



MINISTRY OF FORESTRY

Business Guide August 2021 - July 2022

Sustainable Forests, our Future

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Sustainable Forests, Our Future



To be a Leader in Sustainable Forestry



1. **Responsible:**
We will discharge duties with accountability
2. **Resolute:**
We will discharge duties with determination and be firm and fair on our decisions
3. **Respectful:**
We will be sensitive to individual needs and the diversity of views
4. **Resourceful:**
We will be practical, creative, effective and efficient and maintain uncompromising integrity in our daily work
5. **Reliable:**
We will do and deliver what we have committed and promised to our customers

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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
FIRC	Foreign Investment Registration Certificate
FNPF	Fiji National Provident Fund
FRCS	Fiji Revenue & Customs Services
IHRDP	Integrated Human Development Program
ISEFF	Import Substitution & Export Finance Facility
iTLTB	I-Taukei Lands Trust Board
MCTTT	Ministry of Commerce, Trade, Tourism and Transport
MEPIR	Ministry of Employment, Productivity and Industry Relations
MOF	Ministry of Forestry
NCSMED	National Centre for Small and Micro Enterprises Development
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	Taukei Lands Commission
TPO	Timber Production Officer
VAT	Value Added Tax

Investment in Fiji

Why invest in Fiji?

Fiji is an archipelago of more than 332 islands with a wide variety of opportunities to offer in the traditional economic sectors. Moreover, investing in Fiji will enable you to experience a unique combination of thriving business opportunities and invigorating lifestyle.

Here are few good reasons to invest in Fiji:

Quick registration of investment projects;

A government that supports local and foreign investment and is focused on bringing reforms that will further improve business conditions;

Its tax friendly environment and dynamic human capital; and

Fiji is a Regional and Global trading hub for the South Pacific.

How to invest in Fiji?

Foreign investors who wish to invest in Fiji are required to go through Investment Fiji and the conditions of Foreign Investment Trades Act (Regulation)- 2016 amendment, will prevail through their applications to Investment Fiji.

However, for local investors, they are not required to go through Investment Fiji but they need to gather necessary documentations and registrations required for a company to operate locally.

Here are the steps and processes to setting up a business in Fiji:

Step 1: Registrar of Companies for Reservation and Registration of Company/Business Name (s) - www.justice.gov.fj/companies/

Step 2: Investment Fiji for the Foreign Investment Registration Certificate- Please visit www.investmentfiji.org.fj for more information.

Step 3: Fiji Revenue and Customs Services for Registration of Tax and VAT Please visit www.frcs.org.fj/ for more information

Step 4: Department of Immigration for Work Permit Please visit www.immigration.gov.fj for more information

Step 5: Reserve Bank of Fiji for the Issue of Shares and Partnership interest
Please visit www.rbf.gov.fj/ for more information

Step 6: Local Town/City Councils for Business License to operate in the respective area.

Step 7: Fiji National Provident Fund for Employer/Employee Registration
Please visit www.myfnpf.com.fj/ for more information

Please note- The foreign investor may also need to require approvals/permits/licenses from other relevant agencies or sectors depending on the scope of the business.

Investment Opportunities in the Forestry Sector

Fiji's Forestry sector contributes to economic growth and ensures the conservation, sustainable utilisation and management of forest resources, which makes it an integral primary sector.

Here are few potential investment opportunities within the sector:

			
Forest Harvesting	Sawmills	Treatment Plants	Timber Processing
			
Forest Parks	Value-Adding	Non Wood/ Timber Forest Products	

Important points to be noted:

- ✓ Interested parties or Investors may wish to first 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.
- ✓ **For Business Venture in Forestry (Plant Management & Harvesting)-** Investment condition requires that the Investor must have at least 30% equity held by Fiji citizen and the Foreign Investor must have at least \$500,000 in owner's contribution or paid-up capital for companies in the form of cash from the operational date, to be fully brought into Fiji within the implementation period.

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 Forestry Department which lists the processes involved in acquiring a Forest Harvesting License.

The processes are under 4 categories:

1. Pre-Application
2. Application
3. Post-Application
4. Post Harvesting

Pre-Application procedures

a) Initial consultation

Applicant is to consult with a representative each from the landowner, their Provincial Office, iTLTB, Ministry of Lands (if applicable), Ministry of Forestry and also including the nominated harvesting contractor.

b) Obtain landowner's consent

- Native land- require 60% approval for members 18 years and above, iTLTB consent,
- State land- requires consent from Director, Ministry of Lands,
- Freehold land- requires consent of the owner (*For freehold land*,

Harvesting license can be directly obtained from the Ministry of Forestry upon request)

Applicant is required to obtain a signed letter of consent from the landowner. For native land, the applicant will be required to then submit the consent letter to the nearest Provincial Office whereby they will verify the names on the letter against the Vola Ni Kawa Bula (VKB) and iTaukei Lands & Fisheries Commission (iTLCFC) records. Output- iTLCFC will produce a map of the area.

c) Obtain Environment Impact Assessment (EIA) Report

This is obtained from the Department of Environment. Please visit this link: www.mowe.gov.fj/wp-content/uploads/2019/08/Final-EIA-Process-Regs-2007.pdf for more information on how to go about obtaining an EIA approval.

Application procedures

1. For Volume Assessment.

The requirements are:

- ✓ Application letter addressed to the PS Forestry P.O Box 2218 Government Building, Suva. Attention: Director Forest Resource and Conservation,
- ✓ Consent letter from the landowner,
- ✓ A Mataqali map known as NLC Map Sheet (Mape Ni Veitarogi Vanua) on scale 16chains to 1inch. The iTLTB can provide a copy of the map on request, and
- ✓ The area applied should be properly marked or highlighted on the map. It is important to note that the assessment will be based on the subject area provided.

The application takes five (5) working days to process prior to collection and can be only released after the Forestry fee is paid. The cost is based on the new rates approved by the Ministry of Finance on 1st April 2005. **Please note: The FRAC Office can only receive application(s) that meet the above criteria**

2. Harvesting application is submitted to iTLTB. The requirements are as follows:

- ✓ Application letter of intention to harvest trees,
- ✓ EIA Report,
- ✓ Landowner's consent letter/mataqali consent letter (verified with

- the comments by Provincial Office)
- ✓ A map of the area from iTLFC,
- ✓ Details of the nominated harvesting contractor (background, experience, equipment and resources available); and
- ✓ Application fee- the fee is levied to meet the cost of processing the application whether it will be successful or not and it is not refundable.

In the course of the application, iTLTB may consult with the Ministry of Forestry to verify the technical competence and past performance of the nominated contractor. Timeline: iTLTB will make a decision on whether or not to proceed further with the application within four (4) weeks of receipt.

Post-Application procedures

a) Joint Preliminary Field Investigation

iTLTB notifies the key stakeholders of the joint inspection. The key stakeholders are Ministry of Forestry, Department of Environment, Provincial Office, Harvesting Contractors, the Applicant and the Landowner.

The joint field survey of the subject area is to verify the following:

- Boundary;
- Terrain;
- Accessibility;
- Check the tree marking within the subject basing on diameter limit guideline;
- Commercial stockings on the basis of government policy for tree removal and retention;
- Existence of significant historical, ecologically, wildlife habitat and other sensitive sites; and
- Determine potential impact on water resources, fuel supply etc.

“Should the investigation established that the proposed harvesting operation is feasible and sustainable, the process of Harvest Planning will then be initiated” License Procedures 1997).

b) 1:10,000 Map Production and Agreement Negotiation

Applicant at his/her own costs, request the Forest Resource Assessment & Conversation Division (FRAC) through the Ministry of Forestry to prepare a 1: 10,000 base map. As a guide maps of up to the first 500ha of each area requested is completed within 4-6 weeks of request.

Once a map is received and finalised, applicants update it with the information compiled in the course of the joint preliminary field inspection.

c) Harvesting Plan Preparation & Report

The applicant then consults the Beat Officer on the preparation of a harvesting plan considering the coupe boundaries, watercourse buffer and the boundaries of special management areas. The proposed roading and main skid track system, prospective landing site and possible water crossing are also defined plus any other matters which are appropriate to discuss in preparation for the pre-harvesting inspection.

All features considered for field demarcations are plotted on map with their preliminary bearings and distances recorded. iTLTB and Provincial Office are invited to participate in this planning.

(The applicant is responsible for the provision of manpower and materials needed for the work.)

Once field demarcation are completed, the applicant in collaboration with the Beat Officer finalises the logging plan details on a blank 1:10,000 map area based on the confirmed field information and prepares a text report and company profile for the plan.

The harvesting plan generally comprises of the following components:

- A harvesting coupe map (1:10,000);
- A text report (signed by the applicant/contractor); and
- Field demarcation and markings.

d) Issue of Licenses

➤ License from iTLTB

The iTLTB receives the two (2) logging plans and conducts a desk study to ensure that the area boundaries marked on them are consistent with the ground demarcation and that they are satisfied with the other features marked on the map.

The iTLTB then forwards a letter of offer to the applicant, with details of license conditions. This letter also informs the applicant of the requirement for an advance premium and royalty payments, and specifies the amount to be paid.

Timeline: This letter will be forwarded to the applicant within one clear working week from the date iTLTB receives its two copies of the logging plan.

(Note: For licenses for two years and more, the document also must be countersigned by the Conservator of Forests prior to distribution to the Applicant. This refers to the license provided by iTLTB – Harvesting License).

As the applicant satisfies the terms and conditions of iTLTB's letter of offer then iTLTB will stamp the Logging Plans and Issue the License. These documents are then submitted to the Divisional Forest Office.

➤ **Right License from MOF**

The Director of the Divisional Forestry Office will issue a Right License within one week of receiving documents back from iTLTB provided that he/she has sighted and are satisfied with the EIA report.

The Right License authorises the applicant to operate hence the applicant becomes the Licensee.

The Director of the Divisional Forest Office will then send a copy of the Right License to the Beat Office, iTLTB and Provincial Office for their records.

Post-Harvesting procedures

a) Harvesting Commencement

The Beat Officer is to be present to supervise commencement of operations, ready to provide guidance regarding the proper adherence to Fiji Forest Harvesting Code of Practice 2013 (FFHCOP 2013) and sound implementation of the coupe logging plan and right license conditions. The role continues throughout the operation.

b) Harvesting Monitoring and Evaluation

Ministry of Forestry' Responsibilities

Monthly evaluation and monitoring is conducted by the Beat Officer in charge, using a standard Objective Monitoring Form (OMF). Quarterly

monitoring is to be conducted by Forester TPOs¹ and ADFOs². The evaluation results are submitted to the Director for comments and actions with a copy sent to Ministry of Environment for their information.

The Ministry through its Monitoring, Control and Surveillance (MCS) project will conduct monitoring bi-annually.

c) Final Inspection

At a reasonable time prior to completion of operation, the Beat Officer inspects coupe and identifies any matters which may require special attention while the licensee has on-site capability. Department of Environment is given an opportunity to participate and comment. Licensee and contractor are advised of the requirements and reminded of the rehabilitation provisions of the FFHCOP 2013 and the coupe harvesting plan.

d) Rehabilitation

Beat Officer, Forester TP and if possible DoE, inspect rehabilitation work.

A copy of this report is then submitted to TLTB, who will resume responsibility for the management of the area.

e) Coupe Closure

Once the Beat Officer, in consultation with the Forester TP and the Department of Environment are satisfied with the rehabilitation work in the area, a coupe report is submitted to the Divisional Forestry Office, FRAC and Forestry HQ advising on the post harvesting condition, with recommendation for the official closure/surrender of the coupe.

For Plantation Forest

Ministry of Forestry receives application with all the documentation (Company Profile, Agreement, and Harvesting Plan with Texture Report and Release Letter from FHCL or Fiji Pine to Fiji Pine to confirm that woodlot is not under their leases.

