

MINISTRY OF FORESTRY



Business Guide

(August 2022 – July 2023)



Comments and inquiries should be directed to:

Mr. Pene Baleinabuli

Permanent Secretary for Forestry

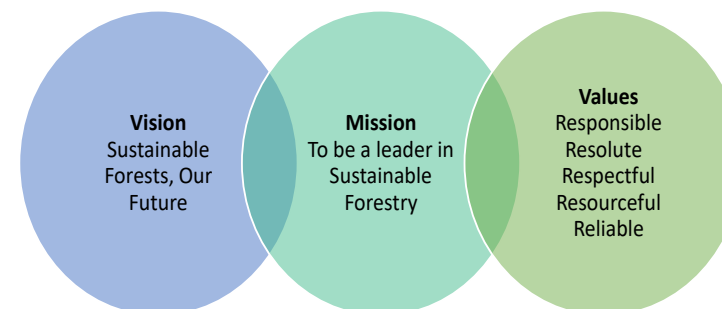
Ministry of Forestry

Level 3, Takayawa Building

Suva, Fiji

Telephone: (679) 3301 611

Overview of the Ministry



Ministry of Forestry Contact Information

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

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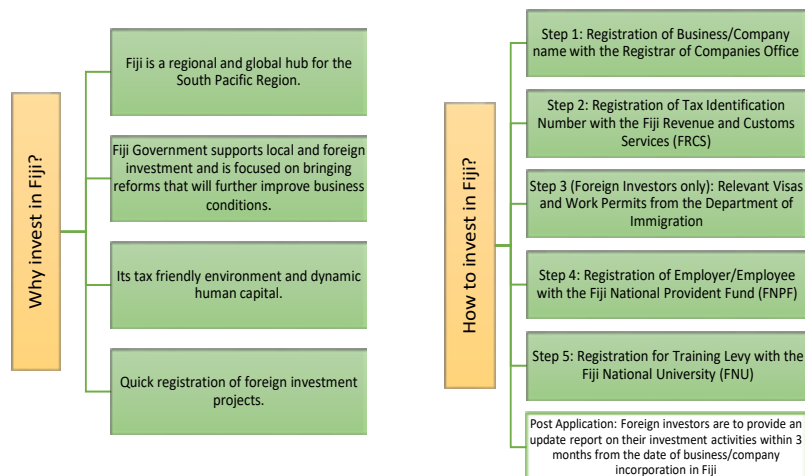
Acronyms

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	ITaukei Lands Trust Board
MCTTT	Ministry of Commerce, Trade, Tourism and Transport
MEPIR	Ministry of Employment, Productivity and Industrial Relations
MSME	Micro Small Medium Enterprise
MOF	Ministry of Forestry
NCSMED	National Centre for Small and Micro Enterprises
NTPC	National Training & Productivity Centre
OHS	Occupational Health and Safety
RBF	Reserve Bank of Fiji
TFR	Tax Free Region
TI	Timber Inspector
TIN	Tax Identification Number
TLC	ITaukei Lands Commission
TPO	Timber Production Officer
VAT	Value Added Tax

Investment in Fiji

Fiji is an archipelago of more than 332 islands with a wide variety of opportunities to offer in the traditional economic sectors. Interested personnel who wish to invest in Fiji are required to first go through the new Investment Act namely [Investment Act 2021](#). Moreover, with the implementation of this new law; the requirement for a Foreign Investment Registration Certificate (FIRC) has been removed, thus, both domestic and foreign investors will undergo the same business registration process in accordance with the [Companies Act 2015](#).

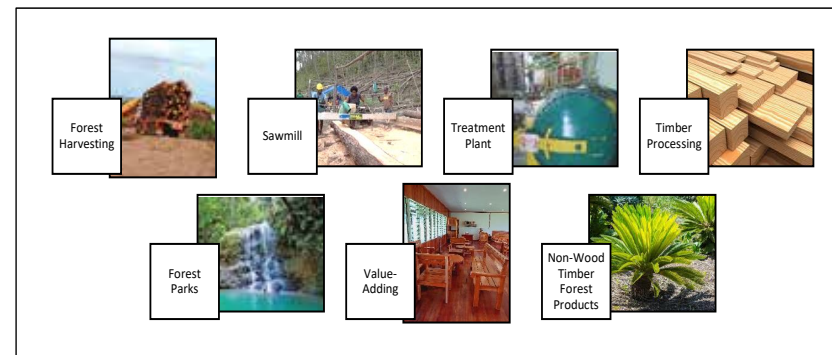
It should be noted that apart from the steps outlined below, investors may also need to require approvals/permits/licenses from other relevant agencies or sectors depending on the scope of the business. Please visit <https://www.bizfiji.com/starting-a-business> for further detailed information.



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 and this makes it an integral primary sector.

Potential investment opportunities within the sector:



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. Previously, the Ministry of Forestry issued harvesting license manually but recently, the procedure has been digitised. Moreover, the implementation of the Forestry Harvesting Online System ensured that there is an ease of doing business with the respective stakeholder; what would normally take one week to issue has now decreased to 48 hours.

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



1. Initial consultation:

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

2. Online Registration:

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

3. Online Submission of Application:

- ✔ It is recommended that applicants gather all necessary documentations and requirements before filling the application form.
- ✔ Applicant to ensure that the right documents are uploaded where necessary.
- ✔ Application can only be submitted once all mandatory fields are completed.

4. Processing of Application:

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

5. Issuance of License:

- ✔ The Conservator of Forests approves or rejects application based upon the recommendation from the Divisional Directors.
- ✔ The Applicant and the Contractor will be notified via email of the approval and rejection of application.

- For successful applications, the Harvesting Licenses will be released once payments are made to the Revenue Collectors in the Ministry of Forestry Headquarters or at the respective Divisional Offices in Lautoka, Labasa and Nausori.
- The turnaround time is within 24 to 48 hours from when application is received.

Application Requirements:

Company Profile Documents form:	Harvesting Licensing Documents form:
<ul style="list-style-type: none"> ✓ Company Registration & history <i>(merged in one document)</i>; ✓ Company TIN letter; ✓ Team Profile letter; ✓ FNPF letter; ✓ Copy of Supervisor Certificate; ✓ Copy of Machine Operator Certificate & Valid Driver's License photo <i>(merged in one document)</i>; ✓ Copy of Chainsaw Operator Certificate; ✓ Copy of third-party insurance/tax for machines; ✓ Copy of Tax Compliance Certificate; ✓ Company Contract Agreement with Employee; ✓ FNU Levi Payment Compliance letter; ✓ Valid OHS Compliance letter Certificate <i>(optional)</i>; ✓ Table of workers details, their names and their FNPF number and TIN; and, ✓ Updated vaccination card- 2nd dose <i>(optional)</i>. 	<ul style="list-style-type: none"> ✓ Applicant Details (Name, Phone Contact, Address etc.); ✓ Forest type/Species; ✓ Land Type- if land type is Freehold, Crown, Crown Lease or Freehold lease then Attach Land Title Lease Letter. If land type is Native, fulfil the additional requirements below: <ul style="list-style-type: none"> o ITLTB Number; o ITLTB Consent letter; o Mataqali; o Village; o Mataqali Consent letter; o Provincial Consent letter; ✓ Contractor Details- additional requirements below only apply if applicant already has a Contractor: <ul style="list-style-type: none"> o Copy of EIA; o Copy of Environment Management Plan; o Copy of Locality and Harvest Plan map- 1:5000 <i>(merged in one document)</i>; o Copy of Harvest Plan (1:10,000); o Copy of Subcontractor with Agreement; o Copy of Agreement between Contractor and Licensee; o Copy of text report; and, o Pre-Harvest Inventory Report.

