Board
MCTTT	Ministry of Commerce, Trade, Tourism and Transport
MEPIR	Ministry of Employment, Productivity and Industry Relations
MOF	Ministry of Forestry
NTPC	National Training & Productivity Centre
OHS	Occupational Health and Safety
RBF	Reserve Bank of Fiji
SME	Small Micro Enterprises
TFR	Tax Free Region
TI	Timber Inspector
TIN	Tax Identification Number
TLC	iTaukei Lands Commission
TI	Timber Inspector
VAT	Value Added Tax

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Investment in the Forestry Sector

Fiji's Forestry sector plays a vital role towards national economic recovery. The resource based and economic service sector not only contributes to economic growth, but it also ensures the conservation, sustainable utilisation, and management of forest resources.

Interested parties who wish to invest particularly in the forestry sector are recommended to firstly visit the Ministry of Forestry to seek further advice on the potential areas of investment prior to proceeding to the next step and that is, gathering the necessary documentations required for the approval/permit/licenses relevant to the scope of the business that they're venturing in within the sector.

OPPORTUNITIES

- ✧ Forest Harvesting
- ✧ Sawmill & Treatment Plant
- ✧ Timber Processing
- ✧ Woodchips and Mahogany
- ✧ Non-Wood Timber Forest Products
- ✧ Value Added Products
- ✧ Forest Parks
- ✧ Carbon Credits
- ✧ Eco-Tourism
- ✧ Bioenergy production

INCENTIVES

TAX FREE REGION (TFR) INCENTIVE

This incentive is available to a newly incorporated entity engaged in a new business established in the following areas: Vanua Levu- included Taveuni, Rabi, Kioa and other islands generally included for Government administrative purpose in the Northern Division, Rotuma, Kadavu, Lomaiviti, Lau and Nausori, Lautoka region (from Nausori Airport side of the Rewa River (excluding township boundary) to the Ba side of the Matawalu River. Any company may apply to the Minister for Finance in a prescribed form for an operating license. It should be noted that a TFR license can only be granted to a new entity based at a single location in the

TFR. Existing iTaukei companies are eligible for the TFR incentive for new investments above \$250,000.

TAX EXEMPTIONS AVAILABLE

The income tax exemption is as follows:

- ✧ Capital investment from FJ\$250,000 to FJ\$1,000,000, for a period of 5 consecutive years; or
- ✧ Capital investment from FJ\$1,000,000 to FJ\$2,000,000, for a period of 7 consecutive years; or
- ✧ Capital investment above FJ\$2,000,000 for a period of 13 consecutive years

BENEFITS UNDER THE TAX-FREE REGION

- ✧ Duty concession on the importation of raw materials, machinery and equipment (including parts and materials) required for the initial establishment of the business at rates of Free Fiscal, Free Import Excise and VAT applicable.
- ✧ Additional 5 years of income tax exemption is available to any company granted a license and having indigenous Fijian landowner equity of at least 25 percent.

EXPORT INCOME DEDUCTION

A 60% export income deduction is currently available to exporters. This incentive is extended till 31 December 2025. The agriculture, fisheries and forestry businesses are further incentivised with a 90% export income deduction.



Financial Assistance Schemes

For local investors interested in setting up businesses pertaining to the forestry sector, the following financial assistance schemes/programs are available to their advantage provided they meet the criteria/requirements set by the responsible agency:

1. Forest Subsidy Assistance

Agency: Ministry of Forestry

The Forest Subsidy Assistance aims to empower landowners through the establishment of small forestry related business that creates value added products from harvesting and wood processing residues. The criterion for funding is as follows:

The assistance is aimed at:

- ✓ The establishment of a small forestry related business;
- ✓ Improving production and quality for existing small forestry related business.
- ✓ Purchasing of tools, equipment and machinery for value adding required for a small forestry related business.

List of Application Requirements:

- ✓ Must be 18 years+
- ✓ Birth Certificate
- ✓ Valid Photo ID
- ✓ Business License/Hawker/Other approval attached.
- ✓ Income of \$30,000 or less
- ✓ TIN Number/FNPF/Voter ID
- ✓ Quotations attached.

Submission:

Interested parties can apply for the subsidy through an Expression of Interest (EOI) that will be advertised.

Please visit <https://www.forestry.gov.fj/forms.php> to access the application form and also for further information.

Please note that successful applicants will be required to submit a quarterly progress report on the business venture to the Conservator of Forests.

2. National Export Strategy (NES)

Agency: Ministry of Commerce, Tourism, Trade and Transport (MCTTT)

Funding of up to \$100,000 can be accessed under this scheme.

Projects eligible for NES funding:

- ✓ Procurement of manufacturing machines for value adding.
- ✓ Infrastructure development.
- ✓ Enhancement of Standards and Certifications.
- ✓ Product development for businesses on the verge of exporting.
- ✓ Procurement of equipment for diversification purposes.
- ✓ Equity funding with financial institutions; and
- ✓ All projects should be export related.

To be eligible to apply:

- ✓ Business ownership should be at least 51% Fijian owned.
- ✓ Businesses who are currently exporting or on the verge of exporting.
- ✓ Businesses who are on the verge of exporting, must be in operation for at least 2 years and supply in the local market; and
- ✓ Businesses must provide past two years annual financial statements.