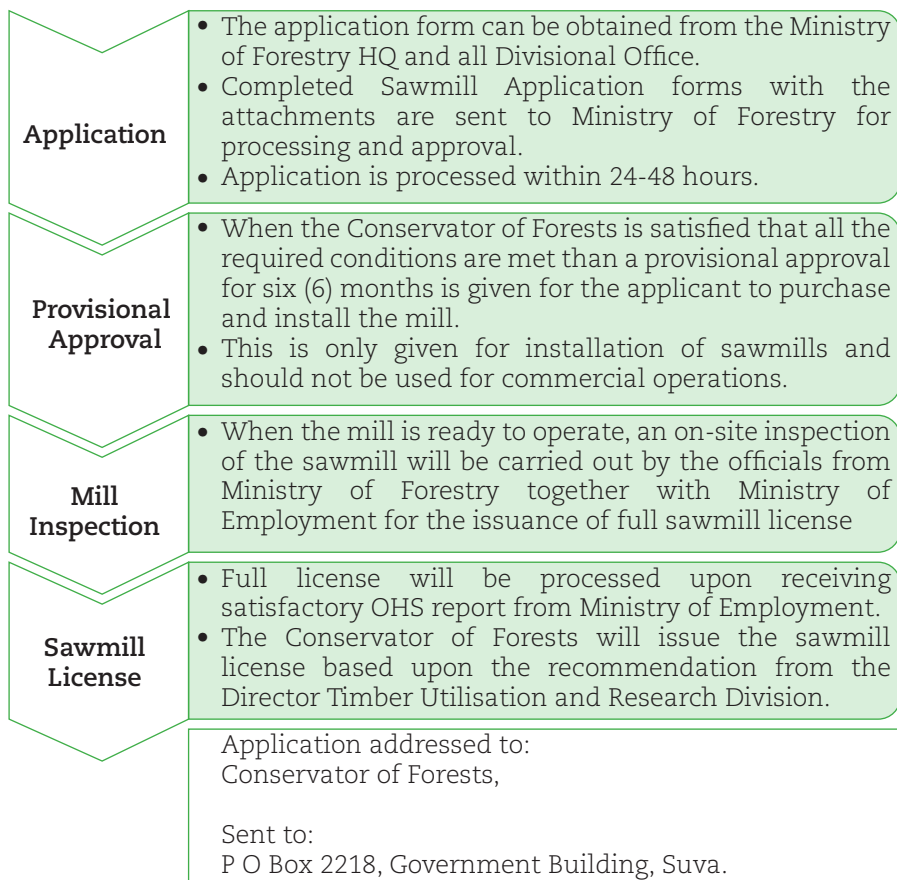
¹ TPOs – Timber Production Officers

² ADFOs – Assistant Director Forestry Officers

Sawmill License

1. New Application

Any person or business who wish to operate a mill need to follow the process below:



List of Requirements

The following requirements need to be fulfilled upon submitting your application:

- ✓ Requirement 1: Application form with the following documents to be attached,
- ✓ Requirement 2: Land type confirmation and Consent from legal owner of the site
- ✓ Requirement 3: Site Plan
- ✓ Requirement 4: Site Approval from the Department of Town and Country Planning
- ✓ Requirement 5: Log Resource Availability confirmation from Ministry of Forestry
- ✓ Requirement 6: Environment Impact Assessment (EIA) approval from Department of Environment
- ✓ Requirement 7: Business Registration from Ministry of Justice-Registrar of Companies Office
- ✓ Requirement 8: Tax Registration from Fiji Revenue and Customs Services (FRCS)
- ✓ Requirement 9: NFA Registration from National Fire Authority
- ✓ Requirement 10: Business License from Department of Local Government
- ✓ Requirement 11: Registration from Fiji National Provident Fund (FNPF)

Requirement 1: Application form

The application form can be obtained from the Ministry of Forestry headquarters in Takayawa Building, Toorak, Suva and also from the Ministry's Divisional Offices located in Nausori, Lautoka and Labasa.

Once filling out the form, you are required to first specify the sawmill type- Static or Portable, then fill out the following:

- Applicant details
- Human Resource details
- Details of the Equipment present at the time of the application
- Log Supply and Capital information

Please note that a Checklist is attached with your application form in order to assist you in gathering all required documents

Requirement 2: Land type confirmation and Consent from legal owner of the site

Evidence of legal land owner approval for the following land types: To be attached with your application

- Native Land – iTLTB
- State/Crown Land- Ministry of Lands Director
- Alienate Land (Freehold)- Owner

In this respect, a TLC/Native Lands Commission map with the mataqali land leased clearly demarcated and a consent letter from the mataqali and iTaukei Land Trust Board (iTLTB) must be produced.

Requirement 3: Site Plan

The site plan should clearly indicate the following:

- Location of the sawmill
- Machine specifications- If brochures are available then these should be submitted with the application
- Machinery and equipment layout
- Arrangement for preservative treatment
- Storage and handling of timbers
- Type of antisapstain dipping facility

Please note, you can also find the above information on the checklist under Sawmill Operational Layout Plan

Requirement 4: Site Approval from the Department of Town and Country Planning

To obtain the site approval, you will be liaising with both the Department of Town and Country Planning and also with the respective Municipal Councils.

Please visit this link: www.mlg.gov.fj/building-approvals/ for more information.

Requirement 5: Log Resource Availability confirmation from MOF

Applicant to visit the Divisional office in Nausori, Lautoka or Labasa with the following:

- Statements from the licensed harvesting contractors who will be supplying logs to the sawmill
- A pre harvest inventory data in regards to the species composition and production volume *Please note, assistance in obtaining this information can be provided by the Ministry of Forestry (Forest Resources Assessment and Conservation Division)*. Evidence of the availability of log resource with confirmation will be provided by the Divisional Director Forestry Operations.

Requirement 6: Environment Impact Assessment (EIA) approval from DoE

Please visit this link: www.mowe.gov.fj/wp-content/uploads/2019/08/Final-EIA-Process-Regs-2007.pdf for more information.

For the Application form- www.mowe.gov.fj/permits-licenses/

Requirement 7: Business Registration from Ministry of Justice-Registrar of Companies Office

The proposed sawmill will be required to first register the business name with the Office of the Registrar of Companies and then proceed to registering the business. Evidence of business registration to be attached with the application. Please visit this link: www.justice.gov.fj/companies/ for more information.

For the application form: www.roc.digital.gov.fj/RocEServices/BusinessMenu, www.roc.digital.gov.fj/RocEServices/LocalCompanyMenu

Requirement 8: Tax Registration from FRCS

The proposed sawmill should be registered with FRCS and a company TIN letter should be included with the application. Please visit this link: <https://www.business-fiji.com/ServCatalogs/2.-TIN-Registration> for more information.

For the application form: www.frccs.org.fj/wp-content/uploads/2018/04/ApplicationIRS003.pdf

Requirement 9: NFA Registration from National Fire Authority (NFA)

The proposed sawmill should be registered with NFA and a compliance certificate should be included with the application. Please visit the NFA website: <http://www.nfa.com.fj/> for more information.

Requirement 10: Business License from Department of Local Government

The proposed sawmill must obtain a business license from the relevant licensing authority and evidence of this should be included with the application. Please visit this link: <http://suvacity.org/normal-business/> for more information.

Requirement 11: FNPF Registration

The proposed sawmill should be registered as an employer with FNPF and evidence of this should be attached with the application. Please visit this link: <https://myfnpf.com.fj/employers/> for more information.

Post Application: Upon receipt of the applications, this will be assessed by Forestry Department in accordance with the conditions of Forest (Sawmill) Regulations 1992 and where more information is required in terms of the documents, the company/business will be contacted to provide the same.

Application is processed within 24-48hours and afterwards, the applicant will be formally advised on the approval/rejection, under the Regulation.

Every license issued shall expire on the 31st of December of every year of issue and licensee is expected to apply for a Renewal of License 3 months (October) before its expiry date.

Application Form



MINISTRY OF FORESTRY

APPLICATION FOR NEW SAWMILL LICENSE

☐ STATIC SAWMILL

☐ PORTABLE SAWMILL

(Applications are to be addressed to the Conservator of Forests | P O Box 2218, Government Buildings, Suva)

APPLICANT DETAILS	
Name	
TIN:	Phone:
Address (Postal and Email)	
Name of Sawmill	
Location of Sawmill (Current)	

Human Resources Available

Number of Office Employees: _____ Female: _____ Male: _____

Number of Factory Employees: _____ Female: _____ Male: _____

No	Full Name	Age group	Position	Qualification	Duration of Employment

EQUIPMENT (indicate the total number available at the time of this application)			
SAWMILLING MACHINERY			
Type	Total	Make	
Band Breakdown			
Pony Rig			
Resaw			
Crosscuts			
Portable Saws			
Edges			
POWER EQUIPMENT			
Type	Total	Make	Horse Power
Stationery engines			
Electric Motors			
ANCILLARY MACHINERY			
Type	Make		
Planning machines			
Molding machines			
Lathes			
VEHICLES			
Type	Make	Registration	
Lorries – 5-ton capacity and over			
Lorries under 5 tones			
Light vans, cars etc.			

PRESERVATIVE TREATMENT		
Type	Make	Preservative
Diffusion plant		
Pressure plant		
Other plant		

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)	
Date	
Applicant initial	
Company Stamp	

FOR OFFICIAL USE ONLY

Date received by CF : _____

Action Taken

NEW PORTABLE SAWMILL CHECKLIST AS REQUIRED UNDER THE FOREST (SAWMILL) REGULATION 1968

#	Description	Tick (√)
1	Application Form to be filled and submitted to the Conservator of Forest together with the following requirements	
2	Application for Provisional approval to the Conservator of Forests	
3	Applicants' financial resources	
4	Registered with Investment Fiji for overseas investor	
5	Confirmation of Log Source with a pre-harvest inventory report endorsed by the respective DFO. Supply of logs should be assured and adequate to enable the sawmill to operate throughout the entire period of license	
6	FNPF registration certificate	
7	Tax registration certificate	
8	Business Registration Certificate	
9	Sawmill Operational Layout Plan clearly identifying the following <ul style="list-style-type: none"> • Location of the sawmill • Machinery and equipment layout • Arrangement for preservative treatment • Storage and handling of timbers 	
10	Town and Country Planning Inspection report	
11	Site Approval from the Ministry of Environment	
<p>For enquiries or more information contact; Eroni Suvia Mobile 9573759 Landline 8924625 Email: suviaeroni31@gmail.com or eroni.suvia@govnet.gov.fj</p>		

2. Renewal of License

Any person or business who wish to renew their sawmill license needs to fulfil the following requirements:

- ✓ Requirement 1: Application form with the following documents attached
- ✓ Requirement 2: Confirmation of log source
- ✓ Requirement 3: FNPF Compliance letter
- ✓ Requirement 4: Tax Compliance letter
- ✓ Requirement 5: Business license
- ✓ Requirement 6: National Fire Authority Inspection Report
- ✓ Requirement 7: OHS Report
- ✓ Requirement 8: Waste Disposal Permit
- ✓ Requirement 9: Notification on new machines or building
- ✓ Requirement 10: Production Summary

Requirement 1: Application form (*Application is processed within 24 hours.*)

The application form can be obtained from the Ministry of Forestry headquarters in Takayawa Building, Toorak, Suva and also from the Ministry's Divisional Offices located in Nausori, Lautoka and Labasa

Requirement 2: Confirmation of Log Source

This needs to be submitted with a pre-harvest inventory report endorsed by the respective Divisional Directors.

Requirement 3: FNPF Compliance Letter

Please visit www.myfnpf.com.fj/ for more information

Requirement 4: Tax Compliance Letter.