Online forms:

Company Profile

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

Licensing Application form

Application for New Licence

Personal Details

First Name*

Last Name*

Phone Contact*

Address*

District*

Select District

Division*

Select State

Province*

Select Province

Lot Number

Enter Lot Number

Description*

Forest Type/Species*

Select Forest Type/Species

Land type*

Select Land type

Other Details

Do you have a Contractor? ☒ Yes ☐ No

Choose your Contractor:

Select Contractor

1) Attach copy of EIA:

Browse

2) Attach Environment Management Plan:

Browse

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

Browse

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

Browse

5) Attach copy of Subcontractor with agreement

Browse

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

Browse

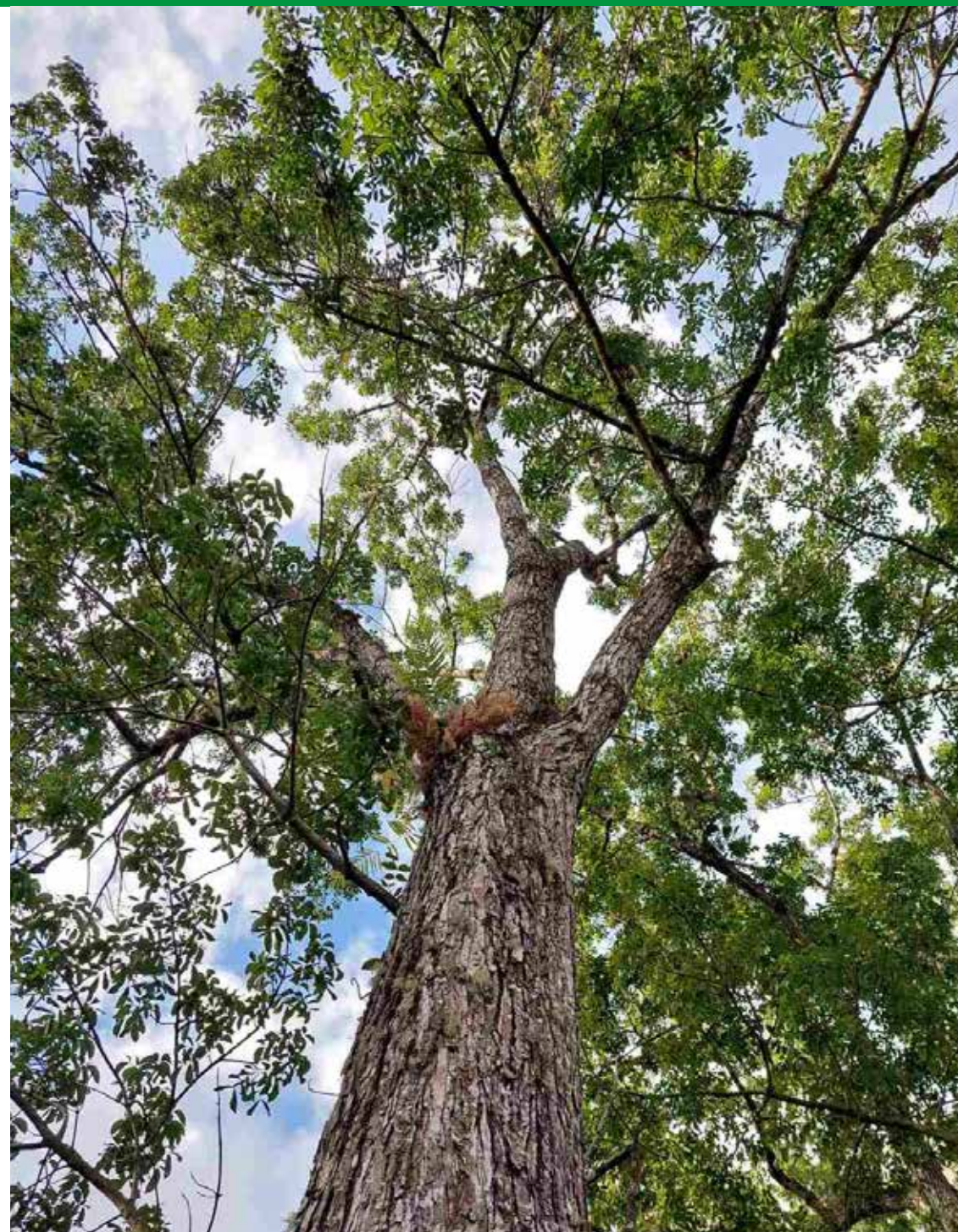
7) Attach copy of text report:*

Browse

8) Attach PHI Report:*

Browse

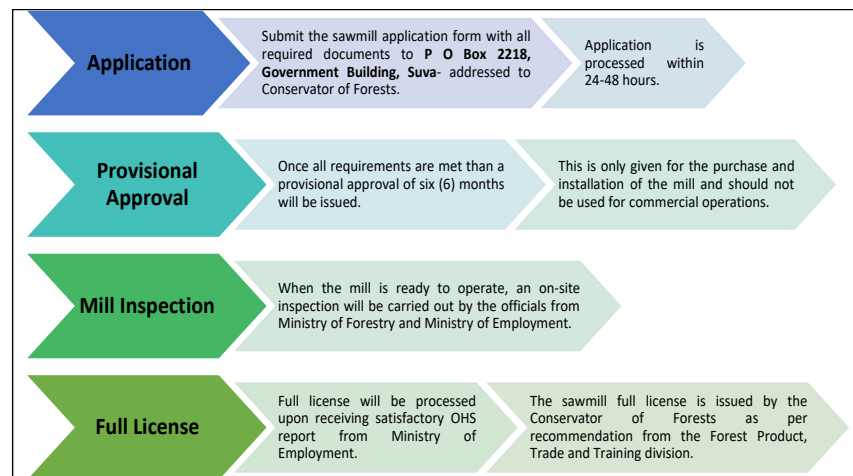
Submit Application



Sawmill License

New Application

Any person intending to operate a mill for commercial purpose, he/she should follow the process below:



List of Application Requirements:

- ✓ Requirement 1: Completed Application form with the following documents to be attached,
- ✓ Requirement 2: Land type confirmation and Consent from legal owner of the site
- ✓ Requirement 3: Business License
- ✓ Requirement 4: Business Registration
- ✓ Requirement 5: Tax Registration and Compliance Certificate
- ✓ Requirement 6: Employer Registration and Compliance Certificate
- ✓ Requirement 7: Town and Country Planning Inspection Report
- ✓ Requirement 8: Site Approval from Department of Environment
- ✓ Requirement 9: NFA Registration
- ✓ Requirement 10: Applicants financial resources
- ✓ Requirement 11: Log Resource Availability confirmation
- ✓ Requirement 12: Contract Agreement between logging contractor and licensee
- ✓ Requirement 13: Contract Agreement between logging contractor and saw miller
- ✓ Requirement 14: Copies of valid Right license
- ✓ Requirement 15: Sawmill Operational Layout Plan

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.

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: 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.

Requirement 4: 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: <https://www.justice.gov.fj/companies/> for more information.

Requirement 5: Tax Registration & Compliance Certificate from Fiji Revenue and Customs Service (FRCS)

The proposed sawmill should be registered with FRCS and a company TIN letter along with the Compliance Certificate should be included with the application.

Please visit this link: <https://www.frsc.org.fj/our-services/taxation/employers/> for more information.

Requirement 6: Employer Registration & Compliance Certificate with Fiji National Provident Fund (FNPF)

The proposed sawmill should be registered as an employer with FNPF and evidence of this with the Compliance Certificate should be attached with the application.

Please visit this link: <https://myfnpf.com.fj/registration-requirements/> for more information.

Requirement 7: Inspection Report from Department of Town and Country Planning

This requirement only applies if the proposed sawmill site is in the town boundary. If the site is in the town area, then a Town and Country Planning Inspection Report to be attached with the application.

Requirement 8: Site Approval from the Ministry of Environment

Please visit <https://www.mowe.gov.fj/environment-impact-assessment/> for further information.

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

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

Requirement 10: Applicants financial resources

A copy of the applicant's bank statements and other relevant financial documents to be attached with the application.

Requirement 11: Log Resource Availability confirmation from Ministry of Forestry

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- Supply of logs should be assured and adequate to enable the sawmill to operate throughout the entire period of license;
- ☒ 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 endorsed by the Divisional Director Forestry Operations.