Application Requirements:

- ✓ Filled Online Application form.
- ✓ Business Registration Certificate.
- ✓ Business Taxpayer Identification Number (TIN) Letter.
- ✓ Business latest Tax Compliance Certificate.
- ✓ Valid Fiji National Provident Fund (FNPF) compliance letter.
- ✓ Detailed business plan with 3 years forecasted financial statements.
- ✓ Recent tax returns lodged with Fiji Revenue & Customs Service.
- ✓ Past two years annual financial statements.
- ✓ Valid export license.
- ✓ Approved Export Premises Certificate.
- ✓ Valid photo identity (ID) of director(s)/proprietor.
- ✓ Export data for last 2 years (customs entry/commercial invoice of exports, if applicable; and
- ✓ Detailed construction and local authority approval plan, if proposals are for construction of buildings, warehouse, or processing facility.

Submission: Please visit <https://mcttt.gov.fj/division/msme-fiji/national-export-strategy/> for further information. The application form along with the required documents to be sent to nes@mcttt.gov.fj with the subject line titled- **Application: National Export Programme – (Insert name of Business)**

3. Integrated Human Resources Development Programme (IHRDP)

Agency: Ministry of Commerce, Tourism, Trade and Transport

Projects eligible for IHRDP funding:

- ✓ Procurement of manufacturing machines for value adding.
- ✓ Construction of warehouse, storage facility and eco-tourism projects.
- ✓ Product development for businesses.
- ✓ Procurement of equipment for diversification purposes and
- ✓ Equity funding with financial institutions for capital expenditure and diversification purposes.

To be eligible to apply:

- ✓ Fijian citizen of 18 years of age and above.
- ✓ Residing in the peri-urban, rural, and remote areas in Fiji.
- ✓ Existing registered enterprises or those that have relevant market experience and are on the verge of formal registration.
- ✓ Registered entity must be majority Fijian owned (51% and more).
- ✓ Groups and communities need to be validated through support letters from line Ministries and stakeholders; ready to formally register as a business entity; and
- ✓ Ability to meet the one-third cash funding of total project cost.

Application Requirements:

- ✓ Filled Application form.
- ✓ Business Plan (Project Proposal)
- ✓ Business Registration Certificate
- ✓ Tax Identification Number (TIN)
- ✓ Management Accounts for those in operations for at least 2 years.
- ✓ Three years Cash Flow Forecasts/Projections (Cash Flow Template)
- ✓ Support and Validity letter from relevant Ministry and Stakeholders
- ✓ Membership or shareholder listing (if applicable)
- ✓ Land Lease, Title, or documentation relevant to proposals that encompass land (if applicable)
- ✓ Statement proving the Applicant's one-third Contribution; and
- ✓ Compliance to regulatory requirements as per business scope.

Submission: Visit <https://mcttt.gov.fj/division/msme-fiji/integrated-human-resource-development-programme/> for further information. Send your application to ihrdp@msme.mcttt.gov.fj with the subject line titled- **Application: Integrated Human Resources Development Programme – (Insert name of Business)**

4. Trade Enhancement Programme (TEP)

Agency: Ministry of Commerce, Tourism, Trade and Transport (MCTTT)

Funding of up to \$500 can be accessed under this scheme for the purchase of items.

To be eligible to apply:

- ✓ Must be a Fijian owned Micro business.
- ✓ Annual turnover of the business to be less than \$50,000.

List of Application Requirements:

- ✓ Filled Online Application Form
- ✓ Business Registration Certificate.
- ✓ TIN Letter/Joint ID.
- ✓ Valid Photo Identification.
- ✓ 12 month Forecasted Cash Flow Statement.
- ✓ Quotations – Local Vendor(s); and
- ✓ Copies of relevant Trade Certification.

Submission:

Please visit <https://mcttt.gov.fj/division/msme-fiji/trade-enhancement-program/> for further information. All applications are to be submitted online – Hardcopy applications will not be accepted. The Ministry staff will only provide guidance and will not fill the applications on behalf of applicants.

5. Northern Development Programme (NDP)

Agency: Ministry of Commerce, Tourism, Trade and Transport (MCTTT)

Projects eligible for NDP funding:

- ✓ The grant funding will only finance New and Incremental investment and not refinance existing projects being implemented by entrepreneurs.
- ✓ The Project cost will be shared in three parts with NDP funding as equity to the project e.g., Applicant contribution + Equity (NDP Grant) + Loan Component = Total Project.
- ✓ The equity portion varies for each level of Micro, Small and Medium Enterprises and will be determined through each application.

To be eligible to apply:

- ✓ Members must be all Fijian citizen between the ages of 18-60 years.
- ✓ Residing in the Northern Division of Fiji for the last 12 months.
- ✓ Available to existing and new registered enterprises.
- ✓ All applications to acquire a loan component with a credible financial institution; and
- ✓ Registered entity must be majority Fijian owned (51% and more).

List of Application Requirements:

- ✓ Filled Application form.
- ✓ Business Plan/on farm report for farming/farm development Plan
- ✓ Latest Financial Accounts
- ✓ Financial projections for next 3 years
- ✓ Supporting Documentations from the relevant Government Ministry
- ✓ Business Registration Certificate
- ✓ Business License
- ✓ Fishing License
- ✓ Cane Contract
- ✓ Copy of certificate attained from Training Workshop attended.
- ✓ Copy of Land lease document
- ✓ Sales and Purchase Agreement
- ✓ Quotations (3) for the items requested to be purchases.
- ✓ Animal Health Report
- ✓ Valuation over Assets to be purchased.
- ✓ LTA search Certificate
- ✓ Farm Report/Farm Development Plan

Submission: Please visit <https://mctt.gov.fj/division/msme-fiji/northern-development-programme/> for further information. All applications are to be made online through this link: <https://ee.kobotoolbox.org/x/XtlLPSUo>

STARTING A BUSINESS IN FIJI

Registration of Business Name

- with the Registrar of Companies

Registration of Tax Identification Number (TIN)

- with the Fiji Revenue and Customs Services (FRCS)

Registration of Employer

- with the Fiji National Provident Fund (FNPF)

Registration of Training Levy

- with the Fiji National University (FNU)

National Fire Authority Compliance Certificate

- with the National Fire Authority (NFA)

Compliance to Occupational Health & Safety (OHS)

- with the Ministry of Employment, Productivity & Industry Relations

Harvesting License

All harvesting operation in Fiji will be conducted according to The Fiji Forest Harvesting Code of Practice 2013. The Code is used in conjunction with the Harvesting License Procedures issued by the Ministry of Forestry, that outlines the processes involved in acquiring a Forest Harvesting License.