Please visit www.frsc.org.fj/wp-content/uploads/2020/11/FRCS_TPOS_Tax-Compliance_Certificate-User_Manual-Taxpayer.pdf for more information

Requirement 5: Business License.

This is obtained from the Department of Local Government:
<http://suvacity.org/normal-business/>

Requirement 6: National Fire Authority Inspection Report

Please visit www.nfa.com.fj/ for more information

Requirement 7: OHS Report from the Ministry of Employment

Please visit www.employment.gov.fj for the application form and for more information.

Requirement 8: Waste Disposal Permit from DoE.

Please visit www.mowe.gov.fj/wp-content/uploads/2019/09/EMA-WDR-2-application-for-WDP.pdf for the Application form and for more information

Requirement 9: Notification on New Machines or Building.

Only if the layout has improved from the previous sawmill, then you need to get a Forestry Inspection Report

Requirement 10: Production Summary.

This is to be compiled from January to December of the last operating year

***Please note:** Application form and the complete list of requirements above needs to be sent to the Ministry of Forestry and processing time is within 24 hours. When the Conservator of Forests is satisfied with the complete application then the renewal of license will be issued.*

Application Form



MINISTRY OF FORESTRY

APPLICATION FOR RENEWAL OF SAWMILL LICENSE

☐ STATIC SAWMILL

☐ PORTABLE SAWMILL

(Applications are to be addressed to the Conservator of Forests | P O Box 2218, Government Buildings, Suva)

APPLICANT DETAILS	
Name	
TIN:	Phone:
Address (Postal and Email)	
Name of Sawmill	
Location of Sawmill (Current)	

Human Resources Available

Number of Office Employees: _____ Female: _____ Male: _____

Number of Factory Employees: _____ Female: _____ Male: _____

No	Full Name	Age group	Position	Qualification	Duration of Employment

EQUIPMENT (indicate the total number available at the time of this application)			
SAWMILLING MACHINERY			
Type	Total	Make	
Band Breakdown			
Pony Rig			
Resaw			
Crosscuts			
Portable Saws			
Edges			
POWER EQUIPMENT			
Type	Total	Make	Horse Power
Stationery engines			
Electric Motors			
ANCILLARY MACHINERY			
Type	Make		
Planning machines			
Molding machines			
Lathes			
VEHICLES			
Type	Make	Registration	
Lorries – 5-ton capacity and over			
Lorries under 5 tones			
Light vans, cars etc.			

PRESERVATIVE TREATMENT		
Type	Make	Preservative
Diffusion plant		
Pressure plant		
Other plant		

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)	
Date	
Applicant initial	
Company Stamp	

FOR OFFICIAL USE ONLY

Date received by CF : _____

Action Taken

STATIC CHECKLIST AS REQUIRED UNDER THE FOREST (SAWMILL) REGULATION 1968

#	Description	Tick (√)
1	Completely filled Sawmill application form as regulated under Forest (Sawmill) Regulation 1968	
2	OHS Inspection Report from Labor Department	
3	Waste Disposal Permit from the Department of Environment	
4	Confirmation of Log Source with a pre-harvest inventory report endorsed by the respective DFO. Supply of logs should be assured and adequate to enable the sawmill to operate throughout the entire period of license	
5	FNPF Compliance Letter	
6	Tax Compliance Letter	
7	Business License (Local Government)	
8	National Fire Authority Inspection Report	
9	Notification on new machines or building if there is a new improvement from previous Sawmill Layout. (Need Forestry Department Inspection Report)	
10	Production Summary from January to December of the last operating year	
<p>For enquiries or more information contact; Eroni Suvia Mobile 9573759 Landline 8924625 Email: suviaeroni31@gmail.com or eroni.suvia@govnet.gov.fj</p>		

3. Relocation of Sawmill

Any person or business who wish to move their sawmill needs to fulfil the requirements below:

- ✓ Requirement 1: Application form with the following documents attached
- ✓ Requirement 2: Confirmation of log source
- ✓ Requirement 3: FNPF Compliance letter

- ✓ Requirement 4: Tax Compliance letter
- ✓ Requirement 5: Business license
- ✓ Requirement 6: National Fire Authority Inspection Report
- ✓ Requirement 7: EIA Screening Report
- ✓ Requirement 8: Waste Disposal Permit
- ✓ Requirement 9: Site Layout and Plan
- ✓ Requirement 10: Town and Country Planning Inspection Report
- ✓ Requirement 11: Evidence of Sawmill Training

For **Requirement 1 to 6**, please refer to previous application types:

Requirement 7: EIA Screening Report from DoE.

Please visit this link: www.mowe.gov.fj/wp-content/uploads/2019/08/Final-EIA-Process-Regs-2007.pdf for more information

For the Application form- www.mowe.gov.fj/permits-licenses/

Requirement 8: Waste Disposal Permit from DoE

Please visit this link: www.mowe.gov.fj/wp-content/uploads/2019/09/EMA-WDR-2-application-for-WDP.pdf for the Application form and for more information

Requirement 9: Site Layout and Plan

This operational layout plan to clearly identify the location of the mill, machinery/equipment layout and production summary from January to December of the last operating year etc.

Requirement 10: Town and Country Planning Inspection Report.

This is obtained from Department of Town and Country Planning. Please visit the www.mlg.gov.fj/town-country-planning/ for more information

Requirement 11: Evidence of Sawmill Training

Applicant is required to attach all training certificates for the operating sawmill

Please note: Application form and the complete list of requirements above needs to be sent to the Ministry of Forestry and processing time is 24 hours. When the Conservator of Forests is satisfied with the complete application then the relocation of mill will be approved.

Application Form



MINISTRY OF FORESTRY

APPLICATION FOR RELOCATION OF SAWMILL

☐ STATIC SAWMILL

☐ PORTABLE SAWMILL

(Applications are to be addressed to the Conservator of Forests | P O Box 2218, Government Buildings, Suva)

APPLICANT DETAILS	
Name	
TIN:	Phone:
Address (Postal and Email)	
Name of Sawmill	
Location of Sawmill (Current)	
Relocation Site	

Human Resources Available

Number of Office Employees: _____ Female: _____ Male: _____

Number of Factory Employees: _____ Female: _____ Male: _____

No	Full Name	Age group	Position	Qualification	Duration of Employment

EQUIPMENT (indicate the total number available at the time of this application)			
SAWMILLING MACHINERY			
Type	Total	Make	
Band Breakdown			
Pony Rig			
Resaw			
Crosscuts			
Portable Saws			
Edges			
POWER EQUIPMENT			
Type	Total	Make	Horse Power
Stationery engines			
Electric Motors			
ANCILLARY MACHINERY			
Type	Make		
Planning machines			
Molding machines			
Lathes			
VEHICLES			
Type	Make	Registration	
Lorries – 5-ton capacity and over			
Lorries under 5 tones			
Light vans, cars etc.			

PRESERVATIVE TREATMENT		
Type	Make	Preservative
Diffusion plant		
Pressure plant		
Other plant		

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)	
Date	
Applicant initial	
Company Stamp	

FOR OFFICIAL USE ONLY

Date received by CF : _____

Action Taken

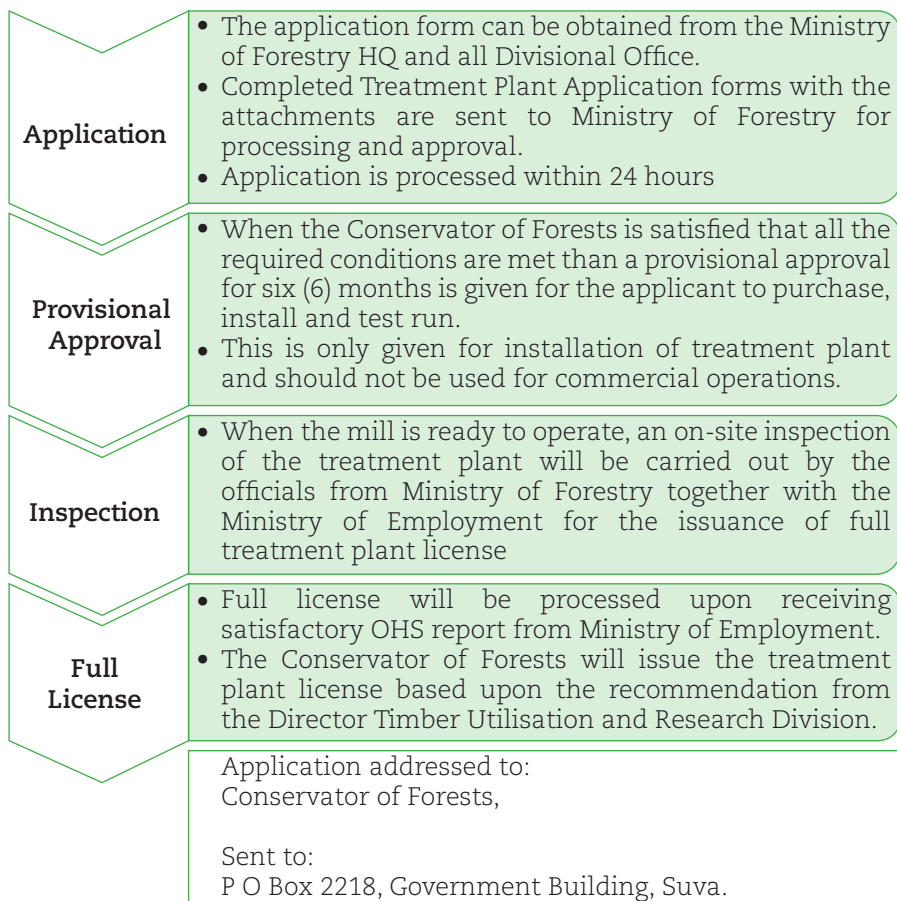
RELOCATION CHECKLIST AS REQUIRED UNDER THE FOREST (SAWMILL) REGULATION 1968

#	Description	Tick (✓)
1	Application for re-location to Conservator of Forest stating the purpose and reason for relocation	
2	Applicant financial resources	
3	Waste Disposal Permit from the Ministry of Environment	
4	Confirmation of Log Source with a pre-harvest inventory report endorsed by the respective DFO. Supply of logs should be assured and adequate to enable the sawmill to operate throughout the entire period of license	
5	FNPF Compliance Letter	
6	Tax Compliance Letter	
7	Business License (Local Government)	
8	National Fire Authority Inspection Report	
9	EIA Report from the Ministry of Environment (Screening Report)	
10	Sawmill Operational Layout Plan clearly identifying the following <ul style="list-style-type: none"> • Location of the sawmill • Machinery and equipment layout • Arrangement for preservative treatment • Storage and handling of timbers • Production Summary from January to December of the last operating year. 	
11	Town and Country Planning Inspection report	
12	Evidence of Sawmill Training – Certificate etc. of all operating sawmill	
<p>For enquiries or more information contact; Eroni Suvia Mobile 9573759 Landline 8924625 Email: suviaeroni31@gmail.com or eroni.suvia@govnet.gov.fj</p>		

Treatment Plant License

1. New Application

Any person intending to install or operate a treatment plant for commercial purpose, he/she should follow the process below:



List of Requirements

- ✓ Requirement 1: Application form, with the following documents to be attached,
- ✓ Requirement 2: Land type confirmation and Consent from legal owner of the site
- ✓ Requirement 3: Site Plan and Layout of the plant
- ✓ Requirement 4: Site Approval from Town and Country Planning
- ✓ Requirement 5: Environment Impact Assessment (EIA) approval from Ministry of Environment
- ✓ Requirement 6: Waste Disposal Permit from Ministry of Environment
- ✓ Requirement 7: Business Registration from Ministry of Justice-Registrar of Companies Office
- ✓ Requirement 8: Tax Registration from Fiji Revenue and Customs Services (FRCS)
- ✓ Requirement 9: NFA Registration from National Fire Authority (NFA)
- ✓ Requirement 10: Business License from Department of Local Government
- ✓ Requirement 11: FNPF Registration from Fiji National Provident Fund (FNPF)
- ✓ Requirement 12: OHS Inspection Report from Ministry of Employment

Requirement 1: Application form

The application form can be obtained from the Ministry of Forestry headquarters in *Takayawa Building, Toorak, Suva* and also from the Ministry's Divisional Offices located in *Nausori, Lautoka* and *Labasa*.