Requirement 12: Contract Agreement between Logging Contractor and Licensee

This is a formal document that will outline the terms and conditions between the Contractor and Licensee. Some of the key information that should be captured are the license term, the volume extracted from the forest, the agreed payment details made by the contractor to the licensee etc.

The signature of all the 'mataqali' members should also be attached with the Contract.

Requirement 13: Contract Agreement between Logging Contractor and Saw miller

This is a formal document that will outline the terms and conditions between the Contractor and Saw miller. The confirmation of log volumes supplied on a weekly or monthly basis needs to be captured in the agreement and ensure that that the volume supplied needs to cater for one year.

Requirement 14: Copy of Valid Right License

The right license term needs to be 6months and a copy to be attached with the application.

Requirement 15: Sawmill Operational Layout Plan

The plan to clearly indicate the following:

- ☒ Location of the sawmill
- ☒ Machinery and equipment layout
- ☒ Arrangement for preservative treatment
- ☒ Storage and handling of timbers

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

Please note: 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		
Planing machines			
Moulding machines			
Lathes			
VEHICLES			
Type	Make	Registration	
Lorries – 5-ton capacity and over			
Lorries under 5 tonnes			
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 & STATIC 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	Applicant 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	Contract agreement between logging contractor and licensee	
7	Copies of valid Right license	
8	Confirmation of log volumes supplied on weekly or monthly basis	
9	FNPF registration certificate	
10	Tax registration certificate	
11	Business Registration Certificate	
12	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 	
13	Town and Country Planning Inspection report	
14	Site Approval from the Ministry of Environment	
For enquiries or more information contact; Eroni Suvia Mobile 9573759 Landline 8924625 Email: suviaeroni31@gmail.com or eroni.suvia@govnet.gov.fj		

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: Contract Agreement between Logging Contractor and Licensee
- ✓ Requirement 9: Contract Agreement between Logging Contractor and Saw miller
- ✓ Requirement 10: Valid Right License
- ✓ Requirement 11: Waste Disposal Permit
- ✓ Requirement 12: Notification on new machines or building
- ✓ Requirement 13: Production Summary

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.

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

Requirement 2: Log Resource Availability confirmation from Ministry of Forestry

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- Supply of logs should be assured and adequate to enable the sawmill to operate throughout the entire period of license;
- 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 endorsed by the Divisional Director Forestry Operations.

Requirement 3: FNPf Compliance Letter

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

Requirement 4: Tax Compliance Letter with Fiji Revenue and Customs Services (FRCS)

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

Requirement 5: Business License with 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.

Requirement 6: Inspection Report from the National Fire Authority (NFA)

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

Requirement 7: OHS Report from the Ministry of Employment

Please visit www.employment.gov.fj/ for further information.

Requirement 8: Contract Agreement between Logging Contractor and Licensee

This is a formal document that will outline the terms and conditions between the Contractor and Licensee. Some of the key information that should be captured are the license term, the volume extracted from the forest, the agreed payment details made by the contractor to the licensee etc.

The signature of all the 'mataqali' members should also be attached with the Contract.

Requirement 9: Contract Agreement between Logging Contractor and Saw miller

This is a formal document that will outline the terms and conditions between the Contractor and Saw miller. The confirmation of log volumes supplied on a weekly or monthly basis needs to be captured in the agreement and ensure that that the volume supplied needs to cater for one year.

Requirement 10: Copy of Valid Right License

The right license term needs to be 6months and a copy to be attached with the application.

Requirement 11: Waste Disposal Permit from Ministry of Environment

Please visit <https://www.mowe.gov.fj/permits-licenses/> for further information.

Requirement 12: 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 13: Production Summary

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



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		
Re saw		
Crosscuts		
Portable Saws		
Edges		

POWER EQUIPMENT			
Type	Total	Make	Horse Power
Stationery engines			
Electric Motors			

ANCILLARY MACHINERY

Type	Make
Planing machines	
Moulding machines	
Lathes	

VEHICLES

Type	Make	Registration
Lorries – 5 ton capacity and over		
Lorries under 5 tonnes		
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

RENEWAL OF PORTABLE & STATIC SAWMILL 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 Labour 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	Contract agreement between logging contractor and licensee	
6	Copies of valid Right license	
7	Confirmation of log volumes supplied on weekly or monthly basis	
8	FNPF Compliance Letter	
9	Tax Compliance Letter	
10	Business License (Local Government)	
11	National Fire Authority Inspection Report	
12	Notification on new machines or building if there is a new improvement from previous Sawmill Layout. (Need Forestry Department Inspection Report)	
13	Production Summary from January to December of the last operating year	

For enquiries or more information contact;

Eroni Suvia Mobile 9573759 | Landline 8924625 | Email: suviaeroni31@gmail.com or eroni.suvia@govnet.gov.fj

Relocation of Sawmill

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

- ✓ Requirement 1: Application form with the following documents attached
- ✓ Requirement 2: Applicant financial resources
- ✓ Requirement 3: Waste Disposal Permit
- ✓ Requirement 4: Confirmation of Log Source
- ✓ Requirement 5: Contract Agreement between Logging Contractor and Saw miller
- ✓ Requirement 6: Contract Agreement between Logging Contractor and Licensee
- ✓ Requirement 7: Valid Right License
- ✓ Requirement 8: FNPF Compliance Certificate
- ✓ Requirement 9: Tax Compliance Certificate
- ✓ Requirement 10: Business License
- ✓ Requirement 11: National Fire Authority Inspection Report
- ✓ Requirement 12: EIA Report
- ✓ Requirement 13: Sawmill Operational Layout Plan
- ✓ Requirement 14: Town and Country Planning Inspection Report

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.

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

Requirement 2: Applicants financial resources

A copy of the applicant's bank statements and other relevant financial documents to be attached with the application.

Requirement 3: Waste Disposal Permit from Ministry of Environment

Please visit <https://www.mowe.gov.fj/permits-licenses/> for further information.

Requirement 4: Log Resource Availability confirmation from Ministry of Forestry

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- Supply of logs should be assured and adequate to enable the sawmill to operate throughout the entire period of license;
- 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 endorsed by the Divisional Director Forestry Operations.

Requirement 5: Contract Agreement between Logging Contractor and Sawmiller

This is a formal document that will outline the terms and conditions between the Contractor and Sawmiller (if 2 separate entities). The confirmation of log volumes supplied on a weekly or monthly basis needs to be captured in the agreement and ensure that the volume supplied needs to cater for one year.

Requirement 6: Contract Agreement between Logging Contractor and Licensee

This is a formal document that will outline the terms and conditions between the Contractor and Licensee. Some of the key information that should be captured are the license term, the volume extracted from the forest, the agreed payment details made by the contractor to the licensee etc.

The signature of all the 'mataqali' members should also be attached with the Contract.

Requirement 7: Copy of Valid Right License

The right license term needs to be 6months and a copy to be attached with the application.

Requirement 8: FNPf Compliance Letter

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

Requirement 9: Tax Compliance Letter with Fiji Revenue and Customs Services (FRCS)

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

Requirement 10: Business License with 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.

Requirement 11: Inspection Report from the National Fire Authority (NFA)

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

Requirement 12: Environment Impact Assessment Report from Ministry of Environment

Please visit <https://www.mowe.gov.fj/permits-licenses/> for further information.

Requirement 13: Sawmill Operational Layout Plan

The plan to clearly indicate the following:

- ✔ 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.

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

Requirement 14: Inspection Report from Department of Town and Country Planning

This requirement only applies if the proposed sawmill site is in the town boundary. If the site is in the town area, then a Town and Country Planning Inspection Report to be attached with the application.