Interested personnel who wish to apply for a Forest Harvest License must take heed of the procedures below:

1. Initial Consultation

- ☞ This is a pre-application step.
- ☞ The Ministry of Forestry will convene an initial consultation to landowners who have expressed their intent to log. This consultation will be done together with the representatives from the iTaukei Land Trust Board (iTLTB), Mataqali (Land-Owning Unit), Contractor, Provincial Office, Department of Environment (DoE) and Divisional Commissioners' Office.
- ☞ Landowners will also be informed in this forum on all the necessary requirements in acquiring a Harvesting License electronically

2. Online Registration

- ☞ Applicants are to create an account using the online registration form and register as a Company or as a Licensee. The direct link is <http://www.fhms.gov.fj/>
- ☞ Upon registering, applicant will receive an email verification, use the activation link in the email to login to the system. It is recommended that applicant gather all necessary documentations and requirements before proceeding to fill the online forms.
- ☞ Registered Company/Licensee are required to fill in the Company Profile Details form and the Licensing Documents form before proceeding to fill in the Application form.

3. Online Submission of Application

- ☞ Applicant to ensure that the right documents are uploaded where necessary.
- ☞ Application can only be submitted once all mandatory fields are completed.

4. Processing

- Once the Ministry of Forestry receives the application, the responsible division will be notified via email and the application that has fulfilled all requirements will undergo a series of internal vetting before recommendation is made to the Conservator of Forests.

5. Issuance of License

- The Conservator of Forests approves or rejects application based upon the recommendation from the Divisional Directors.
- The Applicant and the Contractor will be notified via email of the approval and rejection of application.
- For successful applications, the Harvesting Licenses will be released once payments are made to the Revenue Collectors in the Ministry of Forestry Headquarters or at the respective Divisional Offices in Lautoka, Labasa and Nausori. If all the documents are correctly submitted, then the turnaround time is 48hours.

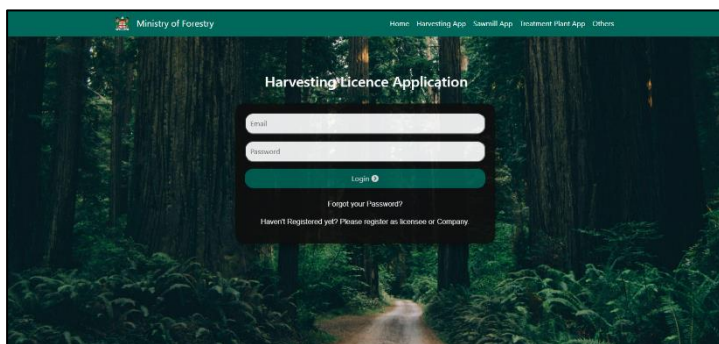
Application Requirements

Company Profile Documents form:

- ✓ Company Registration & history (*merged in one document*)
- ✓ Company TIN letter
- ✓ Team Profile letter
- ✓ FNPF letter
- ✓ Copy of Supervisor Certificate
- ✓ Copy of Machine Operator Certificate & Valid Driver's License photo (*merged in one document*)
- ✓ Copy of Chainsaw Operator Certificate
- ✓ Copy of third-party insurance/tax for machines
- ✓ Copy of Tax Compliance Certificate
- ✓ Company Contract Agreement with Employee
- ✓ FNU Levi Payment Compliance letter
- ✓ Valid OHS Compliance letter Certificate(optional)
- ✓ Table of workers details, their names and their FNPF number and TIN; and,
- ✓ Updated vaccination card- 2nd dose (optional)

Harvesting License Documents form:

- ✓ Applicant Details (Name, Phone Contact, Address etc.)
- ✓ Forest type/Species
- ✓ Land Type- if land type is Freehold, Crown, Crown Lease or Freehold lease then Attach Land Title Lease Letter
- ✓ If land type is Native, fulfil the additional requirements below:
 - ITLTB Number
 - ITLTB Consent letter
 - Mataqali Consent letter
 - Provincial Consent letter
- ✓ Contractor Details- additional requirements below only apply if applicant already has a Contractor:
 - Copy of EIA
 - Copy of Environment Management Plan
 - Copy of Locality and Harvest Plan map- 1:5000 (*merged in one document*)
 - Copy of Harvest Plan (1:10,000)
 - Copy of Subcontractor with Agreement
 - Copy of Agreement between Contractor and Licensee
 - Copy of text report; and,
 - Pre-Harvest Inventory Report
- ✓ Contractor Details- if no contractor then only the below needs to be submitted:
 - Attach Agreement, EMP and Harvest Area Map (*3 documents merged in 1 file*)