Once filling out the form, you are required to fill out the following:

- Applicant details
- Human Resource details
- Equipment details
- Staffing details

Please note that a Checklist is attached with your application form in order to assist you in gathering all required documents

Requirement 2: Land type confirmation and Consent from legal owner of the site

Evidence of legal land owner approval for the following land types: To be attached with your application

- Native Land – iTLTB
- State/Crown Land- Ministry of Lands Director
- Alienate Land (Freehold)- Owner

In this respect, a TLC/Native Lands Commission map with the mataqali land leased clearly demarcated and a consent letter from the mataqali and iTaukei Land Trust Board (iTLTB) must be produced.

Requirement 3: Site Plan and Layout of the Plant

The site plan should clearly indicate the following:

- Location of the plant
- Machine specifications- *If brochures are available then these should be submitted with the application*
- Machinery and equipment layout
- Arrangement for preservative treatment
- Type of preservative treatment

Requirement 4: Site Approval from the Department of Town and Country Planning

To obtain the site approval, you will be liaising with both the Department of Town and Country Planning and also with the respective Municipal Councils.

Please visit this link: <https://www.mlg.gov.fj/building-approvals/> for more information.

Requirement 5: Environment Impact Assessment (EIA) approval from DoE

Please visit this link: <https://www.mowe.gov.fj/wp-content/uploads/2019/08/Final-EIA-Process-Regs-2007.pdf> for more detailed information on how to go about obtaining an EIA approval.

For the Application form- <https://www.mowe.gov.fj/permits-licenses/>

Requirement 6: Waste Disposal Permit from DoE

Please visit this link: www.mowe.gov.fj/wp-content/uploads/2019/09/EMA-WDR-2-application-for-WDP.pdf for the Application form and for more information on how to go about obtaining a WDP.

Requirement 7: Business Registration from Ministry of Justice-Registrar of Companies Office

The proposed plant will be required to first register the business name with the Office of the Registrar of Companies and then proceed to registering the business. Evidence of business registration to be attached with the application.

Please visit this link: <https://www.justice.gov.fj/companies/> for more information.

Requirement 8: Tax Registration from FRCS

The proposed plant should be registered with FRCS and a company TIN letter should be included with the application.

Please visit this link: <https://www.business-fiji.com/ServCatalogs/2.-TIN-Registration> for more information.

Requirement 9: NFA Registration from National Fire Authority (NFA)

The proposed plant should be registered with NFA and a compliance certificate should be included with the application. Please visit the NFA website: <http://www.nfa.com.fj/> for more information.

Requirement 10: Business License from Department of Local Government

The proposed plant must obtain a business license from the relevant licensing authority and evidence of this should be included with the application. Please visit this link: <http://suvacity.org/normal-business/> for more information.

Requirement 11: FNPF Registration from Fiji National Provident Fund (FNPF)

The proposed plant should be registered as an employer with FNPF and evidence of this should be attached with the application. Please visit this link: <https://myfnpf.com.fj/employers/> for more information.

Requirement 12: OHS Inspection Report from Ministry of Employment

The proposed plant should obtain an OHS inspection report. Please visit this link: www.employment.gov.fj for the application form and for more information.

Post Application: Upon receipt of the applications, this will be assessed by Forestry Department in accordance with the conditions of Forest (Preservative Treatment) Regulations 1992 and where more information is required in terms of the documents, the company/business will be contacted to provide the same.

Application is processed within 24-48hours and afterwards, the applicant will be formally advised on the approval/rejection, under the Regulation.

Every license issued shall expire on the 31st of December of every year of issue and licensee is expected to apply for a Renewal of License 3 months (October) before its expiry date.

Application Form



APPLICATION FOR NEW TREATMENT PLANT LICENSE

☐ STATIC TREATMENT PLANT

☐ PORTABLE TREATMENT PLANT

(Applications are to be addressed to the Conservator of Forests | P O Box 2218, Government Buildings, Suva)

APPLICANT DETAILS	
Name	
Address (Postal and Email) & Contact	
Name of Business	
TIN	
Location of Facility (Current)	
Quality Assurance Administrator	
Technical Advisor	

HUMAN RESOURCES AVAILABLE						
Number of Employees:		Female:		Male:		
Number of Plant Employees:		Female:		Male:		
No.	Full Name	Age	Position	Qualification	Years of Employment	Tin Number

EQUIPMENT	
1. Pressure Process	
Manufacturer	
Proposed Installation Date	
Cylinder (i) Diameter	
(ii) Length	
(iii) Void Volume	
(iv) Safe working pressure	
Tank Capabilities (i) Mix Tank(s)	
(ii) Storage Tank(s)	
Pumps: (i) Vacuum	
Manufacturer	
Specification	
(ii) Pressure	
Manufacturer	
Specification	
Other items	
Types of pressure process intended	
2. Other Process (provide full description of equipment)	
Proposed Treatment Hazard Classes	
Preservative(s)	
Trade Name(s)	
Ancillary Equipment	
For M.C determination	
For spot testing	
For laboratory analysis	

Staffing	
Name(s) of plant operators	
Technical experience	
If experience, what steps have been taken to ensure technical competence prior to operation commencing	
Name(s) of plant operators	
Technical experience	
If experience, what steps have been taken to ensure technical competence prior to operation commencing	
Output	
Estimate annual output of treated timber	
Main species	
Estimated percentage custom treated	
Any other relevant information	
Applicant signature Date	
Company Stamp	

FOR OFFICIAL USE ONLY

Date received by CF : _____

Application number : _____

Comments : _____

APPLICATION CHECKLIST AS OUTLINED IN THE FOREST (PRESERVATIVE TREATMENT) REGULATION, 1992

#	New Application License Procedures	Tick (√)
1	Fill the application form for Forest Preservative facilities stated in (Forest Preservative Treatment Regulation, 1992)	
2	Copy of company registration certificate	
3	Valid Business License Certificate	
4	Confirmation of Land Type (Land title) – Ministry of Lands	
5	Site plan and Layout of treatment plant facility- Certified Planner	
6	Site Approval – Department of Town and Country Planning	
7	Types of preservative used	
8	Tax Registration and Compliance Certificate	
9	NFA Report-National Fire Authority	
10	EIA (Environment Impact Assessment) Approval-Department of Environment	
11	Waste Disposal Permit- Department of Environment	
12	OHS site Inspection Report-Ministry of Labor	
13	FNPF Registration and Compliance Certificate	
	Provisional License	
1	Completed Treatment Plant Application Forms with necessary documents (as listed in #2-13 above) are submitted to the Ministry for processing and Conservator of Forests provisional approval for a duration of six (6) months to purchase and install treatment plants	
2	Completed Treatment Plant Application Forms with necessary documents (2-13) are submitted to the Ministry for processing and Conservator of Forests provisional approval for a duration of six (6) months to purchase and install treatment plants	
3	Provisional Treatment Plant Approval is only given for installation of treatment plant and should not be used for commercial operations	

	Treatment Plant Test Run Inspection	
1	An on-site joint inspection of the treatment plant will be carried out by the officials from the Ministry of Forestry together with the Ministry of Employment for the issuance of full treatment plant license	
	Full License	
1	Full License will be processed upon receiving satisfactory OHS Report, NFA Compliance Certificate and Valid Business License	
2	The Conservator of Forest will issue treatment plant license upon recommendation from Director Timber Utilisation and Research Division	
3	The License which may be subject to further conditions is issued annually and expires on the 31st of December of the current year	
	<p>For enquiries or more information contact; Sainiana Naura Phone Contact. 8924620 Email Address: sainaura@gmail.com</p>	

2. Renewal of License

Any person or business who wish to renew their treatment plant license needs to fulfil the following requirements:

- ✓ Requirement 1: Application form with the following documents attached
- ✓ Requirement 2: Valid Business license certificate
- ✓ Requirement 3: Tax Compliance letter
- ✓ Requirement 4: FNPf Compliance letter
- ✓ Requirement 5: NFA Compliance Certificate
- ✓ Requirement 6: Waste Disposal Permit from Department of Environment
- ✓ Requirement 7: OHS Report from Ministry of Employment
- ✓ Requirement 8: Full Medical Report of Treatment Plant Operator(s)
- ✓ Requirement 9: Total Annual Treatment Volume
- ✓ Requirement 10: Total Annual Treatment Sales
- ✓ Post Application: Site Inspection Report from Forestry Department

For Requirement 1-5, you can find their detailed information in the previous applications.

Requirement 6: Waste Disposal Permit from DoE

Please visit www.mowe.gov.fj/wp-content/uploads/2019/09/EMA-WDR-2-application-for-WDP.pdf for the Application form and for more information on how to go about obtaining a WDP.

Requirement 7: OHS Report from Ministry of Employment

The proposed plant should obtain an OHS inspection report. Please visit www.employment.gov.fj for the application form and for more information.

Requirement 8: Full Medical Report of Treatment Plant Operator(s)

Treatment Plant operator(s) is/are required to visit the nearest hospital to obtain a full medical report and this needs to be attached with the application form.

Requirement 9: Total Annual Treatment Volume.

A document needs to be attached stating the above.

Requirement 10: Total Annual Treatment Sales

A document needs to be attached stating the above.

Post Application: Site Inspection Report from Forestry Department

Upon receipt of the application, the Timber Inspector will make an appointment with the applicant for a site inspection. Thereafter a report will be produced; if the report recommends renewal, then a copy of this inspection report will be attached with your application and if otherwise then applicant will be notified of the improvements that needs to be made.

Please note: The complete list of requirements along with the Timber Inspector's report will then be forwarded to the Conservator of Forests for her approval. Processing time is 24-48hours.

Applicant is requested to apply for renewal of license 3 months prior to its expiry date.