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			
Moulding machines			
Lathes			
VEHICLES			
Type	Make	Registration	
Lorries – 5 ton capacity and over			
Lorries under 5 tonnes			
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	

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Date received by CF : _____

Action Taken

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

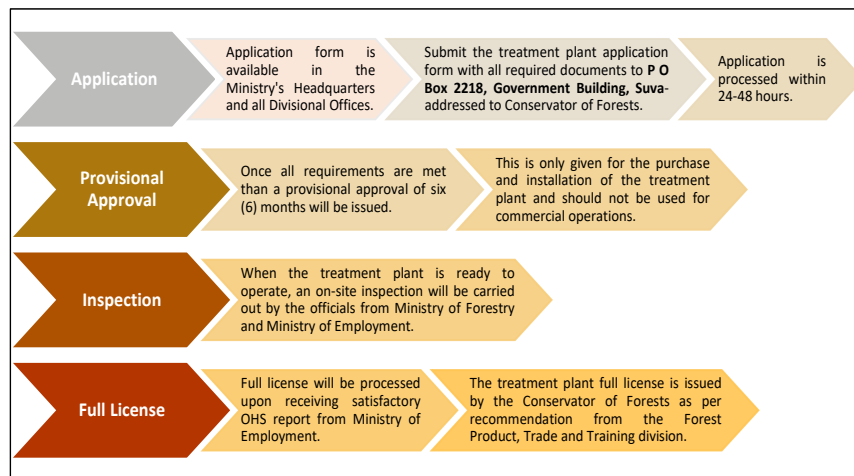
#	Description	Tick (v)
1	Application for re-location to Conservator of Forest stating the purpose and reason for relocation	
2	Applicant financial resources	
3	Waste Disposal Permit from the Ministry of Environment	
4	Confirmation of Log Source with a pre-harvest inventory report endorsed by the respective DFO. Supply of logs should be assured and adequate to enable the sawmill to operate throughout the entire period of license	
5	Contract agreement between logging contractor and licensee	
6	Copies of valid Right license	
7	Confirmation of log volumes supplied on weekly or monthly basis	
8	FNPF Compliance certificate	
9	Tax Compliance certificate	
10	Business License from the Local Government	
11	National Fire Authority Inspection Report	
12	EIA Report from the Ministry of Environment (Screening Report)	
13	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. 	
14	Town and Country Planning Inspection report	

For enquiries or more information contact;
Eroni Suvia Mobile 9573759 | Landline 8924625 | Email: suviaeroni31@gmail.com or eroni.suvia@govnet.gov.fj

Treatment Plant License

New Application

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



List of Application Requirements:

Filled Application form with the following documents to be attached:

Document 1: A copy of the Company Registration Certificate from the 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 <https://www.justice.gov.fj/companies/> for further information.

Document 2: A valid Business License Certificate from the Local Town/City Councils

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 <http://suvacity.org/normal-business/> for further information.

Document 3: Tax Registration and Compliance Certificate from Fiji Revenue & Customs Services

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

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

Document 4: Land type confirmation and Consent from legal owner of the site-

Evidence of legal land owner approval for the following land types:

- Native Land – iTLTB
- State/Crown Land- Ministry of Lands Director
- Allotment 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 (iTTLTB) must be produced

Document 5: Site Plan and Layout of the Treatment Plant facility from a Certified Planner

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 used

Document 6: 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 <https://www.mlg.gov.fj/building-approvals/> for further information.

Document 7: NFA Registration from National Fire Authority

The proposed plant should be registered with NFA and a report should be included with the application.

Please visit <https://www.nfa.com.fj/structural-fire-safety/fire-safety-inspections> for further information.

Document 8: Environment Impact Assessment (EIA) Approval from Department of Environment

Please visit <https://www.mowe.gov.fj/environment-impact-assessment/> for further information.

Document 9: Waste Disposal Permit from Department of Environment

Please visit <https://www.mowe.gov.fj/environment-impact-assessment/> for further information.

Document 10: OHS site inspection report from the Ministry of Employment, Productivity and Industry Relations

Please visit <https://www.employment.gov.fj/> for further information.

Document 11: Fiji National Provident Fund Registration and Compliance Certificate

The proposed plant should be registered as an employer with FPNF and evidence of this should be attached with the application. Please visit <https://myfnpf.com.fj/> for further 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 24-48 hours 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 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 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	
For enquiries or more information contact; Sainiana Naura Phone Contact. 8924620 Email Address: sainaura@gmail.com		

Application Form



MINISTRY OF FORESTRY

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	

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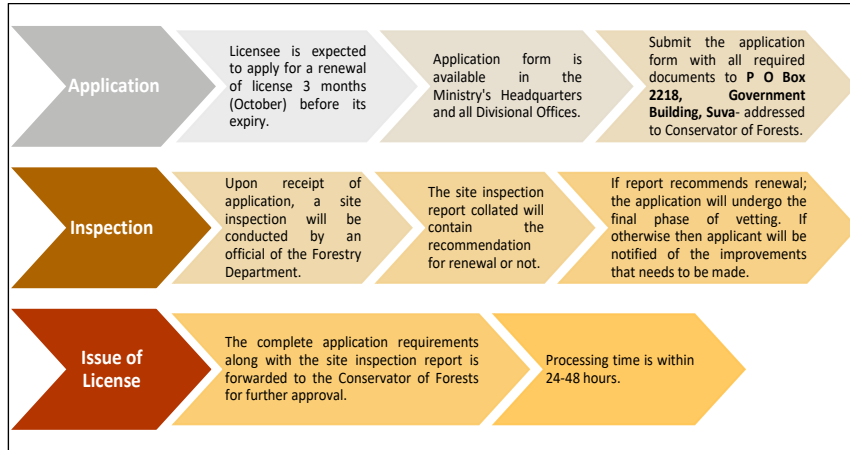
Date received by CF : _____

Application number : _____

Comments : _____

Renewal of License

Any person intending to renew their treatment plant license must take heed of the process below:



List of Application Requirements:

Filled Application form with the following documents to be attached:

Document 1: Tax Compliance Certificate with the Fiji Revenue and Customs Services

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

Document 2: FNPF Compliance Certificate with the Fiji National Provident Fund

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

Document 3: NFA Compliance Certificate with the National Fire Authority

Please visit <https://www.nfa.com.fj/structural-fire-safety/fire-safety-inspections> for further information.

Document 4: Valid Waste Disposal Permit from Department of Environment

Please visit <https://www.mowe.gov.fj/environment-impact-assessment/> for further information.

Document 5: OHS Report with the Ministry of Employment, Productivity and Industry Relations

Please visit <https://www.employment.gov.fj/> for further information.

Document 6: 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.

Document 7: Total Annual Treatment Volume and Total Annual Treatment Sales

A document stating the above to be attached with the application.

Please note: 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 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 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 Regulation, 1992)	
2	Tax Compliance Certificate	
3	FNPF Compliance Letter	
4	NFA Compliance Certificate	
5	Waste Disposal Permit	
6	OHS Report	
7	Full Medical Report of Treatment Plant Operator(s)	
8	Total Annual Treatment Volume	
9	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	



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	

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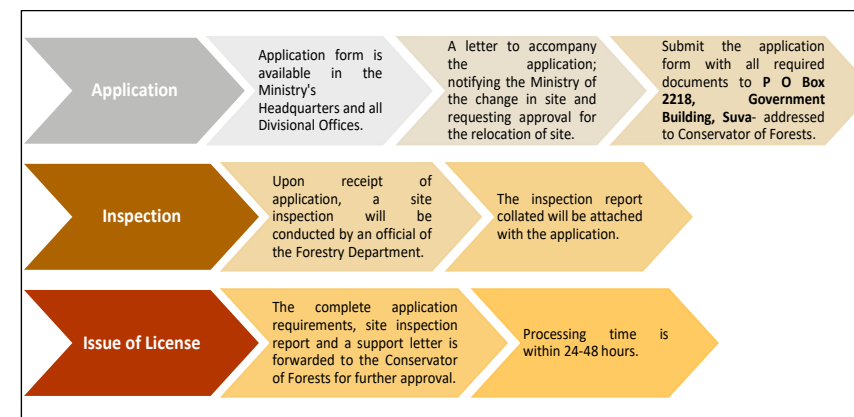
Date received by CF : _____

Application number : _____

Comments : _____

Relocation of Plant

Any person intending to relocate their treatment plant must take heed of the process below:



List of Application Requirements:

Filled Application form with the following documents to be attached:

Document 1: Land Type Confirmation with the Ministry of Lands

Please visit <https://www.lands.gov.fj/> for further information.

