



GOVERNMENT OF THE REPUBLIC OF VANUATU
GOUVERNEMENT DE LA REPUBLIQUE DE VANUATU



VANUATU INVESTMENT PROMOTION AUTHORITY

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APPLICATION TO RENEW A VIPA CERTIFICATE

Vanuatu Investment Promotion Act No. 15 of 1998
(Section 8A)

This form must be **completed annually by all investors** to whom a foreign investment approval certificate has been granted. Please note that without the completion and lodgement of this form VIPA will not be able to renew your approval certificate.

This application form must be accompanied by a fee of **30,000 Vatu** and must be made paid by **cash or cheque** to the Vanuatu Investment Promotion Authority.

The fee is **non refundable**.

Please submit the completed application form to the:

**VANUATU INVESTMENT PROMOTION AUTHORITY
PMB 9011
PORT VILA
VANUATU**



Incomplete Applications Will Be Returned



Please provide your VNPF Employer # under Section 1.

An online version of this and all other VIPA forms can be access through
<http://www.investvanuatu.org/DoingBusiness/viacprocess.html>

This application form comprises **6** pages.

3.

SECTION 1 GENERAL INFORMATION AND CHECKLIST

1. Details of Foreign Investment Approval Certificate (FIAC)

VNPF

Business Name _____ Certificate Number _____

Approved investment codes, activities and locations:

1. _____ 2. _____ 3. _____ 4. _____

2. Contact Details

Key Contact Person _____

Mailing Address _____

Telephone _____ Email _____

3. Investor nationality (please select country of origin representing the majority of shareholders)

- Australia New Zealand France
 China Other

4. Status of Investment (please select the option that best reflects your current situation)

- Under consideration
 Confirmed and implementing shortly
 Carrying on business but not as fully planned
 Carrying on business
 Carrying on business with new investment diversification under consideration
 Intending to divest

5. Checklist

	Enclosed	OFFICE USE
▪ Copy of last 12 months VAT returns provided	<input type="checkbox"/>	<input type="checkbox"/>
▪ Copy of existing business licence provided	<input type="checkbox"/>	<input type="checkbox"/>
▪ Copy of your VNPF Employer's Number provided	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Copy of your VNPF List of Active Employees provided	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Receipt Details

Date application accepted	
Fee paid	
Target processing date	
Receiving officer	

Decision Criteria

- All information requirements satisfactorily met? Yes
 Rejected

Recommendation Approved

Reason:

Assessment Officer:

SECTION 2**FINANCIAL INFORMATION****6. Total Level of Actual Investment** (for the period ending of your latest financial year)

For the period ending (day/month/year): _____

Actual investment (millions of Vatu)

Land and Buildings _____

Other Fixed assets _____

Working Capital and Inventory _____

Total Investment _____

7. Total Level of Actual Employment (during the past 12 months as per VNPF Contribution Schedules>Returns)

Actual Employment*	Average Number for the past year	Wages Paid (millions of Vatu)
Foreign Workers	_____	_____
Citizen Workers	_____	_____
Total Employment	=====	=====
Number of <u>Citizen</u> Workers who are Females	_____	_____

* Do not include investors

8. Total Level of Actual Sales (for the past 12 months as per VAT returns)**Actual turnover sales** (millions of Vatu)

Total gross sales _____

SECTION 3**RESERVED ACTIVITIES****9. Achievement of minimum investment conditions related to reserved activities**Have you received approval to operate in a reserved activity listed in Appendix A? Yes No

If yes, please identify the reserved activity and the level of operation with respect to the activity you have attained.

Code	Business activity	Location	Minimum Threshold Met?	Level of Operation Attained
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you have been unable to attain the required minimum threshold level, please explain the reasons why you were unsuccessful, and what steps you are taking to address the problem.

SECTION 4 PLANS AND PROBLEMS ENCOUNTERED
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10. Difficulties Negatively Affecting Investment Implementation
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Please describe any problems you have encountered over the past 12 months that are (a) holding up implementation of your investment, or (b) making it difficult to operate your business.

11. Expansion Plans

Please describe any expansion plans you have for the coming 12 months including approximate timing of the new investment, nature of the proposed activity/activities and their approximate value.

12. Plans to wind down/divest your investment
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If you are winding down/divesting an existing investment or intend to divest completely, please identify when this is expected to occur, the reasons behind your decision and their approximate value.

Once you have completed the application form and appended all relevant supporting information, please sign the form confirming the information you have provided, is complete and accurate:

Name		Date	
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Signature _____

Reserved business activities open to foreign investment if the operation exceeds a minimum threshold.

Certain reserved business activities are open to foreign investors as long as the size of the operation is sufficiently large. Investments in these business activities are allowed assuming the investor is able to demonstrate over time they exceed the specified minimum threshold.

Activity	Code	Threshold Level
<u>Tourism</u>		
Tour agent (business that sells tourism services)	E3 (4c)	Annual sales turnover of 20 million Vatu
Tour operator (business that packages two or more travel services into a single product for the consumer, i.e. transport, accommodation, meals, entertainment,	E3 (3b)	Investment of 20 million Vatu
Guest house (business that provides simple accommodation using private or semi-private rooms and offers limited guest services)	D3 (e)	50 beds or 10 rooms or annual sales turnover of 20 million Vatu
Bungalows (business that provides island-style accommodation in detached or semi-detached dwellings)	D3 (f)	Annual sales turnover of 30 million Vatu
Hotels and motels (business that provides accommodation using private rooms and offers amenities such as food, alcohol and other guest services)	D3 (a) & D3 (b)	Investment of 10 million Vatu or annual sales turnover of 20 million Vatu
<u>Other Services</u>		
Retail shops including general merchandise trading shops (excludes specialty shops)	D2	Annual sales turnover of 30 million Vatu
Coastal shipping (excludes vessels that exclusively provide transport to foreign tourists)	E1(b)	Vessel size with carrying capacity of 80 tonnes

¹ Source: Vanuatu Foreign Investment Promotion Act 1998, Schedule 1

<p>Other professional or business service</p> <ul style="list-style-type: none"> ▪ Real estate agent ▪ Property managers ▪ Land and property developers ▪ Legal practitioners ▪ Accounting practitioners ▪ Engineering practitioners and services ▪ Architectural practitioners and services ▪ Surveyors and draftsmen ▪ Core drilling, assaying geological and prospecting support services ▪ Business and financial services and consultants ▪ Book keeping services ▪ Management services and consultants ▪ Advertising and marketing services and consultants ▪ Photocopying and duplicating services ▪ Typing and secretarial services ▪ Language translation and interpreting services ▪ Business security and protective services ▪ Debt collection and credit rating services ▪ Credit Schemes ▪ Other business and administrative services and agencies 	<p>F4</p>	<p>Annual sales turnover of 5 million Vatu</p>
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