Application Form



MINISTRY OF FORESTRY

APPLICATION FOR RENEWAL OF TREATMENT PLANT LICENSE

☐ STATIC TREATMENT PLANT

☐ PORTABLE TREATMENT PLANT

(Applications are to be addressed to the Conservator of Forests | P O Box 2218, Government Buildings, Suva)

APPLICANT DETAILS	
Name	
Address (Postal and Email) & Contact	
Name of Business	
TIN	
Location of Facility (Current)	
Quality Assurance Administrator	
Technical Advisor	

HUMAN RESOURCES AVAILABLE						
Number of Employees:		Female:		Male:		
Number of Plant Employees:		Female:		Male:		
No.	Full Name	Age	Position	Qualification	Years of Employment	Tin Number

EQUIPMENT	
1. Pressure Process	
Manufacturer	
Proposed Installation Date	
Cylinder (i) Diameter	
(ii) Length	
(iii) Void Volume	
(iv) Safe working pressure	
Tank Capabilities (i) Mix Tank(s)	
(ii) Storage Tank(s)	
Pumps: (i) Vacuum	
Manufacturer	
Specification	
(ii) Pressure	
Manufacturer	
Specification	
Other items	
Types of pressure process intended	
2. Other Process (provide full description of equipment)	
Proposed Treatment Hazard Classes	
Preservative(s)	
Trade Name(s)	
Ancillary Equipment	
For M.C determination	
For spot testing	
For laboratory analysis	

Staffing	
Name(s) of plant operators	
Technical experience	
If experience, what steps have been taken to ensure technical competence prior to operation commencing	
Name(s) of plant operators	
Technical experience	
If experience, what steps have been taken to ensure technical competence prior to operation commencing	
Output	
Estimate annual output of treated timber	
Main species	
Estimated percentage custom treated	
Any other relevant information	
Applicant signature Date	
Company Stamp	

FOR OFFICIAL USE ONLY

Date received by CF : _____

Application number : _____

Comments : _____

APPLICATION CHECKLIST AS OUTLINED IN THE FOREST (PRESERVATIVE TREATMENT) REGULATION, 1992

#	Renewal of Treatment Plants License Procedures	Tick (√)
	Conduct annual inspection of preservative facilities for annual licensing renewal	
	All Forest Preservative Facilities inspected must comply with Forest Preservative Treatment Regulation, 1992, and Supplementary License Condition	
	Submission of necessary documents for renewal of license	
1	Application Form for License of Timber Preservative Facilities under the (Forest Preservative Treatment Regulation, 1992)	
2	Valid Business License Certificate	
3	Tax Compliance Certificate	
4	FNPF Compliance Letter	
5	NFA Compliance Certificate	
6	Waste Disposal Permit	
7	OHS Report	
8	Full Medical Report of Treatment Plant Operator(s)	
9	Total Annual Treatment Volume	
10	Total Annual Treatment Sales	
11	Timber Inspectorate Inspection report	
	For enquiries or more information contact; Sainiana Naura Phone Contact. 8924620 Email Address: sainaura@gmail.com	

3. Relocation of Plant

Any person or business who wish to relocate their treatment plant needs to fulfil the following requirements:

- ✓ Requirement 1: Application form with the following documents to be attached:
- ✓ Requirement 2: Notification letter to the Ministry of Forestry of the changes in site location
- ✓ Requirement 3: Request letter to the Ministry of Forestry for approval of the relocation site
- ✓ Requirement 4: Confirmation of land type from Ministry of Lands
- ✓ Requirement 5: Site plan and layout of treatment plant facility
- ✓ Requirement 6: EIA Approval from Department of Environment
- ✓ Requirement 7: Waste Disposal Permit from Department of Environment
- ✓ Requirement 8: Site Approval from Department of Town and Country Planning
- ✓ Requirement 9: OHS Site Inspection report from Ministry of Employment
- ✓ Post Application: Site inspection from the Forestry Department

For Requirement 4-9, you can find their detailed information in the previous applications

Requirement 1: Application form

The application form can be obtained from the Ministry of Forestry headquarters in *Takayawa Building, Toorak, Suva* and also from the Ministry's Divisional Offices located in *Nausori, Lautoka* and *Labasa*.

Once filling out the form, you are required to first specify whether the plant is static or portable then fill out the following:

- Applicant details
- Human Resource details
- Equipment details
- Staffing details

Please note that a Checklist is attached with your application form in order to assist you in gathering all required documents

Requirement 2: Notification letter to the Ministry of Forestry of the changes in site location

This letter is to notify the Conservator of Forests that they will no longer be operating in the current existing site.

Requirement 3: Request letter to the Ministry of Forestry for approval of the relocation site

This letter is to request for the Conservator of Forests approval of the relocation of site.

Post Application: Site inspection from the Forestry Department

Upon receipt of the application, the Timber Inspector will make an appointment with the applicant for a site inspection. Thereafter a report will be produced and a copy of this inspection report will be attached with your application.

***Please note:** The complete list of requirements along with the Timber Inspector's report will then be forwarded to the Conservator of Forests for her approval. Processing time is 24-48hours.*

Application Form



MINISTRY OF FORESTRY

APPLICATION FOR RELOCATION OF TREATMENT PLANT

☐ STATIC TREATMENT PLANT

☐ PORTABLE TREATMENT PLANT

(Applications are to be addressed to the Conservator of Forests | P O Box 2218, Government Buildings, Suva)

APPLICANT DETAILS	
Name	
Address (Postal and Email) & Contact	
Name of Business	
TIN	
Location of Facility (Current)	
Relocation site	
Quality Assurance Administrator	
Technical Advisor	

HUMAN RESOURCES AVAILABLE						
Number of Employees:		Female:		Male:		
Number of Plant Employees:		Female:		Male:		
No.	Full Name	Age	Position	Qualification	Years of Employment	Tin Number

EQUIPMENT	
1. Pressure Process	
Manufacturer	
Proposed Installation Date	
Cylinder (i) Diameter	
(ii) Length	
(iii) Void Volume	
(iv) Safe working pressure	
Tank Capabilities (i) Mix Tank(s)	
(ii) Storage Tank(s)	
Pumps: (i) Vacuum	
Manufacturer	
Specification	
(ii) Pressure	
Manufacturer	
Specification	
Other items	
Types of pressure process intended	
2. Other Process (provide full description of equipment)	
Proposed Treatment Hazard Classes	
Preservative(s)	
Trade Name(s)	
Ancillary Equipment	
For M.C determination	
For spot testing	
For laboratory analysis	

Staffing	
Name(s) of plant operators	
Technical experience	
If experience, what steps have been taken to ensure technical competence prior to operation commencing	
Name(s) of plant operators	
Technical experience	
If experience, what steps have been taken to ensure technical competence prior to operation commencing	
Output	
Estimate annual output of treated timber	
Main species	
Estimated percentage custom treated	
Any other relevant information	
Applicant signature Date	
Company Stamp	

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Date received by CF : _____

Application number : _____

Comments : _____

APPLICATION CHECKLIST AS OUTLINED IN THE FOREST (PRESERVATIVE TREATMENT) REGULATION, 1992

#	Renewal of Treatment Plants License Procedures	Tick (√)
1	Notification letter to Conservator of Forest of the changes in sites location of the Treatment Plant	
2	Request letter to Conservator of Forest for approval of the Relocation sites	
3	Fill the application form for Forest Preservative facilities stated in (Forest Preservative Treatment Regulation, 1992)	
4	Confirmation of Land Type(Land Title) (Ministry of Lands)	
5	Site Plan and Layout of Treatment plant facility(Certified Planner)	
6	EIA (Environment Impact Assessment) Approval - Department of Environment	
7	Waste Disposal Permit- Department of Environment	
8	Site Approval – Department of Town and Country Planning	
9	OHS site Inspection report(Ministry of Labor)	
10	Site inspection report and Support letter by Forestry Department that the licensee has met all requirements from all relevant Authorities	
	<p>For enquiries or more information contact; Sainiana Naura Phone Contact. 8924620 Email Address: sainaura@gmail.com</p>	

Forest Export License

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

Overseas buyer issues Purchase order to Local Company

Local Company to fill in the application form online through the Ministry of Forestry website, upload all the requirements and submit it. Processing time is 12-48hours.

Upon receiving the application, the Forestry Office- Timber Inspector will make arrangements with the applicant for the inspection and certifying of the consignment. After inspection, 2 reports will be issued: Inspection Certificate & Timber Grading Certificate.

Applicant to send the original copy of Inspection Certificate to the nearest Bio-Security office and the Timber Grading Certificate will be attached with your application and sent to the Conservator of Forest

Conservator of Forests issues Export License which can be collected from Forestry HQ Suva and can also be collected by shipping agent if Exporter is based out of Suva or by e-mail.

List of Requirements:

- ✓ Requirement 1: Export Application form, with the following documents attached
- ✓ Requirement 2: Copy of Purchase Order from overseas buyer
- ✓ Requirement 3: Packing list from exporter
- ✓ Requirement 4: Company invoice
- ✓ Requirement 5: Business Registration (only for first time exporter)
- ✓ Requirement 6: Business TIN letter (only for first time exporter)
- ✓ Requirement 7: Custom Entry invoice in regards to last export
- ✓ Requirement 8: CITES Permit (if native species)
- ✓ Requirement 9: Right License, Removal License and Revenue receipts for Sandalwood export
- ✓ Requirement 10: Inspection Certificate
- ✓ Requirement 11: Timber Grading Certificate

Requirement 1: Export Application form

The application form can be accessed online through this link: www.fls.gov.fj/auth/login where you'll be required to first log in using your log in credentials.

Late export application received (after 9am every Friday) will be processed the following week.

Requirement 2: 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 3: 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 4: Company invoice

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

Requirement 5: Business Registration (only for first time exporter)

This only applies to new applicants.

Please visit this link: <https://www.justice.gov.fj/companies/> for more information.

Requirement 6: Business TIN letter (only for first time exporter)

This is obtained from Fiji Revenue Customs Services, for more information, please visit:

www.frcs.org.fj/our-services/taxation/individuals/registration/

Requirement 7: Custom Entry invoice in regards to last export.

This only applies for old exporters

Requirement 8: CITES Permit from Department of Environment

If you're exporting native species then you are required to obtain the CITES permit first before applying for a license to operate a commercial entity in the Forestry Sector. Please visit www.mowe.gov.fj/wp-content/uploads/2019/09/CITES-permit.pdf for more information

Requirement 9: Right License, Removal License and Revenue receipts for Sandalwood export

This only applies if you're exporting Sandalwood

Requirement 10: Inspection certificate

This Inspection certificate is issued by a Ministry of Forestry official-Timber Inspector after the inspection conducted.


Applicant is required to send the original copy of the Inspection certificate to the nearest Bio-security office

Requirement 11: Timber grading certificate

This Timber Grading certificate is issued by a Ministry of Forestry official-Timber Inspector.

Applicant is to attach an original and a copy along with your application form.

Online Application Form


Home Applications Dashboard Logout

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=""/>

[+ ADD](#)

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 *

[Browse ...](#)

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.

[Send Application](#)

Forest Import License

Any company intending to apply for an import license must follow the process below:

All importers of logs, branch wood, firewood and bark, and all wood which has been split, sawn or dressed but not otherwise manufactured and fabricated building units, poles and the like, cross-arms, shakes and shingles, rattan furniture, plywood, blockboard and others are required to submit an application for a permit to import

Company to fill in the application form online through the Ministry of Forestry website, upload all the requirements and submit your application. Processing time will take 12-48hours Please note, this is to include any imports in-transit through a port of entry in Fiji to another country

When all requirements are fulfilled then a license is issued, which may also be subject to additional conditions for example, the import to be covered by an official phytosanitary certificate etc.

List of Requirements

- ✓ Requirement 1: Application form
- ✓ Requirement 2: Company letter
- ✓ Requirement 3: Bill of landing
- ✓ Requirement 4: Invoice
- ✓ Requirement 5: Packing list
- ✓ Requirement 6: Treatment Certificate
- ✓ Requirement 7: Copy of plywood standards
- ✓ Requirement 8: Confirmation letter from Local Manufacturer
- ✓ Additional Condition: Phytosanitary Certificate

Requirement 1: Import Application form

The application form can be accessed online through this link: www.fls.gov.fj/auth/login where you'll be required to first log in using your log in credentials.

Late import application received (after 9am every Friday) will be processed the following week.

Requirement 2: Company letter.

A company letter needs to be attached with the application stating the reason for import

Requirement 3: Bill of landing.

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

Requirement 4: Invoice

The applicant needs to attach the supplier's commercial invoice with the application form.

Requirement 5: Packing List

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

Requirement 6: Treatment Certificate.

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

Requirement 7: Copy of Plywood Standards

This applies only if plywood are being imported.

Requirement 8: 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 meet Phytosanitary import requirements.

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

↪ Timber In-Transit to another Country

Timber in transit to another country shall remain under the bio-security control until re-shipped.

● CITES Permit

For those intending to be involved in harvesting in areas concerned with species listed under CITES as stipulated under the **Endangered and Protected Species (Amendment) Act 2017**, the proponents will first need to enquire a

CITES permit from the Department of Environment prior to applying for a license to operate a commercial entity in the Forestry sector.

Online Application Form

Please visit www.fls.gov.fj/auth/login for the clear application form.