Document 2: Site Plan and Layout of the Treatment Plant facility from a Certified Planner

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

Document 3: Environment Impact Assessment (EIA) Approval from Department of Environment

Please visit <https://www.mowe.gov.fj/environment-impact-assessment/> for further information.

Document 4: Waste Disposal Permit from Department of Environment

Please visit <https://www.mowe.gov.fj/environment-impact-assessment/> for further information.

Document 5: 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 <https://www.mlg.gov.fj/building-approvals/> for further information.

Document 6: OHS Site Inspection Report with the Ministry of Employment, Productivity and Industry Relations

Please visit <https://www.employment.gov.fj/> for further information.

Application form

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 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	
For enquiries or more information contact; Sainiana Naura Phone Contact. 8924620 Email Address: sainiana@gmail.com		

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	

FOR OFFICIAL USE ONLY

Date received by CF : _____

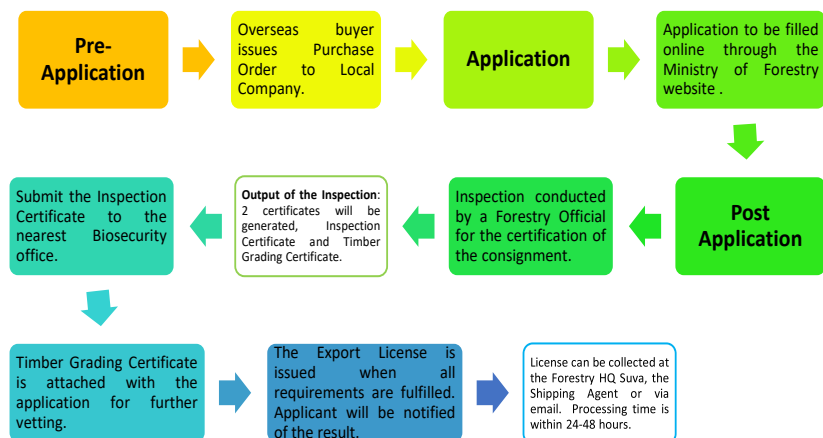
Application number : _____

Comments : _____

Trade

Forest Export License

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



List of Application 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: Tax Compliance Certificate
- ✓ Requirement 8: FNP Compliance Certificate
- ✓ Requirement 9: Custom Entry invoice in regards to last export
- ✓ Requirement 10: CITES Permit (if native species)
- ✓ Requirement 11: Right License, Removal License and Revenue receipts for Sandalwood export
- ✓ Post Application Document 1: Inspection Certificate
- ✓ Post Application Document 2: Timber Grading Certificate

Requirement 1: Export Application form

The application form can be accessed online through this link: <https://www.fls.gov.fj/auth/login> where you'll be required to first log in using your log in credentials. All documents to be saved in a Zip folder in order for it to be uploaded in to the application form. 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) with the Registrar of Companies

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

Requirement 6: Business TIN Letter (only for first time exporter) with Fiji Revenue and Customs Services

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

Requirement 7: Tax Compliance Certificate with Fiji Revenue and Customs Services

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

Requirement 8: FNP Compliance Certificate with Fiji National Provident Fund

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

Requirement 9: Custom Entry invoice in regards to last export.

This only applies for old exporters.

Requirement 10: Cites Permit (if native species) with Ministry of Environment:

For all native species exported; CITES permit need to be obtained first before applying for a license to operate a commercial entity

Please visit <https://www.mowe.gov.fj/permits-licenses/> more information

Post Application Document 1: Inspection Certificate

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

Post Application Document 2: Timber Grading Certificate

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

Online Application form

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

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 *

Company name 1234567 company@email.com Select One

SPECIES * PRODUCT TYPE * DIMENSIONS (M3) * VOLUME:CBM (M3) *

Enter species Select One Enter dimensions Enter volume

COST/(M3) * MOISTURE CONTENT * PRESERVATIVE TREATMENT * TOTAL COST *

\$FJD 1200.00 Select One Select One

+ ADD

2. SHIPPING PARTICULARS

DATE OF LOADING * PORT OF LOADING * VESSEL *

21-10-2021 Select One Capt. Cook

DESTINATION * FUMIGATION * CONSIGNEE *

Select One Yes No

ATTACHMENTS *

Select file... Browse...

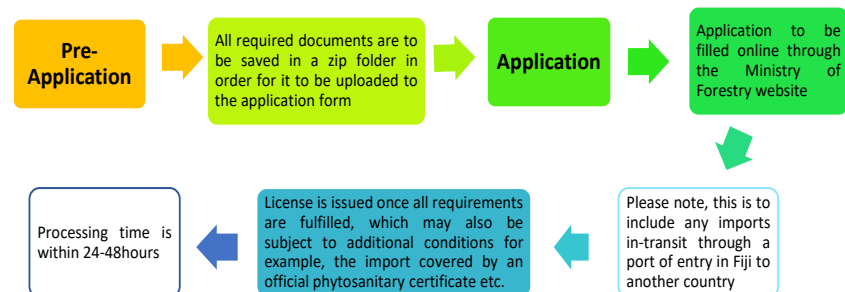
Only ZIP files allowed | Max file size upload is 10MB

☐ 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/business intending to apply for an import license must follow the process below:



List of Application Requirements

- ✓ Requirement 1: Import license Application form, with the following documents attached:
- ✓ 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 (for plywood and sawn timber only)
- ✓ Additional Condition: Phytosanitary Certificate

Requirement 1: Import Application form

All importers of logs, branch wood, firewood, bark and all wood which has been split, sawn or dressed but not otherwise manufactured and fabricated building units, poles, cross arms, shakes, shingles, rattan furniture, plywood, block board, and others are required to apply online for an import license.

The application form can be accessed online through this link: <https://www.fls.gov.fj/auth/login> where you'll be required to first log in using your log in credentials. All documents to be saved in a Zip folder in order for it to be uploaded in to the application form. Late export application received (after 9am every Friday) will be processed the following week.

Requirement 2: Company letter

A company letter 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

Supplier's commercial invoice to be attached.

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 only applies if sawn timber or poles are being imported.

Requirement 7: Copy of Plywood Standards

This only applies if plywood is 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 meets 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

APPLICATION FOR TIMBER IMPORT PERMIT

To: The Conservator of Forests

I hereby apply for a permit to import timber as described below to be imported in accordance with the requirements of the Quarantine Regulations, 1960.

SOURCE OF SUPPLY (INCLUDING ADDRESS OF COMPANY): * **ORIGIN: ***

Export Company Address: Select One:

1. DESCRIPTION OF TIMBER TO BE IMPORTED

SPECIES: * **PRODUCT TYPE: *** **DIMENSIONS: *** **UNITS: ***

Enter species: Enter product type: 25x40x50 Select One:

QUANTITY (M3): * **COST / (M3): *** **MOISTURE CONTENT: *** **TOTAL VALUE: ***

Enter quantity: \$/M3: 1200.00 Select One:

CHEMICAL: * **RETENTION: *** **STANDARD USED: ***

Enter chemical: Enter retention: Enter standard used:

GRADE: *

2. DETAILS OF IMPORTER

IMPORTER COMPANY NAME: * **IMPORTER COMPANY EMAIL: ***

Company name: company@email.com

IMPORTER COMPANY ADDRESS: * **LOCATION OF STORAGE AREA FOR FURTHER INSPECTION: ***

3. SHIPPING PARTICULARS

EXPECTED ARRIVAL DATE: * **VESSEL: *** **PORT OF UNLOAD: ***

21-10-2021 Coast Cook Select One:

INSURANCE: * **DIVISION: ***

Yes No Select One:

ATTACHMENTS: *

Select file:

Only ZIP files allowed (Max file size: 10MB)

☐

Note: All imported timber are subject to inspection on arrival. An application for inspection must be lodged with the Conservator of Forests before the timber arrives into the country.



