



APPLICATION CHECKLIST

All answers must be completed in block letters.

Applications must be accompanied by the following: *(please tick appropriate box).*

For further information, see notes page 4.

| | |
|---|--------------------------|
| <input type="checkbox"/> Copy of photo page of employee's passport | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of updated curriculum vitae | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of job description | <input type="checkbox"/> |
| <input type="checkbox"/> Certified evidence of education qualifications | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of employment contract signed by both employee and employer | <input type="checkbox"/> |
| <input type="checkbox"/> Two recent, clear, colour passport sized photographs of employee | <input type="checkbox"/> |

- ?

Employee's right thumb print - *note: if you have provided your thumb print with a previous work permit application, you do not need to provide it again*
- ?

Evidence of membership of professional association (where relevant)
- ?

Evidence of English Language Proficiency (where relevant)
- ?

Employers Certificate of Incorporation from Investment Promotion Authority (IPA)
- ?

Evidence of payment of fee (non-refundable)
- ?

If the applicant does not hold a valid work permit, the applicant is outside PNG

?

Supporting documents must be attached to your application in the above order.

NATURE OF APPLICATION

1

Is this an application for a General Work Permit?
(i.e. work of a commercial nature)

Yes

?

No

?

2

Is this an application for a Volunteer Work Permit?
(i.e. work of a non-commercial, voluntary nature)

Yes

?

No

?

3

Is this an application for a Short Term Work Permit?
(i.e. six months)

Yes

?

No

?

4

Is this an application for a Long Term Work Permit?
(i.e for twelve months or more)

Yes

?

No

?

Please indicate term of work permit required:

6 Months

?

1 Year

?

2 Years

?

3 Years

?

5 Years (Good Corporate Citizen Only - see Notes)

?

Short term

For official use only

Recommendation

?



EMPLOYER DETAILS

All answers must be completed in block letters.

5 Employer: sandhiya

6 Employer Address: 11/212 Nanjanad Village

7 Tel: 8098231570

8 Fax: 334545545

9 e-mail: sandhiyaarjun23gmail.com

10 Industrial Division (selected from
"PNG Classification of Industrial Divisions"):
hghghgh

11 Industrial Division (selected from
"PNG Classification of Industrial Sub-Divisions"):
ghghghg

12 How many Papua New Guinean employees are employed by this company? 2

13 How many non-citizen employees are employed by this company? 3

POSITION DETAILS

| | | | |
|----|---|----|---|
| 14 | Job Title (<i>as per position description</i>): ghghghgh | | |
| 15 | Occupation (<i>selected from "PNG Classification of Occupations"</i>) ghghgh | | |
| 16 | Job Code (<i>selected from "PNG Classification of Occupations"</i>): hghtnffffh | 17 | Internal Company Position Code: gghghtjf |
| 18 | Province of Primary Work Location: fhffffhh | | |
| 19 | Will the employee be required to travel to locations other than the primary work location? | | Yes <input type="checkbox"/> No <input type="checkbox"/> <small>Go to question 21</small> |
| 20 | If yes, please provide details: ghfhghghtjjj | | |
| 21 | Is this position a reserved occupation (<i>see Notes</i>)? | | Yes <input type="checkbox"/> <small>Application ineligible</small> No <input type="checkbox"/> <small>Go to question 22</small> |
| 22 | Is it a requirement that this position be advertised (<i>see Notes</i>)? | | Yes <input type="checkbox"/> <small>Go to question 23</small> No <input type="checkbox"/> <small>Go to question 24</small> |
| 23 | <div><input type="checkbox"/> <small>Copy of Advertisement</small> <input type="checkbox"/> <small>Details of dates advertised</small> <input type="checkbox"/> <small>Statement why PNG citizen not suitable</small></div> | | |

EMPLOYEE DETAILS

| | | | |
|----|---|----|--|
| 24 | Employee Surname (<i>as shown in passport</i>): hghgfdfd | | |
| 25 | Employee Given Names (<i>as shown in passport</i>): Janet James | | |
| 26 | Date of Birth: 23 Nov 2023 <div><div>dob</div><div><input type="checkbox"/></div></div> | 27 | Gender : Male <input type="checkbox"/> Female <input type="checkbox"/> |
| 28 | Passport Number: 90239023492304 | | |
| 29 | Nationality (as shown in passport): India | | |
| 30 | Will the employee be accompanied by dependents? | | Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many: 4 |
| 31 | Is the employee a dependent of a current work permit holder in PNG? | | Yes <input type="checkbox"/> <small>Go to question 32</small> No <input type="checkbox"/> <small>Go to question 33</small> |
| 32 | If yes, please indicate the work permit number: <div><div><input type="text" value="1"/></div><div><input type="text" value="1"/></div><div><input type="text" value="3"/></div><div><input type="text" value="3"/></div><div><input type="text" value="6"/></div><div><input type="text" value="5"/></div><div><input type="text" value="4"/></div><div><input type="text" value="8"/></div></div> | | |