Source: Ministry of Forestry online portal

Online Forms

Company Profile Form

1) Attach company Registration:	2) Attach copy of Tin letter:
View attach_comapny_reg	View attach_tin_letter
3) Attach copy of FNPF letter:	
View attach_fnpf_letter	
4) Attach copy of Team Profile letter:	
View attach_team_profile	
5) Attach copy of Supervisor Cert:	6) Attach copy of Machine operator cert:
View attach_sup_cert	View attach_cert_mach_op
7) Attach copy of Chainsaw operator Cert:	8) Attach copy of Text Report:
View attach_chainsaw_op_cert	View txt report
9) Attach copy of third party insurance/tax:	10) Attach copy of Harvest Plan:
View attach_3p_insurance_tax	View attach_harvest_plan
11) Attach copy of Location Map:	12) Attach copy of Agreement Copy:
View attach_location_map	View attach_agreement_copy
13) Attach copy of Tax Compliance:	14) Attach copy of Subcontractor with agreement:
View attach_tax_compliance	View attach_subcontractor
15) Attach Shape File from beat officer	16) Attach FNU Levi Payment Compliance letter:
N/A	View FNU Levi Payment Compliance letter
17) Attach Company Contract agreement with Employees:	18) Attach table of workers names with FNPF/TIN
View company contract with employee	View table of workers names with FNPF/TIN
19) Attach valid OHS compliance letter Certificate:	20) Attach Updated Vaccination card-2nd dose with booster:
View valid OHS compliance letter Certificate	View Updated Vaccination card-2nd dose with booster:

Application for New Licence

Personal Details

First Name*

Enter First Name

Last Name*

Enter Last Name

Phone Contact*

Enter Phone Number

Address*

Enter Your Address

District*

Select District

Division*

Select State

Province*

Select Province

Lot Number

Enter Lot Number

Description*

Forest Type/Species*

Land type*

Select Forest Type/Species

Select Land type

Other Details

Do you have a Contractor?* ☒ Yes ☐ No

Choose your Contractor:

Select Contractor

1) Attach copy of EIA:

Choose file

Browse

2) Attach Environment Management Plan:

Choose file

Browse

3) Attach copy of Locality and HP map(1:5000)(merged):*

Choose file

Browse

4) Attach copy of Harvest Plan: (1:10,000)*

Choose file

Browse

5) Attach copy of Subcontractor with agreement

Choose file

Browse

6) Attach copy of Agreement Copy (contractor and licensee):*

Choose file

Browse

7) Attach copy of text report:*

Choose file

Browse

8) Attach PHI Report:*

Choose file

Browse

Submit Application

Sawmill License

All sawmilling applications will be processed according to the Forest (Sawmill) Regulations 1968. Every license issued shall expire between one to three years depending on the date of issue and the licensee is expected to apply for a renewal of license three (3) months before its expiry date. It should be noted that for application of renewal of sawmilling license, the online application form is the same as that of the new license application but with an additional field where user is required to enter the license number which the applicant wishes to renew.

Please visit: http://www.fhms.gov.fj/sawmill_application_home/ for application of new license and renewal of license.

New License

Any person or business intending to operate a mill for commercial purpose must follow the process below:

1. **Application:**

Interested businesses are recommended to firstly visit the Forestry Office in Suva (FTG 9½Miles, Nasinu) or Macuata House in Labasa or Forestry Office in Lautoka, wherever applicable, before proceeding to fill the online application form.

2. **Provisional Approval:**

Once all requirements are met then a provisional approval of six months will be issued, for the purchase and installation of the mill and should not be used for commercial operations.

3. **Mill Inspection:**

When the mill is ready to operate, an on-site inspection will be carried out by the officials from the Ministry of Forestry and Ministry of Employment.

4. **Full License:**

The applicant will be notified via email of the approval and rejection of application.

Application Requirements

New License Requirements	
✓	Employee Data (Full name, Age, Position, Qualification, Employment Duration)
✓	Log Resource Availability Confirmation (Written confirmation of log sources)
✓	Contract Agreement between Logging Contractor and Sawmiller
✓	Site and Sawmill Layout Plan
✓	Business License by Department of Local Government
✓	FNPF Registration Certificate & Compliance Letter by Fiji National Provident Fund
✓	Tax Registration Certificate & Compliance Letter by Fiji Revenue & Custom Services
✓	Environment Impact Assessment approval by Department of Environment
✓	Waste Disposal Permit Application/Receipt by Department of Environment
✓	Inspection Report by National Fire Authority
✓	OHS Inspection Report by Ministry of Employment, Productivity & Workplace Relations

Renewal of License

Any business intending to renew their sawmill license must follow the process below:

1. Application:

It should be noted that there will be an additional field in the online form where it will require the user to enter the license number that the applicant wishes to renew.

2. Inspection:

When all requirements have been fulfilled and after a series of internal vetting, an on-site inspection will be carried out by the officials from the Ministry of Forestry.

3. Issuance of License:

The applicant will be notified via email of the approval and rejection of application.

Application Requirements

Renewal of License Requirements

- ✓ Employee Data (Full Name, Age, Position, Qualification, Employment Duration)
- ✓ Log Resource Availability (Written confirmation of log sources)
- ✓ Production Summary from January to December of the last operating year
- ✓ Notification on new machines or building if there is a new improvement from previous sawmill layout (Forestry Department Inspection Report)
- ✓ Contract Agreement between Logging Contractor and Sawmiller
- ✓ FNPF Compliance Letter by Fiji National Provident Fund
- ✓ Tax Compliance Letter by Fiji Revenue & Custom Services
- ✓ Valid Business License by Department of Local Government
- ✓ Waste Disposal Permit/Receipt by Department of Environment (including email confirmation)
- ✓ Inspection Report by National Fire Authority
- ✓ OHS Inspection Report by Ministry of Employment, Productivity & Workplace Relations

Online Application Form:

Fill Applicant Details

Forestry Sawmill Licensing Application

[Apply for Sawmill Licence](#)[Review Your Sawmill License Application:](#)