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

INDUSTRY	INCENTIVES/CONCESSIONS OFFERED
ALL SEGMENTS	<p>Commercial Agriculture Farming and Agro-Processing Business Investment</p> <p>a) The income exempted of any new activity in commercial agricultural farming and agro-processing business approved and established are as follows:</p> <ul style="list-style-type: none"> • Capital Investment of FJD100,000 to FJD250,000- for 5 consecutive fiscal years; • Capital Investment of FJD250,001 to FJD1,000,000 - for 10 consecutive fiscal years; • Capital Investment of FJD1,000,001 to FJD2,000,000 - for 15 consecutive fiscal years; • Capital Investment above FJD2, 000,001 - for 20 consecutive fiscal years. <p>b) Bio Fuel Production- Tax holiday is available to a tax payer undertaking a new activity in processing agricultural commodities into bio-fuels as approved by the CEO from January 1, 2009 to December 31, 2028 and employing 20 local employees or more for each year of the duration of the income tax exemption, to qualify, shall be exempt from tax as follows:</p> <ul style="list-style-type: none"> • Capital Investment of FJD250,000 to FJD1,000,000 - for 5 conservative fiscal years; or • Capital Investment of FJD1,000,001 to FJD2,000,000 - for 7 conservative fiscal years; or • Capital Investment above FJD2, 000,001 - for 13 consecutive fiscal years. <p>c) Customs Concession:</p> <ul style="list-style-type: none"> • Import of plant, machinery & equipment for initial establishment of the factory - 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>d) Legislative Provision:</p> <ul style="list-style-type: none"> • Income Tax (Commercial Agriculture Farming and Agro-Processing Business Investment Incentives) Regulations 2021; • Income Tax (Exempt Income) Regulations 2016, Part 9 Economic Development Exemptions; • Customs Tariff Act 1986, Part 3, Schedule 2.

INDUSTRY	INCENTIVES/CONCESSIONS OFFERED									
	<p>Government Building Investment</p> <p>This incentive is designed to assist companies engaged in the construction, renovation or refurbishment of a building to be used by the Government or an entity approved by the Government.</p> <ul style="list-style-type: none">a) Customs Concession:<ul style="list-style-type: none">➤ Raw materials, plant, equipment and machinery at a rate of Free Fiscal Duty, Free Import Excise and 9% VAT.b) Tax Benefit- The approved company is entitled to tax exemption on the rental income derived from the lease of the building. The conditions are as follows:<ul style="list-style-type: none">➤ Project to commence on/after August 1, 2020;➤ The project to complete in accordance with the terms agreed to by the applicant and the Government or entity approved by the Government;➤ The person/company to have evidence that the Government or the entity approved by the Government has given applicant a written undertaking to use the building upon completion of the project.c) Legislative Provision:<ul style="list-style-type: none">➤ Income Tax (Government Building Investment Incentives) Regulations 2020;➤ Customs Tariff Act 1986, Part 3, Schedule 2.									
	<p>Subdivision of Land Investment Package</p> <p>This incentive is specifically designed to assist individuals/companies undertaking subdivision of land for residential or commercial purposes.</p> <ul style="list-style-type: none">a) Customs Concession:<ul style="list-style-type: none">➤ Raw materials, equipment and machinery – Free Fiscal Duty, Free Import Excise and 9% VAT.b) Tax Benefit- Upon approval, the approved person/company is entitled to tax exemption on the income derived from the project. The conditions are as follows:<ul style="list-style-type: none">➤ This applies to persons/companies engaged in the subdivision of land for residential/commercial purposes and includes work undertaken to acquire an approval for the subdivision of land under the Subdivision of Land Act 1937;➤ Project to commence on/after August 1, 2020 and project commences within 2 years from the date of the provisional approval.c) Legislative Provision<ul style="list-style-type: none">➤ Income Tax (Subdivision of Land Incentives) Regulations 2020;➤ Customs Tariff Act 1986, Part 3, Schedule 2.									
	<p>Export Income Deduction (EID)</p> <ul style="list-style-type: none">a) Export income are chargeable income received by a taxpayer from the business of exporting goods and services, however it excludes re-exports.b) This EID incentive aims to encourage the export of goods and services from Fiji.c) A deduction for export income is allowed in accordance to the following: <table><tr><th></th><th>Percentage of Export Income to be deducted (%)</th><th>Timeline</th></tr><tr><td>Agriculture, Forestry, Fisheries</td><td>60</td><td>Until 2024</td></tr><tr><td>Other Industry</td><td>90</td><td>Until 2024</td></tr></table>		Percentage of Export Income to be deducted (%)	Timeline	Agriculture, Forestry, Fisheries	60	Until 2024	Other Industry	90	Until 2024
	Percentage of Export Income to be deducted (%)	Timeline								
Agriculture, Forestry, Fisheries	60	Until 2024								
Other Industry	90	Until 2024								

INDUSTRY	INCENTIVES/CONCESSIONS OFFERED
	<p>Tax Free Regions (TFR)</p> <ol style="list-style-type: none"> Who will qualify for this incentive? <p>This incentive is available to a newly incorporated entity engaged in a new business established in the 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. Criteria for Grant of License: <ul style="list-style-type: none"> The company is a newly incorporated entity engaged in a new business. The minimum initial level of investment should be \$250,000 Customs Concession: <ul style="list-style-type: none"> Import of raw materials, machinery and equipment (including spare parts and materials) required for the initial establishment of the business- Free Fiscal, Free Import Excise and 9% VAT. Tax Exemptions Available <p>The income of any new activity approved and established in the region shall be exempt from tax as follows:</p> <ul style="list-style-type: none"> Capital investment from FJD250,000 to FJD1,000,000 for a period of 5 consecutive fiscal years; or Capital investment from FJD1,000,001 to FJD2,000,000 for a period of 7 consecutive fiscal years; or Capital investment above FJD2,000,000 for a period of 13 consecutive fiscal years. Other benefits under the TFR: <ul style="list-style-type: none"> 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. 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 percent. Legislative Provision: <ul style="list-style-type: none"> Income Tax (Tax Free Region Incentives) Regulations 2016 Customs Tariff Act 1986, Part 3, Schedule 2. <p>Warehouse Construction</p> <ol style="list-style-type: none"> Customs Benefits- Duty free importation of raw materials, machinery and equipment for the establishment of the warehouse. Other Benefits- 50 to 100% investment allowance for construction of a warehouse for own use including duty free importation.

INDUSTRY	INCENTIVES/CONCESSIONS OFFERED																					
	<p>Employment Taxation Scheme</p> <p>a) The Employment Taxation Scheme encourages Fiji businesses to support the employment of school leavers, tertiary students, persons with physical disabilities and the promotion of higher education for employees, through participation in the Scheme.</p> <p>b) The scheme will be expiring in December 31st, 2024 and allows for the following:</p> <table><tr><th>Incentive</th><th>Conditions</th><th>Deduction Allowed</th></tr><tr><td>First Time Employees</td><td>Employee not paid less than the national minimum wage.</td><td>300% of salary/wages</td></tr><tr><td>Work Placements</td><td>Apprenticeship in the related area of study up to 6 months in a year before graduation, as part of course requirements.</td><td>300% of salary/wages</td></tr><tr><td>Part Time Workers</td><td>Paid to students employed in the related area of study up for a period not extending 3 months.</td><td>300% of salary/wages</td></tr><tr><td>Person with Disability</td><td>Paid in the employment of disabled people employed continuously for a period of 3years and must have a medical certificate.</td><td>400% of salary/wages</td></tr><tr><td>Employee Development</td><td>Paid to employees who are allowed to study and attend training to obtain a professional qualification during course of employment.</td><td>150% of education fees</td></tr><tr><td>Employee affected by COVID-19</td><td>Employee that has tested positive for COVID-19 or is a primary/secondary contact and has been advised to quarantine themselves.</td><td>300% of salary/wages</td></tr></table>	Incentive	Conditions	Deduction Allowed	First Time Employees	Employee not paid less than the national minimum wage.	300% of salary/wages	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	Part Time Workers	Paid to students employed in the related area of study up for a period not extending 3 months.	300% of salary/wages	Person with Disability	Paid in the employment of disabled people employed continuously for a period of 3years and must have a medical certificate.	400% of salary/wages	Employee Development	Paid to employees who are allowed to study and attend training to obtain a professional qualification during course of employment.	150% of education fees	Employee affected by COVID-19	Employee that has tested positive for COVID-19 or is a primary/secondary contact and has been advised to quarantine themselves.	300% of salary/wages
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Employee affected by COVID-19	Employee that has tested positive for COVID-19 or is a primary/secondary contact and has been advised to quarantine themselves.	300% of salary/wages																				
	<p>Accelerated Depreciation</p> <p>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.</p> <p>b) This will also be available to new plants and machineries used for manufacturing purposes.</p>																					
	<p>Duty/Customs Concession under Section 10 of the Customs Tariff Act</p> <p>a) Specialised equipment and machinery</p> <ul style="list-style-type: none">Free fiscal duty, free import excise duty, 9% VAT on specialized forest 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. <p>b) Goods available for Duty Concessions- Under Part 3:</p> <ul style="list-style-type: none">New cabs & chassis- fiscal of 5%, 9% VATConditions applied can be obtained from FRCS.																					