33 Details of Employee's Education/Training (*two most recent qualifications*):

| Duration (dd/mm/yy) | Duration (dd/mm/yy) | | Qualification and Field of Study |
|---------------------|---------------------|----------------|----------------------------------|
| 1.Msc cs | From 31-Mar-2018 | To 30-Nov-2020 | Computer science |
| 2.Bsc | 24-Jun-2016 | 24-Nov-2023 | computer science |

34 Details of Employee's Employment History (*last two positions held*):

| Employer and Location (Town, Country) | Industry | Duration (dd/mm/yy) | | Occupation |
|---------------------------------------|----------|---------------------|----------------|------------|
| sfdffdf | dfdfdf | From 24-Nov-2023 | To 25-Nov-2023 | dfdfdfdf |
| dfdfdf | ddfsffdf | 24-Nov-2023 | 24-Nov-2023 | kukjkjk |

35 Please list the Country of Origin and Repatriation for the Employee (*see Notes*):

ENGLISH LANGUAGE PROFICIENCY

36

Is the employee from a designated English Speaking country (see Notes)?

Yes

?

Go to question 40

No

?

Go to question 37

37

If no has the employee passed a test of English Language Proficiency?

Yes

?

Provide details at question 38

No

?

Go to question 39

38

Evidence of English Language Proficiency:

| | | |
|-----------------------|---------------------------------|---------------------------------|
| Education Institution | Date test undertaken (dd/mm/yy) | Results (Attach Certified Copy) |
| gfgfgfg | 24-Nov-2023 | fgfgfgrytyt |

39

Please provide alternative proof of English Language Proficiency (*see Notes*). fghghh

SALARY PACKAGE OF EMPLOYEE

40

What is the total salary package (Salary and Non-salary) of Employee (*see Notes*)?

| | | |
|-----------------------------|-----------------------|----------------------|
| Salary (e.g. Take Home Pay) | Non-salary Allowances | Total Salary Package |
| K 4554554 | K 4545454 | K 45454545 |

DECLARATION

41

We hereby declare that:

(a) All information provided in this application (including all attached documentation) is true and correct; and

(b) We understand that the provision of false or misleading information may result in the refusal of this application, or, in the event that the work permit is issued, cancellation.

Signature of Employer

Name of Employer (print)

Date

stamp

?

Signature of Employee

Name of Employee (print)

Right thumb print of employee.

Note: print must be clearly distinguishable - use fingerprint ink

?



NOTES

These notes are provided to assist applicants with completing this application form.

For further information, please refer to the *Employment of Non-citizens Act 2007*, the Employment of Non-citizens Regulation 2008 and the Work Permit Guidelines.

1 FEE SCHEDULE

General Long Term Work Permit: K1,000.00 per year
General Short Term Work Permit: K500.00
Volunteer Long Term Work Permit: K100.00 per year
Volunteer Short Term Work Permit: K50.00

5 COUNTRY OF ORIGIN/REPATRIATION

The *Employment of Non-citizens Act 2007* requires that non-citizens be repatriated to their country of origin if their employment is terminated for any reason. For further information, please see the Work Permit Guidelines.

2 GOOD CORPORATE CITIZENSHIP

Only employers who have been granted Good Corporate Citizenship status by the Minister for Labour and Industrial Relations may make application for five (5) year work permits.

For further information, please see the Work Permit Guidelines.

3 RESERVED OCCUPATIONS

Certain positions are reserved for Papua New Guinean citizens. Please refer to the *Guide to the Foreign Employment Industrial Divisions & Classification of Occupations* for further information.

4 POSITIONS TO BE ADVERTISED

Certain jobs must be advertised in Papua New Guinea before a work Permit can be issued to a non-citizen. For further information, please refer to the *Guide to the Foreign Employment Industrial Divisions & Classification of Occupations*.

Where it is a requirement that a position be advertised, you must attach the following to this application:

- (a) copy of the original advertisement
- (b) details of the dates the position was advertised; and
- (c) statement why a PNG Citizen was not considered suitable

6 ENGLISH LANGUAGE REQUIREMENTS

Section 17(1) of the Employment of Non-citizens Act 2007 requires that all non-citizens prove that they are proficient in English.

Where a non-citizen is from a country not assumed to be proficient in English, they must provide evidence of English Language proficiency before the work permit can be granted. For further information, please see the Work Permit Guidelines.

7 SALARY PACKAGE OF EMPLOYEE

The total salary package of an employee consists of actual take home pay (e.g. the annual salary paid to the employee) plus any other allowances and benefits paid to, or on behalf of, the employee (e.g. air tickets, housing, living allowances etc).

HELPFUL HINTS:

- ☐ Keep a copy of this application and all supporting documentation for your records
- ☐ Ensure that the application is complete and signed
- ☐ Consult the Work Permit Guidelines
- ☐ Ensure that all supporting documentation (other than originals) is certified true and correct



Contact Us: Ph: 325 2911 Fax: 325 6655

Or visit us at: Ground Floor, Moale Haus, Melanesian Way, Waigani (contact office for opening hours)