



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



**VANUATU INVESTMENT PROMOTION AUTHORITY**

Private Mail Bag 9011  
Port Vila, Vanuatu

Telephone: +678 24096 / 24441  
Facsimile: +678 25216

E-mail: [investment@vanuatu.com.vu](mailto:investment@vanuatu.com.vu)  
Website: [www.InvestInVanuatu.com](http://www.InvestInVanuatu.com)

**APPLICATION FOR CERTIFICATE OF APPROVAL BY AN  
INVESTOR TO INVEST IN AN EXISTING INVESTMENT**

*Vanuatu Investment Promotion Act No. 15 of 1998*

(Section 6)

**Version: July 2004**

This application form must be accompanied by the relevant fee based on the project's Total Investment Cost (TIC) as specified below. This fee must be payable **by cash or cheque** to the Vanuatu Investment Promotion Authority.

This fee is **not refundable**.

| <b>Total Investment Cost</b> | <b>Application Fee</b> |
|------------------------------|------------------------|
| < Vt. 10 million             | VT. 15,000             |
| < Vt. 50 million             | VT. 25,000             |
| > Vt. 50 million             | VT. 50,000             |

Please submit the completed application form to:

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



**Incomplete Application Will Be Returned**

An online version of this and all other VIPA forms can be found at  
<http://www.investinvanuatu.com/process/appforms.htm>

This application form comprises of 6 pages.

**2.**

**SECTION 1****General****1. Proposed Investment\***

Please briefly describe the proposed investment:

|  |
|--|
|  |
|--|

\*A detailed project plan or business proposal must be attached to this application

**2. Existing Business Details\***

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Island \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email Address \_\_\_\_\_

\*Provide an Agreement of Sale between the two parties.

**3. Investor Detail(s) \*****Investor 1**

Surname \_\_\_\_\_

First Name \_\_\_\_\_ Business Percentage \_\_\_\_\_ %

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Nationality \_\_\_\_\_ Secondary Nationality \_\_\_\_\_

**Investor 2**

Surname \_\_\_\_\_

First Name \_\_\_\_\_ Business Percentage \_\_\_\_\_ %

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Nationality \_\_\_\_\_ Secondary Nationality \_\_\_\_\_

**Investor 3**

Surname \_\_\_\_\_

First Name \_\_\_\_\_ Business Percentage \_\_\_\_\_ %

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email address \_\_\_\_\_

Primary Nationality \_\_\_\_\_ Secondary Nationality \_\_\_\_\_

\*Please include a photocopy of your passport to verify these details. If you have more than one passport, please also provide copies of them

#### 4. Relevant Businesses

Does the applicant(s) have other business(es) beyond Vanuatu that are relevant to this application?

Yes  No

If "Yes" please provide a brief explanation:

#### 5. Form of Intended Business

Please select the intended form of your business

- Local Company limited by shares
- Company limited by guarantee
- Partnership
- Sole Proprietorship
- Overseas Company
- Other (Please specify)

Other (Please specify)

#### 6. Investment Sector\*

Please select the intended investment sector(s)

- |   |   |
|---|---|
| <input type="checkbox"/> Accommodation                      | <input type="checkbox"/> Insurance          |
| <input type="checkbox"/> Accounting                         | <input type="checkbox"/> Legal              |
| <input type="checkbox"/> Agriculture                        | <input type="checkbox"/> Manufacturing      |
| <input type="checkbox"/> Aquaculture                        | <input type="checkbox"/> Medical            |
| <input type="checkbox"/> Banking                            | <input type="checkbox"/> Mortgage Lending   |
| <input type="checkbox"/> Consultancy / Corporate Management | <input type="checkbox"/> Real Estate        |
| <input type="checkbox"/> Education                          | <input type="checkbox"/> Shipping           |
| <input type="checkbox"/> Engineering / Construction         | <input type="checkbox"/> Tourism            |
| <input type="checkbox"/> Fisheries                          | <input type="checkbox"/> Trusts             |
| <input type="checkbox"/> Mining / Quarrying / Logging       | <input type="checkbox"/> Wholesale / Retail |

Other (Please specify)

\*Please be specific as this will assist to determine Business License Category you may require.

#### 7. Number of Employees

No. Existing Employees \_\_\_\_\_ No. Expected Employees \_\_\_\_\_

## 8. Permits Required

|   | No. Required |
|---|--------------|
| <input type="checkbox"/> Residence Permit*^ | _____        |
| <input type="checkbox"/> Work Permit*       | _____        |

\* If you already have a Residence Permit, please provide copy of your Police Clearance

^To apply for a Residency Permit, the investor must provide proof (Bank Reference) of having a minimum 5,000,000vatu within Vanuatu in cash or investment related assets

\* Do not include investors in this figure

## 9. Level of Investment

Please provide full details and evidence of the level of investment in an existing authorised business.