INDUSTRY	INCENTIVES/CONCESSIONS OFFERED
	<p>Other Tax Incentives:</p> <p>a) 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 or re-invested (for expansion), provided that the businesses meet the 50% local content rule.</p> <p>b) A Corporate Income Tax exemption may be available to a taxpayer engaged in certain commercial agricultural farming and agro-processing activities, subject to certain conditions.</p>

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 Organization, Ministries and Statutory bodies.

1. Forest Subsidy Grant

Agency: Ministry of Forestry

The grant aims to support cottage industries; establishing small scale forestry value adding businesses such as wood carving and furniture making using various parts of high value trees such as mahogany and lesser-known species. Specifically, the grant will assist in the purchase of tools including machinery. The cottage industries empower forest-based communities to generate revenue and contribute to economic recovery while at the same time, reducing the waste of forest resources.

The assistance is aimed at:

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

List of Application Requirements:

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

Submission:

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

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

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

2. National Export Strategy (NES)

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

The NES policy framework aims to support meaningful export-related projects that achieves sustainable economic growth in export competitiveness, value addition and diversification. Moreover, funding of up to a maximum of \$100,000 can be accessed under this assistance. The criteria for funding are as follows:

To be eligible to apply, meet the following criteria:

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

List of Projects eligible for NES funding:

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

List of Application Requirements:

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

Submission:

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

3. Integrated Human Resources Development Programme (IHRDP)

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

The IHRDP aims to create employment in a holistic way by combining efforts of the public, private and civil society sectors in its efforts to reduce the level of poverty. The criteria for funding are as follows:

To be eligible to apply, meet the following criteria:

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

List of Projects eligible for NES funding:

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

List of Application Requirements:

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

Submission:

Please visit <https://www.mcttt.gov.fj/division/msme-fiji/integrated-human-resource-development-programme/> for further information.

All applications are encouraged to be made online. The application form along with the required documents above to be submitted to ihrdp@msme.mcttt.gov.fj with the subject line titled- **Application: Integrated Human Resources Development Programme - (Insert name of Business)**

4. Northern Development Programme (NDP)

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

The NDP is a government funded programme that aims to provide equity assistance through grants to businesses in order to improve the livelihoods of the people of the Northern Division. Assistance is provided in sectors which have the growth potential and this includes Forestry, Fisheries, Agro-Business and Manufacturing. The criteria for funding are as follows:

To be eligible to apply, meet the following criteria:

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

List of Projects eligible for NES funding:

- ✓ Procurement of manufacturing machines for value adding;
- ✓ Enhancement of Standards and Certifications;
- ✓ Product development for businesses;
- ✓ Procurement of equipment for diversification purposes;
- ✓ Farming Mechanisation and Implements;
- ✓ Complimentary operating items which will be validated by the NDP committee; and
- ✓ Equity funding with financial institutions for capital expenditure and diversification Purposes.

List of Application Requirements:

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

Submission:

Please visit <https://www.mcttt.gov.fj/division/msme-fiji/northern-development-programme/> for further information.

The completed application form along with the requirements above are to be submitted to the MCTTT Office in Vanua Levu, as per their instructions.

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 Fiji Development Bank.

The total amount available for this facility is \$500million. Loans will be limited to a maximum of \$1million per business and will be allocated on a first-in basis. It should be noted that RBF reserves the right to award loan amounts greater than \$1million on special circumstances.

Who can apply?

- ✓ Exports, new or existing business involved in: Primary and secondary exporting, Services and Selected Professional Services;
- ✓ Import substitution - new and existing businesses involved in: the production of import substitutes, the promotion of renewable energy sources and initiatives that result in a direct reduction in importation of non-renewable fuels.

Loan Application and Submission:

Please visit https://www.rbf.gov.fj/wp-content/uploads/2021/12/ISEFF-Guidelines_December-2021.pdf to access the application form and for further information.

Applications are expected to be submitted three (3) working days before the proposed drawdown date.

It should be noted that the maximum loan term under this Facility is five (5) years.

6. Micro, Small and Medium Enterprise (MSME) Credit Guarantee Scheme

Agency: Reserve Bank of Fiji

The MSME Credit Guarantee Scheme aims to develop the local business industry, encourage private sector lending to MSMEs, stimulate economic growth, encourage women participation in business and support the development of rural areas and traditional sectors.

The total allocation for this particular scheme is \$9million and it should also be noted that the scheme does not cover lending that is not directly related to MSME operations like property investment. The eligibility criteria are as follows:

Who can apply?	What can the Guarantee cover?
<ul style="list-style-type: none">✓ All new micro, small and medium enterprise loan facilities approved by commercial banks, licensed credit institutions and the Fiji Development Bank;✓ Loans with interest rates on the outstanding total NOT above 9.49 percent;✓ Businesses that are NOT in the sugar industry; and✓ Businesses that are NOT already enjoying some form of Government subsidy	<ul style="list-style-type: none">✓ For MSME loans to women entrepreneurship, agriculture, forestry and fisheries sectors, the Scheme will cover 75 percent of the defaulted principal outstanding amount up to a maximum of \$75,000 per individual business; and✓ For other MSME loans not included in the category above, the Scheme will cover 60 percent of the defaulted principal outstanding amount up to a maximum of \$60,000 per individual business.

List of Application Requirements:	
<ul style="list-style-type: none">✓ Written application letter;✓ Details of the loan for which guarantee cover is being sought;✓ Background and nature of business;✓ Projected and actual turnover of the business;✓ Summary of assessment of loan at the beginning of the lending relationship;✓ Transaction History Statements;	<ul style="list-style-type: none">✓ Confirmation that the interest rate remained within the eligible range throughout the loan term;✓ Documentary evidence of attempts to recover loans including confirmation that the personal guarantor was exercised; and✓ Confirmation that the loan has been booked as bad debts and/or non - performing loan.
Submission: Please visit https://www.rbf.gov.fj/small-and-medium-enterprises-credit-guarantee-scheme/ for the Guideline. All claims submitted are to be addressed to: The Chief Manager Financial Markets Group <u>Attention: Manager Domestic Markets</u> Reserve Bank of Fiji Private Mail Bag Suva Email: domesticmarkets@rbf.gov.fj	

Reference

- ❖ Ministry of Economy
 - 2022-2023 Budget Supplement
 - 2022-2023 Budget Summary of Revenue Policies
- ❖ Ministry of Commerce, Tourism, Trade and Transport
- ❖ Ministry of Waterways and Environment
- ❖ Ministry of Justice
- ❖ Reserve Bank of Fiji
- ❖ Investment Fiji
- ❖ Fiji Revenue and Customs Services
- ❖ Fiji Development Bank