Application For Sawmill License

Applicant Details

Sawmil Application For: *

NEW LICENCE x ▾

Sawmil Type: *

STATIC SAWMILL x ▾

First Name*

Enter First Name

Last Name*

Enter Last Name

Tin Number*

Enter Tin Number

Phone Contact*

Enter Phone Number

Address*

Enter Your Address

Sawmill*

Anishkar sawmill

Location of Sawmill*

Suva city

Fill Human Resources Detail

Human Resources Available

Number of Office Employees:*

Female Employees:*

Male Employees:*

Enter Total Office Employees

Enter total female Employees

Enter total male Employees

Fill Equipment Data

EQUIPMENT (indicate the total number available at the time of this application)

Note: Write N/A if not applicable for certain items

SAWMILLING MACHINERY	Total	Make	Serial number
Band Breakdown			
Edges			
Resaw			
Crosscuts			
Portable Saws			

POWER EQUIPMENT

Type	Total	Make	Horse Power
Stationery engines			
Electric Motors			

ANCILLARY MACHINERY

Type	Make
Planning machines	
Moulding machines	
Lathes	

VEHICLES		
Type	Make	Registration
Lorries – 5 ton capacity and over	<input type="text"/>	<input type="text"/>
Lorries under 5 tonnes	<input type="text"/>	<input type="text"/>
Light vans, cars etc	<input type="text"/>	<input type="text"/>

PRESERVATIVE TREATMENT		
Type	Make	Preservative
Diffusion/Spraying/Brushing & Dipping plant	<input type="text"/>	<input type="text"/>
Pressure plant	<input type="text"/>	<input type="text"/>
Other plant	<input type="text"/>	<input type="text"/>

Fill Log Supply Data

Staffing	
Name(s) of plant operators*	Technical experience*
<input type="text"/>	<input type="text"/>
If experience, what steps have been taken to ensure technical competence prior to operation commencing*	
<input type="text"/>	
Name(s) of plant operators	Technical experience
<input type="text"/>	<input type="text"/>
If experience, what steps have been taken to ensure technical competence prior to operation commencing	
<input type="text"/>	
Output	
Estimate annual output of treated timber*	Main species*
<input type="text"/>	<input type="text"/>
Estimated percentage custom treated*	Any other relevant information
<input type="text"/>	<input type="text"/>

File Upload and Submission

LOG SUPPLY AND CAPITAL

Source and supply of logs (list details of licenses, concession supplies etc)

Total value of equipment listed above (including cost of installation as applicable)

Upload zipped documents together (Max size: 7MB)

NOTE: Your documents should contain **All** the documents highlighted in the checklist above.

Failure to comply with the checklist may lead to your application being **REJECTED**

Upload Zipped Document

Choose file

Browse

Submit Application



Source: Tropik Wood Industry

Treatment Plant License

All treatment plant applications will be processed according to the Forest (Preservative Treatment) Regulations 1992. Every license issued shall expire between one to three years depending on the date of issue and the licensee is expected to apply for a renewal of license three (3) months before its expiry date. It should be noted that for application of renewal of treatment plant license, the online application form is the same as that of the new license application but with an additional field where user is required to enter the license number which the applicant wishes to renew.

Please visit: http://www.fhms.gov.fj/treatment_plant_application_home for application of new license and renewal of license.

New License

Any person or business intending to operate a plant for commercial purpose must follow the process below:

1. **Application:**

Interested businesses are recommended to firstly visit the Forestry Office in Nasinu, Lautoka or Labasa wherever applicable before proceeding to fill the online application form.

2. **Provisional Approval:**

Once all requirements are met than a provisional approval of six months will be issued, for the purchase and installation of the treatment plant and should not be used for commercial operations.

3. **Plant Inspection:**

When the treatment plant is ready to operate, an on-site inspection will be carried out by the officials from the Ministry of Forestry and Ministry of Employment.

4. **Full License:**

The applicant will be notified via email of the approval and rejection of application.

Application Requirements

New License Requirements	
✓	Site Plan & Layout of the Treatment Plant
✓	Site Approval
✓	Confirmation of Land Type (Land Title)
✓	Type of Preservative used
✓	Business Registration & License by Department of Local Government
✓	FNPF Registration & Compliance Certificate by Fiji National Provident Fund
✓	Tax Registration & Compliance Certificate by Fiji Revenue & Customs Service
✓	Environment Impact Assessment approval by Department of Environment
✓	Waste Disposal Permit Application/Receipt by Department of Environment
✓	Inspection Report by National Fire Authority
✓	OHS Report by Ministry of Employment, Productivity & Workplace Relations

Renewal of License

Any business intending to renew their treatment plant license must follow the process below:

1. Application:

It should be noted that there will be an additional field in the online form that requires the user to enter the license number that the applicant wishes to renew.

2. Inspection:

An annual inspection of preservative facilities for annual licensing renewal will be carried out by the officials from the Ministry of Forestry.

3. Issuance of License:

The applicant will be notified via email of the approval and rejection of application.