Amount of additional investment\* \_\_\_\_\_ Vatu

\* Append evidence of financial level of investment and any other details relating to the proposed investment.

## 10. Reason for Investment

- Further development of existing investment
- Consolidation of existing investment
- Capital injection into existing investment
- Other (Please provide details)

## 11. Skills

Do you intend to work and operate in the authorised investment and if so what skills or expertise do you bring into the investment?

## 12. Liquidation, Bankruptcy and Prior Convictions (if applicable)

If you have had a prior conviction, been financially liquidated or declared bankruptcy in any country you must disclose full details as per the Statuary Declaration

## 13. Letter of Support

Please provide a letter of support from the Resident Director / Proprietor of the existing company/business in which you wish to invest.

### 13. Check List

Please tick off this checklist before signing the Statutory Declaration on page 6.  
This will determine whether you have fully completed your Application.

| <b>Have you attached the following?</b> |  | <i>Refer to<br/>Question (s)</i> |
|---|--|----------------------------------|
| <input type="checkbox"/>                | The relevant application fee - Payable by cash   | Front Page                       |
| <input type="checkbox"/>                | Agreement of Sale between the two parties  | Q.2                              |
| <input type="checkbox"/>                | Copy of all passport(s) held by investors  | Q.3                              |
| <input type="checkbox"/>                | Copy of police clearance – If previously obtained  | Q.8                              |
| <input type="checkbox"/>                | Bank reference or proof of investment related assets of 5 Million vatu or more   | Q.8                              |
| <input type="checkbox"/>                | Full details and evidence of the level of financial investment and any other details relating to the proposed investment | Q.9                              |
| <input type="checkbox"/>                | Details of prior convictions, liquidations or bankruptcy   | Q.12                             |
| <input type="checkbox"/>                | Letter of support from Resident Director / proprietor of existing company/business in which you wish to invest           | Q.13                             |
| <input type="checkbox"/>                | Signed Statutory Declaration   | Page 6                           |

### 14. Statutory Declaration

All applicants must sign a separate Statutory Declaration stating whether or not they have been convicted of any serious offence and that they are not undischarged bankrupts. If yes, they are required to provide full details of such offence(s) and conviction(s).

A copy of the Statutory Declaration has been appended to the end of this form for your convenience.

*Please Note: Each non-citizen is required to sign a separate Statutory Declaration.*

### 15. Submit The Completed Application Form

Please submit the completed application form to:  
**VANUATU INVESTMENT PROMOTION AUTHORITY**  
**PMB 9011,**  
**PORT VILA,**  
**VANUATU**



**Incomplete Application Will Be Returned**

**STATUTORY DECLARATION**

I/We the undersigned, solemnly and sincerely declare that:

I/We the undersigned, being duly authorized, hereby certify to the best of my/our knowledge and belief that the information contained in this application form is correct and complete. We also authorise VIPA to carry out due diligence on me/us including credit checks from my/our bank.

I/We understand that the provision of false information is an offence and where a body corporate is guilty of an offence and that offence is proved to have been committed with the connivance of, or attributable to the neglect on the part of a director, manager, secretary, or other officer of any person purporting to act in any such capacity, that person as well as the body corporate will be liable for prosecution.

I/We have been convicted of no serious offences, nor of tax evasion, nor been declared bankrupt, nor has any applicant or its officers been in liquidation, except as follows –

Date \_\_\_\_\_ Court \_\_\_\_\_  
Offence \_\_\_\_\_  
Penalty \_\_\_\_\_

Date \_\_\_\_\_ Court \_\_\_\_\_  
Offence \_\_\_\_\_  
Penalty \_\_\_\_\_

Date \_\_\_\_\_ Court \_\_\_\_\_  
Offence \_\_\_\_\_  
Penalty \_\_\_\_\_

\*Please append any further convictions to this document and sign both copies

Name of Investor \_\_\_\_\_  
Company/Business Name \_\_\_\_\_  
Signed at \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

AND I/WE MAKE this solemn declaration conscientiously believing it to be true under the provisions of the \_\_\_\_\_ Act

Subscribed and Declared at \_\_\_\_\_ On the \_\_\_\_\_  
Before Me \_\_\_\_\_

Signature of Justice of the Peace/Commissioner  
For Oaths/Notary Public

Address \_\_\_\_\_