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

APPLICATION FOR TIMBER IMPORT PERMIT

1. THE GOVERNMENT OF FIJI

(Applicant must be a resident of Fiji and must be a member of the Fiji Forestry Association, FFA)

SOURCE OF SUPPLY (INCLUDE ADDRESS OF COMPANY) * **DESIGN ***

2. SPECIFICATION OF TIMBER TO BE IMPORTED

SPECIES *	PRODUCT TYPE *	DIMENSIONS *	USITS *
<input type="text" value="Oak species"/>	<input type="text" value="Oak product type"/>	<input type="text" value="10x40x50"/>	<input type="text" value="Select One"/>
QUANTITY (M3) *	COST / (M3) *	MOISTURE CONTENT *	TOTAL VALUE *
<input type="text" value="Oak quantity"/>	<input type="text" value="FJD 10000"/>	<input type="text" value="Select One"/>	<input type="text" value=""/>
CHARACTER *	RETENTION *	STANDARD USED *	
<input type="text" value="Oak character"/>	<input type="text" value="Oak retention"/>	<input type="text" value="Oak standard used"/>	

NOTE:

+ ADD

3. DETAILS OF IMPORTER

IMPORTER COMPANY NAME * **IMPORTER COMPANY AREA ***

IMPORTER COMPANY ADDRESS * **LOCATION OF STORAGE AREA FOR FORESTER INSPECTION ***

4. SHIPPING INFORMATION

EXPECTED ARRIVAL DATE * **SERIAL *** **PORT OF ORIGIN ***

PURIFICATION * **DIVISION ***

ATTACHMENTS *

Only PDF files allowed. Max file size upload is 10MB

☐

NOTE: All applications are subject to inspection and audit. An application for inspection must be lodged with the Commissioner of Forestry before the timber values and the quantity.

Incentives Guide for the Forestry Sector

It is critical to note that these incentives are ascertained from the Budget Announcement of the state hence some of these facilities are subject to change accordingly.

Incentives outlined in this information guide fall under two main legislations;

- i. Income Tax Act 2015
- ii Customs Tariff Act 1986 (Principal Act- Amended 2021)

And thereafter are being administered by the Ministry of Economy and the Fiji Revenue & Customs Services (FRCS).

Unless indicated in the guide, applications are to be submitted to the following authorities:

- i. Code 235 applications - the Comptroller of Customs (CEO FRCS);
- ii. Other Duty Concessions applications - addressed to the Comptroller of Customs (CEO FRCS);
- iii. Other Incentives - addressed to the Minister for Economy

Tax Incentives and Concessions Offered

INDUSTRY	INCENTIVES/ CONCESSIONS OFFERED		
	(i) 2001 – 2021 Tax Rate reduction		
	YEAR	RESIDENT COMPANIES	NON-RESIDENT COMPANIES
	2001	From 35% to 34%	From 45% to 34%
	2002	From 34% to 32%	From 34% to 32%
	2003	No change – 32%	No change – 32%
	2004	From 32% - 31%	From 32% - 31%
	2005-2008	No change – 31%	No change – 31%
	2009	From 31% to 29%	From 31% to 29%
	2010	From 29% to 28%	From 29% to 28%
	2011	28%	28%
	2012	From 28% to 20%	From 28% to 20%

INDUSTRY	INCENTIVES/ CONCESSIONS OFFERED		
ALL SEGMENTS	2013 – Jul 2016	20%	20%
	Aug 2016 – Jul 2017	20%	20%
	Aug 2017 – Jul 2018	20%	20%
	Aug 2018 – Jul 2019	20%	20%
	Aug 2019-July 2020	20%	20%
	Aug 2020-July 2021	20%	20%
	(ii) Investment Allowance This is available to a company in the warehouse business with a capital investment of more than FJD 250,000-Investment allowance of 50% or 100% (depending on the level of investment) of the total capital expenditure incurred (excluding the cost of the land), in addition to normal depreciation.		
	(iii) Accelerated Depreciation a) Any buildings constructed for purpose of information communications technology (ICT), agriculture, fisheries or forestry within 1 August 2017 to 31 December, 2028 will qualify for 100% write-off as accelerated depreciation in any one tax year of any prescribed years. b) This will also be available to new plants and machineries used for manufacturing purposes.		
	(iv) Loss Carried Forward The loss carried forward provision has been amended from 4 years to 8 years. Loss carried forward by a company is allowed if that entity satisfies the continuity of ownership test or the same business test. For more details www.frccs.org.fj/wp-content/uploads/2019/09/SIG_Loss-Carried-Forward-FINAL.pdf		

INDUSTRY	INCENTIVES/ CONCESSIONS OFFERED		
ALL SEGMENTS	(v) Export Income Deduction (EID)		
	a) The EID is a tax incentive provided by the Fijian Government to encourage the export of goods and services from Fiji.		
	b) This has been divided into two categories, (a) one for Agriculture, Forestry or Fisheries Industry and (b) another for any industry effective for tax years 2023-2024.		
	c) The percentage of EID deduction is illustrated in the table below:		
	YEAR	PERCENTAGE OF EXPORT INCOME TO BE DEDUCTED (AGRICULTURE, FORESTRY, FISHERIES)	PERCENTAGE OF EXPORT INCOME TO BE DEDUCTED (ANY OTHER INDUSTRY)
	2011	50%	50%
	2012	40%	40%
	2013	40%	40%
	2014	40%	40%
	2015	50%	50%
	2016	50%	50%
	Aug 2016 – Jul 2017	50%	50%
	Aug 2017 – Jul 2018	50%	50%
	Aug 2018 – Jul 2019	50%	50%
	Aug 2019- July 2020	60%	60%
	Aug 2020- July 2021	60%	60%
	Aug 2021-July 2022	60%	60%
	Aug 2022-July 2023	90%	60%
	Aug 2023-July 2024	90%	60%

INDUSTRY	INCENTIVES/ CONCESSIONS OFFERED
ALL SEGMENTS	<p>(vi) Duty Concessions:</p> <p>Production Inputs</p> <p>All goods used as raw materials in the manufacture of approved goods not available locally will attract Free Fiscal Duty and Free Import Excise + 9% VAT. Concessions on Packaging materials will apply to those that are not available in Fiji.</p> <p>Capital Items</p> <p>Duty rates on capital items (which refer to machinery used for converting/ processing raw materials) will attract Free Fiscal and Free Import Excise + 9% VAT.</p>
	<p>(vii) Small and Micro Enterprises (SME's)</p> <p>Income tax concession to be applicable to SMEs engaged in selected sectors with maximum turnover threshold of \$500,000. The sectors include:</p> <ul style="list-style-type: none"> a. Agriculture and Fishing. (For Agriculture, this will cover activities in the entire Agriculture Sector); b. Tourism (Sea Cruise and River Tour Operators); c. Community and Social Services (Amusement, recreation services; traditional handicraft producers (not “middleman” or agents); d. Supportive projects to tourism industry (flora, fauna and other natural characteristics of Fiji; and history, traditions, cultures and ways of life of its people). e. Waiver of stamp duty for Small and Micro Enterprises on all instruments. <p>Stamp duty exemption to be applicable to SMEs, under SME Development Act 2002, with a maximum turnover threshold of \$500,000</p> <p>Legislative Provisions: Income Tax (Exempt Income) Regulations 2016, Part 9 Economic Development Exemptions and Stamp Duties Act.</p> <p>For more details: www.frccs.org.fj/wp-content/uploads/2018/07/SIG_Concessions-available-to-SMEs..pdf</p>

INDUSTRY	INCENTIVES/ CONCESSIONS OFFERED
ALL SEGMENTS	<p>(viii) Renewable Energy Projects and Power Cogeneration</p> <ul style="list-style-type: none"> • 5-year tax holiday is available to a taxpayer undertaking a new activity in renewable energy projects and power cogeneration as approved by the Commissioner. • Duty free importation of renewable energy goods is also available. • 250% deduction is available for companies for Research & Development expenses incurred in the renewable energy industry. <p>• Customs Concession Companies or entities involved in importation of Renewable Energy Goods are eligible for Duty concession under Code 264, Part (iii) of the Customs Tariff as follows:</p> <ul style="list-style-type: none"> ◦ Solar and electrical charging stations, energy storage systems and related components at a rate of Free Fiscal Duty, Free Import Excise and 9% VAT.
ALL SEGMENTS	<p>Warehouse Construction</p> <ul style="list-style-type: none"> • This incentive is granted to companies who wish to invest in warehouses and storage facilities, • It is further categorised into 2: a) Warehouse Business incentive and b) Warehouse Construction Incentive • Warehouse Business Investment Package (WBIP) - this is available to companies engaged in the hiring out or renting out of a warehouse. Applicable to projects with capital investment of over \$250,000 (excluding the cost of land) • Warehouse Construction Investment Package (WCIP) – this is available to companies constructing warehouses for its own business purposes. Applicable to projects with capital investment of over \$1 million (excluding the cost of land)
	<p>ix) Tax Free Regions (TFR) Who will qualify for this incentive?</p> <ul style="list-style-type: none"> ➤ This incentive is available to a newly incorporated entity engaged in a new business established in the

INDUSTRY	INCENTIVES/ CONCESSIONS OFFERED
ALL SEGMENTS	<p>following areas:-</p> <ul style="list-style-type: none"> • Vanua Levu – includes Taveuni, Rabi, Kioa and other islands generally included for government's administrative purpose as being in the Northern Division. • Rotuma, Kadavu, Levuka, 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) and • Naboro- for companies that are engaged in waste management business only. <p>➤ Any company may apply to the Minister for Economy in the prescribed form for a provisional license.</p> <p>Criteria for Grant of License</p> <p>(i) The company is a newly incorporated entity engaged in a new business.</p> <p>(ii) The minimum initial level of investment should be \$250,000.</p> <p>Tax Exemptions Available</p> <p>The income of any new activity approved and established between 1 January 2018 to 31 December 2028 in Vanualevu – including Taveuni, Rabi, Kioa and other islands generally included for governments administrative purpose as being in the Northern Division, Rotuma, Kadavu, Levuka, 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) and Naboro (for companies engaged in waste management) shall be exempt from tax as follows;</p> <ul style="list-style-type: none"> ◦ capital investment from FJD\$250,000 to FJD\$1,000,000, for a period of 5 consecutive fiscal years; or ◦ capital investment from FJD\$1,000,001 to FJD\$2,000,000, for a period of 7 consecutive fiscal years; or

INDUSTRY	INCENTIVES/ CONCESSIONS OFFERED
	<ul style="list-style-type: none"> Capital investment above FJD\$2,000,000 for a period of 13 consecutive fiscal years.
ALL SEGMENTS	<p>Duty Exemption Approved companies under the tax free region incentives are eligible for duty concession under Code 290 and Code 295 (for waste recycling plants) of the Customs Tariff 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 9% VAT.</p> <p>Other benefits under the TFR:</p> <ul style="list-style-type: none"> (i) 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. (ii) Additional 7 years of income tax exemption is available to any hotel developer granted a license and having Indigenous Fijian landowner equity of at least 25 per cent <p>Legislative Provisions: Income Tax (Tax Free Region Incentives) Regulations 2016.</p> <p>NOTE: (<i>Applications to be made to FRCS. The Incentive Committee will scrutinise the application before making recommendation to Minister for Economy</i>)</p>
	<p>Agricultural Farming and Agro-Processing Investment The income exempted of any new activity in commercial agricultural farming and agro-processing are as follows:</p> <ul style="list-style-type: none"> \$250,000 to \$1,000,000 Capital Investment- for 5 consecutive years, or \$1,000,001 to \$2,000,000 Capital Investment- for 7 consecutive fiscal years, or \$2,000,001 + Capital Investment- for 13 consecutive fiscal years <p>Bio-Fuel Production Tax holiday is available to a tax payer undertaking a new activity in processing agricultural commodities into bio-</p>