Application Requirements

Renewal License Requirements

- ✓ Total Annual Treatment Volume
- ✓ Total Annual Treatment Sales
- ✓ Full Medical Report of Treatment Plant Operator (s)
- ✓ Timber Inspectorate Inspection Report by the Forestry Official
- ✓ Valid Business License Certificate by the Department of Local Government
- ✓ FNPf Compliance Letter by the Fiji National Provident Fund
- ✓ Tax Compliance Certificate from Fiji Revenue & Customs Services
- ✓ Compliance Certificate by National Fire Authority
- ✓ Waste Disposal Permit/Receipt (including email confirmation) by Department of Environment
- ✓ OHS Report by Ministry of Employment, Productivity & Workplace Relations

Online Application Form:

Fill Applicant Details

Application For Treatment plant License

Applicant Details

Application Attachment:

[View Supporting Documents](#)

Treatment plant Application For: * Treatment plant app Type: *

new 1

First Name* Last Name* business_name*

Enter First Name Enter Last Name Enter Last Name

Tin Number* Phone Contact* Address*

Enter First Name Enter Last Name Enter Last Name

Location of Facility* Quality Assurance Administrator* Technical Advisor* Email*

Enter First Name Enter Last Name Enter Last Name Enter Last Name

Fill Human Resource Details & Equipment Data

Human Resources Available

Number of Office Employees:*

Female Employees:*

Male Employees:*

EQUIPMENT:*

Note: Write N/A if not applicable for certain items:*

1) Pressure Process:*

Manufacturer:*

Proposed Installation Date:*

Cylinder:*

(i) Diameter: *

(ii) Length*

(iii) Void Volume*

(iv) Safe working pressure*

Tank Capabilities :*

(i) Mix Tanks*

(ii) Storage Tanks*

Pumps :*

(i) Vacuum*

Manufacturers*

Specification*

(ii) Pressure*

Manufacturer*

Ancillary Equipment		
For M.C determination*	For spot testing*	For laboratory analysis*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Staffing		
Name(s) of plant operators*	Technical experience*	
<input type="text"/>	<input type="text"/>	
If experience, what steps have been taken to ensure technical competence prior to operation commencing*		
<input type="text"/>		
Name(s) of plant operators	Technical experience	
<input type="text"/>	<input type="text"/>	
If experience, what steps have been taken to ensure technical competence prior to operation commencing		
<input type="text"/>		



Source: Abeez Engineering and Timber Processors PTE Limited

Forest Export License

Any company/business intending to apply for an export license must follow the process below:

1. Registration

- 🌐 This applies only to new exporters/importers. Registration to be made at the nearest Forestry Office
- 🌐 Applicants to provide Company TIN letters, Business Registration, Tax compliance, valid email address and phone number
- 🌐 Applicants will receive an email that will state their log in credentials, the website link and further details on the license procedures/processes/requirements

2. Application & Vetting

- 🌐 The application form can be accessed online through this link: <https://www.fls.gov.fj/auth/login> where you will be required to log in using your log in credentials.
- 🌐 All documents to be saved in a Zip folder for it to be uploaded into the application form.
- 🌐 Fill the online application form thoroughly and upload all required documents
- 🌐 Application will be vetted to ensure that all required documents is attached
- 🌐 Late export application received (after 9am every Friday) will be processed the following week.

3. Issuance of License

- 🌐 The Export License is issued online when all requirements are fulfilled.
- 🌐 The license will be generated to the applicant's email address and is also available on the portal

4. Inspection

- 🌐 Inspection conducted by a Forestry Official for the certification of the consignment.

- 🌐 Output of the Inspection: 2 certificates will be generated, Inspection Certificate and Timber Grading Certificate.
- 🌐 Submit the Inspection Certificate to the nearest Bio-Security office.
- 🌐 Timber Grading Certificate is attached with the application.
- 🌐 Phytosanitary Certificate to be issued once consignment is cleared to leave the port.

Application Requirements

Export License Requirements

Export Application form, with the following documents attached:

- ✓ Copy of Purchase Order from overseas buyer
- ✓ Packing list from exporter
- ✓ Company invoice
- ✓ Business Registration (only for first time exporter)
- ✓ Business TIN letter (only for first time exporter)
- ✓ Tax Compliance Certificate
- ✓ FNPF Compliance Certificate
- ✓ Custom Entry invoice regarding last export
- ✓ CITES Permit (if native species)
- ✓ Right License, Removal License and Revenue receipts for Sandalwood export

Post Application Documents- Inspection Certificate, Timber Grading Certificate

Requirement 1: Copy of Purchase Order from overseas buyer

The applicant is required to fill the application form according to the Purchase Order issued from overseas buyers.

Requirement 2: Packing list

Maximum dimension of any piece of timber exported should not exceed 300mm x 150mm. Other than that, anything above this specification requires Ministerial approval on a one-off basis only.

Requirement 3: Company invoice

A copy of exporter invoice needs to be attached with your application.

Requirement 4: Business Registration (*only for first time exporter*) with the Registrar of Companies

This only applies to new applicants. Please visit <https://www.justice.gov.fj/companies/> for further information.

Requirement 5: Business TIN Letter (*only for first time exporter*) with Fiji Revenue and Customs Services

This only applies to new applicants. Please visit <https://www.frcs.org.fj/our-services/taxation/> for further information.

Requirement 6: Tax Compliance Certificate with Fiji Revenue and Customs Services

Please visit <https://www.frcs.org.fj/our-services/taxation/> for further information.

Requirement 7: FNPF Compliance Certificate with Fiji National Provident Fund

Please visit <https://myfnpf.com.fj/> for further information.

Requirement 8: Custom Entry invoice in regard to last export.

This only applies for old exporters.

Requirement 9: CITES Permit (if native species) with Department of Environment:

For all native species exported; CITES permit need to be obtained first before applying for a license to operate a commercial entity. Please visit <https://www.mowe.gov.fj/permits-licenses/> more information.

Requirement 10: Right License, Removal License and Revenue receipts for Sandalwood export

This only applies if you're exporting Sandalwood.

Post Application Document 1: Inspection Certificate

This certificate is issued by a Ministry of Forestry official, after the inspection is conducted. Applicant is then required to send the original copy of the certificate to the nearest Bio-Security office.

Post Application Document 2: Timber Grading Certificate

This certificate is also issued by a Ministry of Forestry official. The original copy of the certificate will be attached with the application forms and submitted for further vetting.