Appendices

Appendix A: Species Listing by Class

Class	Species Name
1	Amunu
	Dakua Makadre
	Dakua Salusalu
	Kuasi/Yasibola
	Yaka
	Buabua
	Rosawa
	Vesi
	Damanu
	Kaudamu
	Kauvula
	Mahogany-P
2	Dabi/Leqileqi
	Dilo
	Nawanawa
	Raintree/Vaivai
	Bauvudi
	Mavota
	Kaunicina/Kaunigai/ Vusavusa
	Kauceuti
	Sagali
	Rosarosa/Vaudamu/Rogi
	Sacau
	Waciwaci/Anita
3	Dogo
	Laubu
	Sausauira
	Tivi/Tavola
	Vaivai-ni-veikau
	Yasiyasi/Yasidamu/Yasidravu
	Qumu/Loaloa
	Doi

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

Appendix B: Royalty Table

Class	Royalty rate/m ₃ (\$)
1	45.00
2	35.00
3	12.00
4	7.00
5	-
6	-
7	-

Appendix C: Fees by Land Type

Land Type	Fees/m ₃ (\$)
Native	5.00
Crown	5.00
Freehold	5.00
Native Lease	5.00
Crown Lease	5.00

Appendix D: 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 authorized 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 E: 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: _____



Appendix F: Product Catalog- Wood Utilisation Project

The Wood Utilization Project under the Ministry of Forestry is a project that is centered on the needs of the community, aims to utilise waste wood and economically empower resource owners. Here below are snapshots of a few forest products that is available for purchasing:

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



Vaivai Square Edge Coffee Table



Laminated Round Bark Edge & Base Table



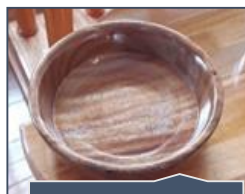
Vaivai Slab Coffee Table



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



War Club/'Tabua' Carving



'Soli' Bowl



Shields



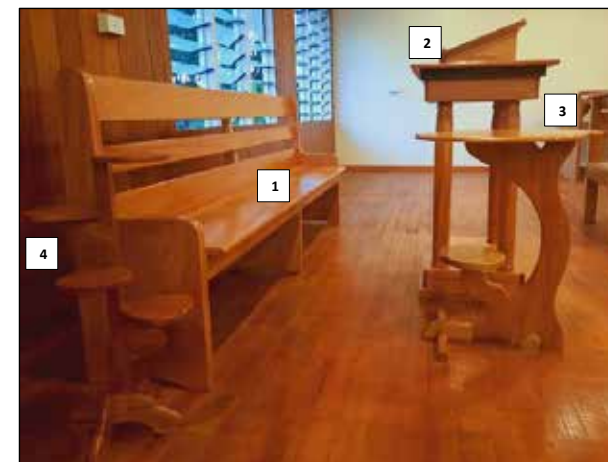
Baby Rocker



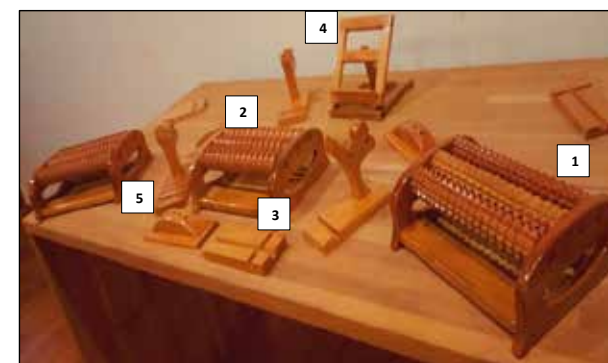
Engraved Chest Box



Hand Engraved Mini Table



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



1. Sada Foot Massager;
2. Sada Massager;
3. Phone Stand;
4. Tablet Stand;
5. Pen Stand.



Double Bunk Bed



Dinning Table (4 sitter)



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



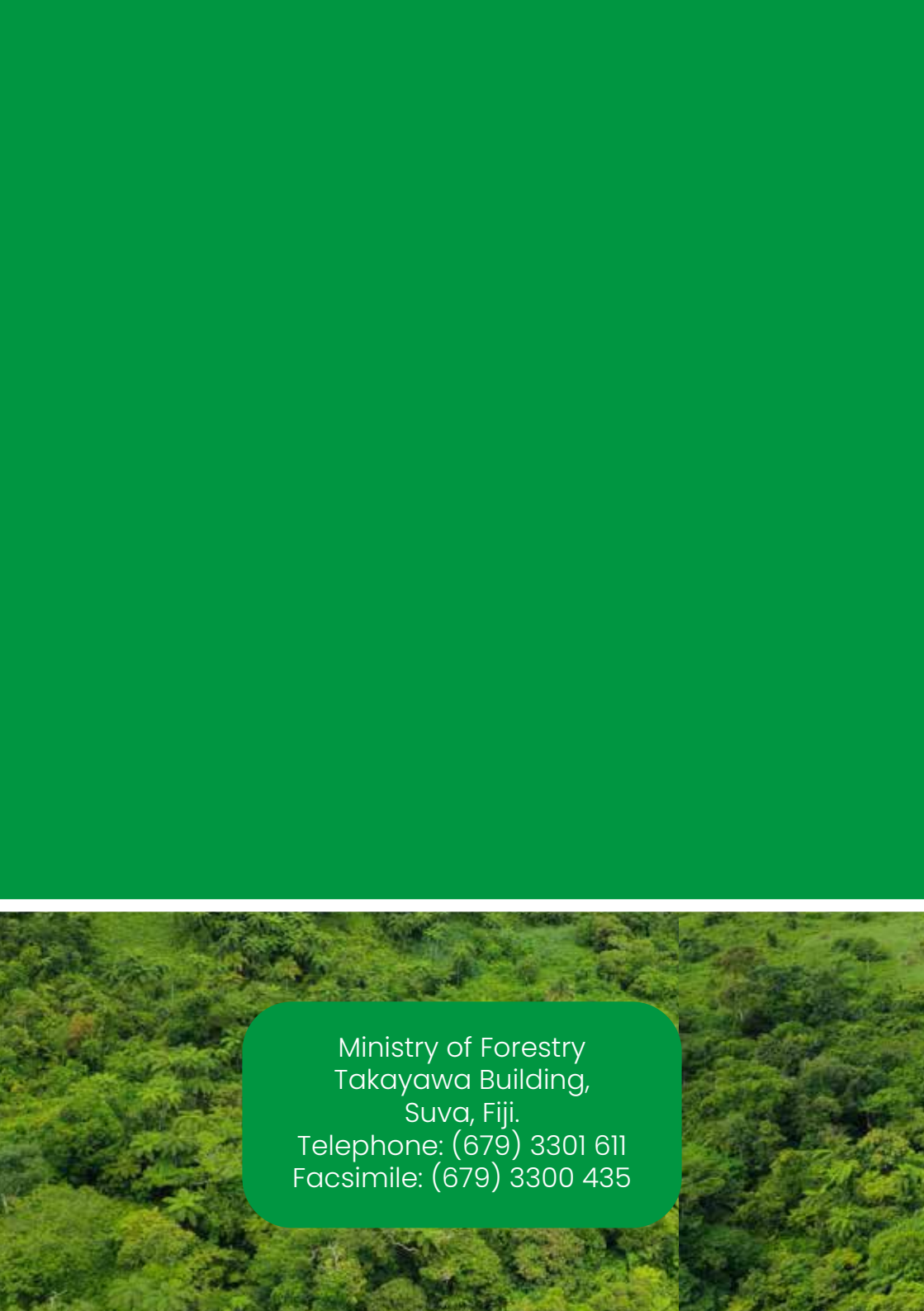
1. Branch Tier Display;
2. Custom Trophy;
3. Wooden Bowl.

Lounge/Outdoor Chair



Custom design and building concepts as per preference is accepted.

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

The image features a solid green rectangular area at the top, which transitions into an aerial photograph of a lush, dense tropical forest. The forest is characterized by a variety of green trees and vegetation, with some lighter green patches indicating different types of plants or perhaps a clearing. A semi-transparent green rounded rectangle is positioned in the lower right quadrant of the image, containing white text.

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