INDUSTRY	INCENTIVES/ CONCESSIONS OFFERED
ALL SEGMENTS	<p>fuels, to qualify, the tax payer should be exempt from tax as follows:</p> <ul style="list-style-type: none"> ● \$250,000 to \$1,000,000 Capital Investment- for 5 consecutive years, or ● \$1,000,001 to \$2,000,000 Capital Investment- for 7 consecutive fiscal years, or ● \$2,000,001 + Capital Investment- for 13 consecutive fiscal years <p>Customs Concessions</p> <ul style="list-style-type: none"> ● Import of plant, machinery & equipment for establishments- Free Fiscal, Free Import Excise, 9% VAT ● Import of chemical required for bio-fuel production- Free Fiscal, Free Import Excise, 9%VAT ● Import of all agricultural items- Zero duty (need to obtain support letter from Ministry of Agriculture)
	<p>(x) Manufacturers Incentives</p> <p>Value Adding Processes</p> <ul style="list-style-type: none"> ● Investors engaged in value adding processes in the food processing, agricultural processing, fisheries or forestry business may be able to claim a 100% deduction with respect to amounts invested, ● Re-investment will also be allowed for expansion purposes. In order to qualify, the investor should utilise 50% of local produce in its production process. <p>(xi) Employment Taxation Scheme</p> <p>a) Employment tax incentives provides deductions for cost incurred in providing employment opportunities and up-skilling the Fijian workforce.</p> <p>b) The summary of employment incentives is listed in the table below:</p>

INDUSTRY INCENTIVES/ CONCESSIONS OFFERED**ALL SEGMENTS**

Incentive	Conditions	Deduction Allowed	Timeline
First Time Employees	Employee not paid less than the national minimum wage	200% of salary/wages	1 Aug 2016-31 March 2023
Work Placements	Apprenticeship in the related area of study up to 6 months in a year before graduation, as part of course requirements	300% of salary/wages	1 Aug 2016-31 December 2023
Part Time Workers	Paid to students employed in the related area of study up to 3 months in a year during holidays.	300% of salary/wages	1 Aug 2016-31 December 2023
Person with Disabilities	Paid in the employment of disabled people employed continuously for a period of 3 years and must have a medical certificate.	400% of salary/wages	1 Aug 2016-31 December 2023
Employee Development	For employees' education fees who are allowed to study (up-skill) and attend training to obtain a professional qualification during their course of employment.	150% of education fees	No timelines

INDUSTRY INCENTIVES/ CONCESSIONS OFFERED				
ALL SEGMENTS	Employee Affected by COVID-19	Employee that have been tested positive for COVID-19 or is a primary/ secondary contact and has been advised to quarantine themselves.	300% of salary/ wages	1 April 2020-31 December 2022
	Duty/Customs Concession under Section 10 of the Customs Tariff Act			
	a. Specialised equipment and machinery			
	❖ Free fiscal duty, free import excise duty and 9% VAT on specialised Forests equipment and machinery			
	❖ The importation under concession is subject to the condition that a letter of approval/support is issued by the Ministry of Forestry in relation to goods under concession.			
b. 100% Income tax exemption to be applicable to selected sectors with maximum turn over threshold of \$500,000				
❖ The sectors include: Agriculture and Fishing (Sugarcane Farmers; Coconuts; Rice; Ginger; Yaqona; Fishing; Raising Livestock; Vegetable; Dalo, Cassava and other root crops production; farming and Bee keeping)				
NOTE: (These concessions are already approved by the Minister for Economy. All they (Importers) need to do is lodge a customs entry for clearance of the goods).				
(i) Fiscal & Import Duty Excise Changes for PRIME MOVERS & SPECIALISED MOVING MACHINERY)				
a) Machinery used in the manufacture of goods				
i. Reduce Fiscal Duty to 0%				
b) New road tractors for semi-trailers of heading 8701 and trailers of heading 8716				

ALL SEGMENTS	<ul style="list-style-type: none"> ii. Reduce Fiscal Duty from 32% to 5% excluding agricultural tractors, which is 0% iii. Include prime-movers and iv. Self-loading and other trailers for transport of goods c) New trucks (goods vehicles) of gross vehicle weight exceeding 3 tonnes <ul style="list-style-type: none"> v. Reduce Fiscal Duty from 32% to 5% d) New special type of vehicles of heading 8705 <ul style="list-style-type: none"> vi. Reduce Fiscal Duty from 32% to 5% e) New trucks (goods vehicles) of gross vehicle weight exceeding 3 tonnes <p>NOTE: (No need to apply , customs entry to be lodged with Customs and paid)</p>
	<p>Other Incentives</p> <p>a) Modernisation of Buildings Incentive- this is to assist companies that wish to undertake substantial renovation and redevelopment of a commercial building. For more details, visit www.frcs.org.fj/wp-content/uploads/2020/09/FRCS-Building-Incen-01-4-1.pdf</p> <p>b) Hotel Investment- to assist construction of new hotels and renovation of existing hotels. For more details, visit www.frcs.org.fj/wp-content/uploads/2020/09/FRCS-Hotel-Incen-2-1.pdf</p>

Goods Eligible for Duty Concessions – Under Part 3

Industry	Items	Fiscal	VAT (%)
Companies involved in or with Logging Industry [Code no. 242]	<ul style="list-style-type: none"> • New cabs & chassis 	5%	9%
* Conditions applied can be obtained from FRCS			

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 responsible Organisation, Ministries and Statutory bodies.

1. National Export Strategy (NES)

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

The National Export Strategy (NES) policy framework aims to secure meaningful export-related projects that achieves sustainable economic growth in export competitiveness, value addition and diversification. Current grant funding is targeted to businesses who are currently exporting or are on the verge of exports.

List of Requirements

- ✓ Business Registration Certificate;
- ✓ Business Taxpayer Identification Number (TIN) Letter;
- ✓ Business latest Tax Compliance Certificate;
- ✓ Latest business bank statement;
- ✓ 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. Medium enterprises are required to provide audited financial statements and micro and small enterprises can provide management accounts prepared by certified accountants;
- ✓ Valid export license;
- ✓ Approved Export Premises Certificate;
- ✓ Police clearance report/receipt;
- ✓ 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.

Criteria for funding	
General Criteria	Specific Criteria
<p>Proposals for assistance through the NES must meet the following criteria:</p> <ul style="list-style-type: none"> ➤ Proposals will be invited from businesses in the target sectors; ➤ Proposals should be reflective of the current COVID-19 pandemic; ➤ Proposals should demonstrate how exports will commence or increase; ➤ Proposals must target increasing exports, value addition, employment creation, diversification and expanding our economic base; ➤ Proposals must show a positive impact on foreign exchange earnings in the medium-term; and ➤ Proposals must demonstrate benefits to the livelihood of the general population. 	<p>For further assessment, the following specific criteria must be met:</p> <ul style="list-style-type: none"> ➤ Business ownership should be at least 51% Fijian owned. Ownership structures below this threshold will be considered on a case-by-case basis; ➤ Businesses must be in operation for at least 2 years and supply in the local market; ➤ Businesses must provide past two years annual financial statements. Medium enterprises are required to provide audited financial statements and micro and small enterprises can provide management accounts prepared by certified accountants; ➤ NES will only fund proposals up to a maximum of \$100,000. The recipient will be required to contribute the excess of the total cost of the project if proposal exceeds \$100,000; ➤ Provide relevant quotations for all activities proposed to be undertaken; ➤ Proof of Fijian Citizenship, if proponents are deemed foreigners; ➤ Proposals from businesses who are on the verge of exporting should provide market confirmation; ➤ Proposals (including inter-related entities) from those businesses previously assisted through the NES program, prior

General Criteria	Specific Criteria
	<p>to 2017, will only be considered on a case-by-case basis;</p> <ul style="list-style-type: none"> ➤ Businesses that are indirectly contributing towards the development of Exports in Fiji will be given consideration for funding on a case-by-case basis. The same eligibility conditions will be applied to these businesses; ➤ The Ministry reserves the right to request for additional information as and when required for clarification; and ➤ Proposals that require construction works must set clear timelines, provide copy of Land Title or proof of Land Ownership, City, Town and/or Rural Local Authority Approved Plan, Budgetary Requirements and an Implementation Plan.

Submission:

Those businesses interested in applying are strongly encouraged to submit proposals for the NES Application to www.mcttt.gov.fj/divisions/msme_fiji/programmes/national-export-strategy/ Businesses who cannot submit proposals on the application online portal can download the [Printable Application form](#) and send by email to nes@mcttt.gov.fj with clearly marked title as “National Export Strategy Application 2021-2022”.

2. Integrated Human Resource Development Program (IHRDP)

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

The IHRD programme is designed to empower our communities and address unemployment in a holistic way through strategic partnerships between the public, private and civil society sectors. This is targeted to sectors including Forestry, Fisheries, Agro – Business and Manufacturing etc.

List of Requirements:

- ✓ Completed Application Form;
- ✓ Business Registration Certificate;
- ✓ Tax Identification Number (TIN);
- ✓ Management Accounts for those in operations for at least 2 years;
- ✓ Business Plan;
- ✓ 3 years Cash Flow Forecasts/Projections;
- ✓ Support and Validity letter from relevant Ministry and Integrated Rural Development (IRD) partners along with the relevant technical reports; and
- ✓ Compliance to regulatory requirements as per business scope.

Who can apply?	What type of Projects that can be funded?
<p>Assistance is rendered to:</p> <ul style="list-style-type: none"> ● new and existing businesses which includes registered sole trader businesses, partnerships, co-operative businesses and companies; ● existing groups and community-based enterprises (that has more than 10 members) operating informally; ● Groups and entrepreneurs particularly women, youth and persons with disabilities are strongly encouraged to apply. 	<p>IHRDP will provide funding for only capital items, few examples are but not limited to:</p> <ul style="list-style-type: none"> ● Procurement of manufacturing machines for value adding; ● Construction of warehouse, storage facility and eco-tourism projects; ● Enhancement of Standards and Certifications; ● Product development for businesses; ● Procurement of equipment for diversification purposes; and ● Equity funding with financial institutions for capital expenditure and diversification purposes.
<p><u>Criteria for funding:</u> Members must be all Fijian citizen of 18 years of age and above; Residing in the peri-urban, rural and remote areas in Fiji; Available to existing registered enterprises and those that have relevant market experience; Registered entity must be majority Fijian owned (51% and more); Groups and communities need to be validated through support letters from line Ministries; and Ability to meet the 1/3 cash funding of total project.</p>	

Submission: For application and submission details, please visit www.mcttt.gov.fj/divisions/msme_fiji/integrated-human-resource-development-programme/ for more information.

3. Northern Development Programme (NDP)

Agency: Ministry of Commerce, Tourism, Trade and Transport

The NDP is a government funded programme that provides equity assistance through grants to enterprises to improve the livelihoods of the people of the Northern Division. The programme will only finance new and incremental investment and not refinance projects implemented by entrepreneurs. With that being said, the targeted economic sectors for this programme includes agriculture, fisheries, forestry, tourism and manufacturing. The government has committed \$5 million to the program.

NDP not only provides equity assistance to enterprises but also undertakes training, monitoring and mentoring of projects to meet its core objectives.

Please visit www.mcttt.gov.fj/wp-content/uploads/2020/05/NDP-English-13980.pdf for more information on eligibility and application details.

4. Fiji Development Bank (FDB)

FDB aims at developing local resources, encouraging greater participation in the economy, creating long term employment and enhancement of a better standard of living for all. Moreover, the 2021-2022 budget aims to provide the needful stimulus for a resilient economic recovery by addressing the most wide-ranging socio-economic aspects of Fijian's livelihood and safety, as well as the financial burdens of businesses that continue to grapple with the impacts of the pandemic. The Budget also empowers FDB to foster an enabling environment for its existing and new customers.