Source: Touchwood Investments

Application Form



[Home](#) [Applications](#) [Dashboard](#) [Logout](#)

APPLICATION FOR EXPORT LICENSE

To: Conservator of Forests

I hereby apply for an Export License for the forest produce detailed below:

1. CONSIGNMENT DETAILS

EXPORTER COMPANY NAME *	EXPORTER COMPANY PHONE *	EXPORTER COMPANY EMAIL *	DIVISIONS *
<input type="text" value="Company name"/>	<input type="text" value="1234567"/>	<input type="text" value="company@email.com"/>	<input type="text" value="Select One"/>
SPECIES *	PRODUCT TYPE *	DIMENSIONS (M3) *	VOLUME:CBM (M3) *
<input type="text" value="Enter species"/>	<input type="text" value="Select One"/>	<input type="text" value="Enter dimensions"/>	<input type="text" value="Enter volume"/>
COST/(M3) *	MOISTURE CONTENT *	PRESERVATIVE TREATMENT *	TOTAL COST *
<input type="text" value="\$FJD 1200.00"/>	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<input type="text" value=""/>

2. SHIPPING PARTICULARS

DATE OF LOADING *	PORT OF LOADING *	VESSEL *
<input type="text" value="21-10-2021"/>	<input type="text" value="Select One"/>	<input type="text" value="Capt. Cook"/>
DESTINATION *	FUMIGATION	CONSIGNEE *
<input type="text" value="Select One"/>	<input type="text" value="Yes"/> <input type="text" value="No"/>	<input type="text" value=""/>

ATTACHMENTS *

Only ZIP files allowed | Max file size upload is 10MB

☐ If I am granted a license as a result of this application, I undertake to submit to the Department of Forestry a true copy of the "Invoice for Customs Purposes" as supplied to the Customs Department when the consignment is shipped. The information therein will be treated as confidential.

Forest Import Permit

Any company/business intending to apply for an import permit must follow the process below:

1. Online Registration

- 🌐 This applies only to new importers. Registration to be made at the nearest Forestry Office
- 🌐 Applicants to provide Company Tin Letter, Business Registration, valid email address and phone number
- 🌐 Applicants will receive an email that will state their log in credentials, the website link and further details on the permit application/ procedures/processes/requirements.

2. Application

- 🌐 The application form can be accessed online through this link: <https://www.fls.gov.fj/auth/login> where you'll be required to access it using your log in_credentials.
- 🌐 Fill the online application form and upload all required documents. All required documents are to be saved in a zip folder for it to be uploaded to the application form
- 🌐 This includes any imports in-transit through a port of entry in Fiji to another country
- 🌐 Application will be vetted to ensure that all required documents is attached

3. Issuance of Permit

- 🌐 The Import Permit is issued when all requirements are fulfilled.
- 🌐 The permit will be emailed to the applicant's email address and is also available on the portal
- 🌐 Applicant to schedule clearance by Forestry Officer upon arrival of consignment

4. Inspection

- 🌐 A joint inspection by BioSecurity and Ministry of Forestry will be conducted once the consignment arrives at the Port of Entry or recommended Warehouse
- 🌐 Applicants must provide a copy of the Phytosanitary Certificate, Import permit copy, Invoice and bill of landing

- 🌐 All documents will be verified to ensure that whatever applied for is received. Forestry Officer will clear the clearance form on the portal

Application Requirements

Import Permit Requirements

Import Permit Application form, with the following documents attached:

- ✓ Company letter
- ✓ Bill of landing
- ✓ Invoice
- ✓ Packing list
- ✓ Treatment certificate
- ✓ Copy of Plywood Standards
- ✓ Confirmation letter from Local Manufacturer (for plywood and sawn timber only)
- ✓ Additional Condition: Phytosanitary Certificate

Requirement 1: Company letter

A company letter stating the reason for import.

Requirement 2: Bill of landing

The applicant is required to provide evidence of shipment, this can be obtained from the supplier/exporter.

Requirement 3: Invoice

Supplier's commercial invoice to be attached.

Requirement 4: Packing List

The applicant is required to attach a shipping document that contains information about the contents of the imported products. This will be used to compare what has been ordered to what has been shipped when the consignment arrives.

Requirement 5: Treatment Certificate

This only applies if sawn timber or poles are being imported.

Requirement 6: Copy of Plywood Standards

This only applies if plywood is being imported.

Requirement 7: Confirmation of letter from Local Manufacturer

This only applies if applicant is importing plywood and sawn timber.

Additional Condition: Phytosanitary Certificate


This is an additional condition that applicant needs to go through when the consignment arrives and is mandatory on arrival. PSC is a document issued to indicate that the consignment meets Phytosanitary import requirements.

NOTE:

Timber imported without an Import permit will be re-shipped.

Timber In-Transit to another Country shall remain under the bio-security control until re-shipped.

Application Form

 Import Application

Importer's Ref No: **IMP679fed311ef66**

Export Company Address *

Country of Origin *

Division *

Species *

Product Type *

Dimensions *

Units *

Quantity *

Cost *

Moisture Content *

Total Value *

Chemical

Retention

Standard Used

Grade

Importer Company Address *

Importer Company Email *

Location of Storage *

Expected Arrival Date *

Vessel *

Port of Unload *

Type

Rate of Application

Gas Used

Dosage

Comments *

Submit

Reset

Reference

- 1) Ministry of Finance
 - 2024-2025 Budget Supplement
 - 2024-2025 Budget Summary of Revenue Policies
- 2) Fiji Revenue and Customs Services
- 3) Ministry of Commerce, Tourism, Trade and Transport
- 4) Investment Fiji