For FDB's largest customer-base is Agriculture which also comprises of Forestry and Fisheries; the Government have made the following changes:

- Interest-rate subsidy for agriculture loans have increased from 6% to 8% and
- The loan limit for the subsidy have increased from \$50,000 to \$100,000

Please visit www.fdb.com.fj/ for the application form and additional information regarding Forestry loans.

5. Import Substitution & Export Finance Facility (ISEFF)

Agency: The Reserve Bank of Fiji

The ISEFF is focused on improving Fiji's balance of payments position by assisting exporters and large scale business into trade internationally. Moreover it advances competitiveness, ensures the availability of credit to the export sector and provides back-to-back finance through commercial banks, licensed credit institutions and FDB.

The total amount available for this Facility is \$300 million. Loans will be limited to a maximum of \$1 million per business and will be allocated on a first-in basis. RBF reserves the right to award loan amounts greater than \$1.0 million on special circumstances.

For [application details](http://www.rbf.gov.fj/import-substitution-and-export-finance-facility-guidelines/) and additional information, please visit www.rbf.gov.fj/import-substitution-and-export-finance-facility-guidelines/.

6. Ministry of Forestry Subsidy Assistance Scheme

The Forest Subsidy is an assistance provided by the Ministry of Forest to assist resource owners and other stakeholders in the establishment of small cottage industry. The maximum amount an applicant can apply for is FJ\$10,000.

The assistance is aimed at:	Requirements
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> ❖ Must be a Fijian and have wood resource to work on ❖ Must be practicing any wood related activity for over 3 years ❖ Must have a relevant business license or a business proposal ❖ Proven market accessibility ❖ Provide three (3) quotes of tools, equipment or machines required ❖ Confirmed site to operate from

Successful applicants will be required to submit a quarterly progress report on the business venture to the Conservator of Forests. Information and criteria to be granted this scheme can be obtained from the Ministry of Forestry Head Office

7. COVID 19 Recovery Credit Guarantee Scheme

Agency: Reserve Bank of Fiji

This is a Fijian Government-budget announced recovery scheme to aid Micro, Small, Medium Enterprises (MSMEs) and as well as large businesses. This facility complements the concessional loan funding provided by Government to MSMEs in the 2020-2021 Financial Year (FY).

Moreover, for the 2021-2022 FY budget; the aim is to revive existing businesses and keep them afloat. Thus, the scheme will assist them in meeting their financial needs, and recovering from economic losses caused by the COVID19 pandemic.

The Reserve Bank of Fiji provides a special funding of \$200 million that is accessible to commercial banks, Fiji Development Bank (FDB) and other licensed credit institutions, at a very low rate of 0.25 percent- these financial institutions will on-lend these funding at a maximum lending rate of 3.99 percent. The loan eligibility is determined by the turnover of the business and the breakdown is as follows:

Classification	Turnover	Maximum Loan Eligibility
Micro Enterprise	Less than \$50,000	\$10,000
Small Enterprise	\$50,001 to \$300,000	\$20,000
Medium Enterprise	\$300,001 to \$1,250,000	\$50,000
Large Enterprise	Greater than \$1,250,000	\$100,000

Please visit www.fdb.com.fj/covid19recoveryscheme/ for application details and additional information regarding the scheme.

References

- Ministry of Economy
 - 2021-2022 Budget Supplement
 - 2021-2022 Budget Summary of Revenue Policies
- Ministry of Commerce, Tourism, Trade and Transport
- Ministry of Waterways and Environment
- Ministry of Justice Fiji
- Ministry of Forestry
- Reserve Bank of Fiji
- Fiji Revenue & Customs Services
- Investment Fiji
- Fiji Development Bank
- iTaukei Lands Trust Board
- National Fire Authority

Appendices

Appendix A: MOF Contact Information

Individuals or Businesses seeking technical assistance, advice and detailed information are welcome to visit any of our Forestry Offices located around the country:

Forestry Office	Location	Phone
Headquarters	Takayawa Building, Augustus Street, Toorak, Suva	3301 611
Silviculture Research Division	Colo-i-Suva Forestry Station	332 2311
Management Services Division	Colo-i-Suva Forestry Station	332 0667
Forest Parks & Reserves	Colo-i-Suva Forestry Station	332 0211
Forestry Training Centre	Colo-i-Suva	332 2380
Timber Utilisation Division	Nasinu	339 3611
Timber Industry Training Center	Nasinu	334 3039
Labasa Office	Macuata House, Labasa	881 2077
Lautoka Office	Tagimoucia Street, Lautoka	666 1300
Nausori Office	Riverside Building, Nausori	347 7995
Forestry Office	Koronubu House, Ba	626 4287
Forestry Office	Vunimaqo Station, Deuba	345 1078
Forestry Office	Dreketi Office	829 1704
Forestry Office	Riverside Plaza, Rakiraki	669 4161
Forestry Office	Valeci, Savusavu	885 0436
Forestry Office	Lawaqa, Sigatoka	626 4460
Forestry Office	Tailevu	343 0100

Appendix B: Royalty Table

Class	Royalty Rate/m3	Fees/m3
1	\$45.00	\$5.00
2	\$37.00	\$5.00
3	\$12.00	\$5.00
4	\$7.00	\$5.00
5	\$5.00	\$5.00
6	\$5.00	\$5.00
7	\$5.00	\$5.00

Appendix C: Rate for Logging Plans

Area (ha)	Logging Plan (FJ \$)
1-99	105.45
100-199	116.53
200-299	175.75
300-399	186.83
400-499	221.54
500-599	232.62
600-699	254
700-799	272.28
800-899	288.74
900-999	315.32
1000 and Over	Separately Costed

Appendix D: Species Listing by Class

Class	Species Name	Class	Species Name
1	Amunu	3	Yasiyasi
	Dakua Makadre		Qumu
	Dakua Salusalu		Doi
	Kuasi	4	Vuga
	Yaka		Koka
	Buabua		Mako
	Rosawa		Masiratu
	Vesi		Moivi
2	Damanu		Sa
	Dabi		Sarosaro
	Dilo		Velau
	Nawanawa		Vutu
	Raintree		Waciwaci/Anita
	Bauvudi		Others
	Kaudamu		Yasimoli
	Kauvula		Lato/Kaukauloa
	Mavota		Kasiga/Lilidi
	Kaunicina		Totowiwi
	Kauceuti		Vesida
	Sagali		Uko/Damanu ni yagaga
3	Dogo	5	Mahogany-P
	Laubu		Mahogany-G
	Rosarosa		Ecalyptus
	Sacau	6	Pine-P
	Sausauira		Pine-G
	Tivi	7	Teak
	Vaivai-ni-veikau		

Appendix E: Rate for Volume Assessment

Area (ha)	Cost (FJ \$)
1-99	29.54
100-199	34.71
200-299	37.67
300-399	42.06
400-499	45.09
500-599	48.74
600-699	51.69
700-799	54.65
800-899	57.6
900-999	63.71
1000-1099	66.46
1100-1199	69.41
1200-1299	72.37
1300-1399	75.32
1400-1499	85.66
1500-1599	88.61
1600-1699	91.57
1700-1799	94.52
1800-1899	97.48
1900-2000	100.43
2000 and Over	Separately Costed

Appendix F: Inspection Certificate Form



MINISTRY OF FORESTRY

FOREST PRODUCE INSPECTION CERTIFICATE FOR EXPORT

To: Chief Executive Officer, Biosecurity Authority of Fiji

This is to certify that the Forest Produce described below was examined on
by the undersigned, an authorised officer of the Department of Forestry, and was found to the best of his
knowledge to be free from harmful insects, fungi and other organisms.

DESCRIPTION OF FOREST PRODUCE TO BE EXPORTED

Name of Exporter: _____

Address: _____

Consignee: _____

Address: _____

Shipping Marks or Brand: _____

Type of Forest Produce (sawn timber, logs, etc. Details recorded overleaf if necessary):

Treatment Specified by Exporter: _____

Treatment (Spray/Dip/Fumigation): _____

Chemical and Concentration: _____

Duration: _____

Ship: _____

Port of Loading: _____

Date of Departure: _____

Destination: _____

Certified by: _____

Date: _____

Export's Ref. No: _____

FD Application No: _____

UD Ref No. _____

FD Export License No: _____

Appendix G: Timber Grading Report



MINISTRY OF FORESTRY

TIMBER GRADING REPORT

To: Conservator of Forests

The grade of the following export consignment has been checked:

CONSIGNMENT DETAILS

Name of Exporter: _____

Species				
Dimensions				
Volume				
Cost/m ³ -FOB				
Total Cost-FOB				
Moisture Content				
Preservative Treatment				
Grade				

GRADING RESULTS

Date of Inspection: _____ Inspection Details: _____

Issue of Export License ☐ recommended ☐ not recommended

Date:

Timber Inspector:

**Record full details overleaf if space is inadequate.*

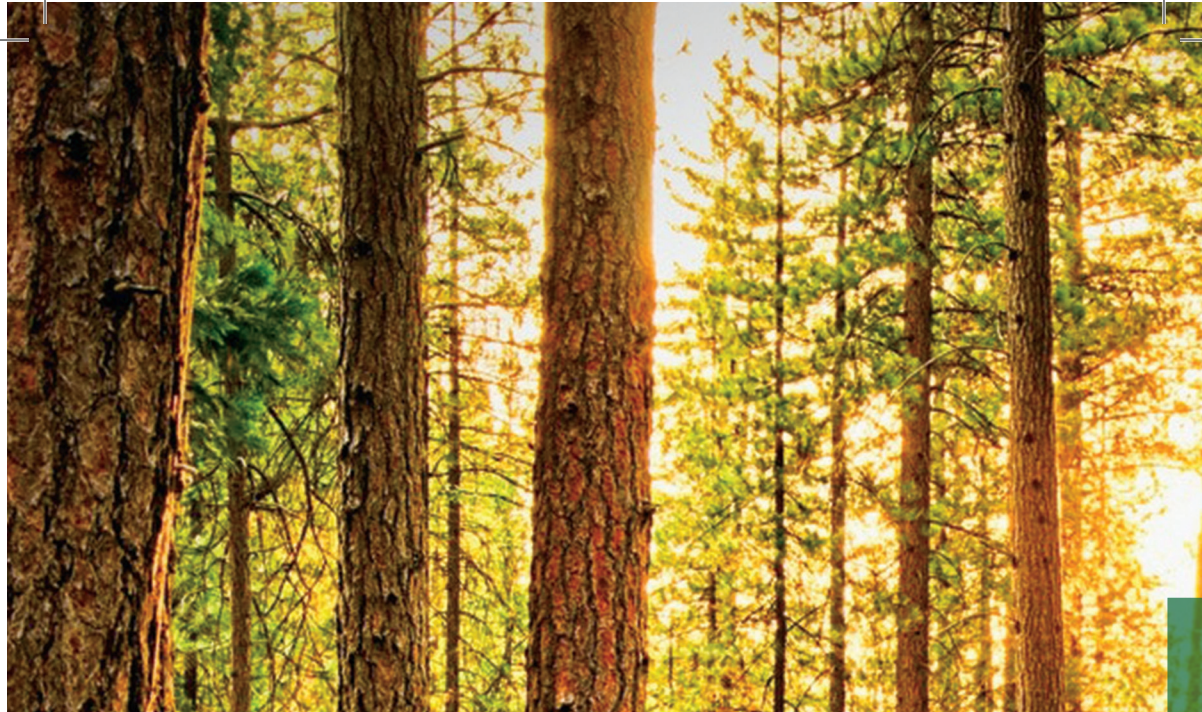
Exporter's Ref No: _____

FD Application No: _____

Notes

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Notes



Ministry of Forestry

Level 3 Takayawa Building, Suva, Fiji.

Telephone: (679) 3301 611

Facsimile: (679) 3300 435