Appendix

Appendix A: Species Listing by Class

Class	Species
1	Amunu
	Dakua Makadre
	Dakua Salusalu
	Kuasi
	Yaka
	Buabua
	Rosawa
	Vesi
2	Damanu
	Dabi
	Dilo
	Nawanawa
	Raintree
	Bauvudi
	Kaudamu
	Kauvula
	Mavota
	Kaunicina
	Kauceuti
	Sagali
3	Dogo
	Laubu
	Rosarosa
	Sacau
	Sausauira
	Tivi
	Vaivai-ni-veikau
	Yasiyasi
	Qumu
	Doi

Class	Species
4	Vuga
	Koka
	Mako
	Masiratu
	Moivi
	Sa
	Sarosaro
	Velau
	Vutu
	Waciwaci/Anita
	Others
	Yasimoli
	Lato/Kaukauloa
	Kasiga/Lilidi
	Totowiwi
	Vesida
	Uko/Damanu ni yagaga
5	Mahogany-P
	Mahogany-G
	Eucalyptus
6	Pine-P
	Pine-G
7	Teak

Appendix B: Royalty Payment

Class	Royalty rate/m³ (\$)
1	45
2	37
3	12
4	7
5	-
6	-
7	-

Appendix C: Fees by Land Type

Land Type	Fees/m3 (\$)
Native	5
Crown	5
Freehold	5
Native Lease	5
Crown Lease	5

Appendix D: Product Catalog- Wood Utilisation Project

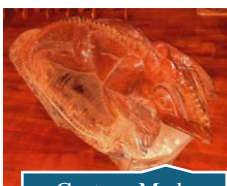
The Wood Utilisation Project is centered on the needs of the community which aims to utilise waste wood and economically empower resource owners.

Please note that the products are mainly from Raintree, Mahogany & Pine species utilised from harvesting, processing and manufacturing facilities.

Here below are snapshots of **a few** forest products that is available for purchasing:



Vaivai Square
Edge Coffee Table



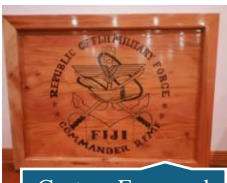
Custom-Made
Iguana Carving



Baby Rocker



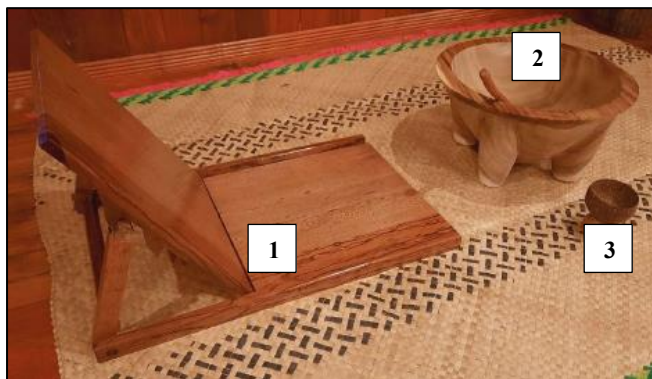
Custom-made
Chest Box



Custom Engraved
Wall Plaques



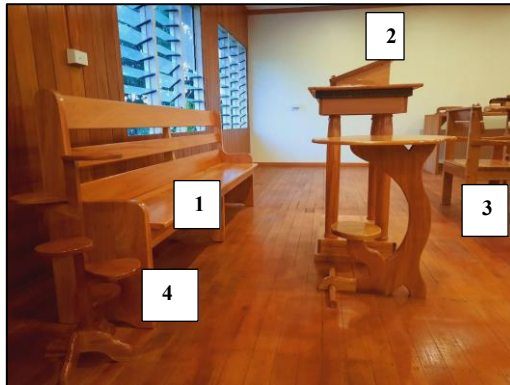
Laminated Round
Bark Edge Base Table



1. Roving Floor
Seat;
2. Raintree
Tanoa;
3. Bilo.



1. Vaivai Slab Dining Table High
2. Medium Bar Stool
3. Maui Hook
4. Tiki Carving



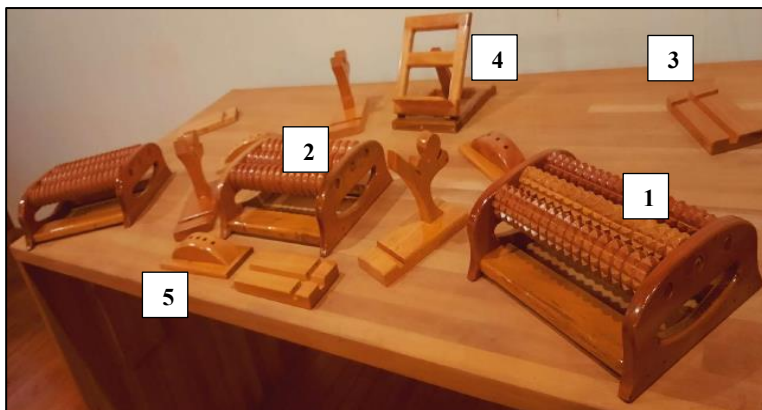
1. Church Bench (3meters)
2. Pulpit
3. Modern Display
4. Mini tier Display



Bed



Mini Flag Holder



(1) Sada Foot Massager, (2) Sada Massager, (3) Phone Stand, (4) Tablet Stand. (5) Pen Stand.



Coffee
Tables

Please note there are a wide variety of products, not limited to the ones pictured above, that is produced under this Project.

Also, custom design and building concepts as per preference is accepted.

Please contact the Ministry of Forestry, Forest Product Trade & Training Division on 892 4620 for further information.

[illegible]





Ministry of Forestry
Takayawa Building, Suva, Fiji
Telephone: (679) 3301 611