



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



**VANUATU INVESTMENT PROMOTION AUTHORITY**

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**APPLICATION FOR A VIPA CERTIFICATE OF APPROVAL BY AN  
INVESTOR FOR A NEW 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** 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 **10** pages.

**1.**

**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. Business Details**

Business Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Island \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Email Address \_\_\_\_\_

**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

^If the shareholder is a company, attach full particulars, including: name, registered address, details of shareholders and directors, and the total percentage of shareholding by non-residents of Vanuatu

#### 4. Relevant Businesses

Does the applicant 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. Implementation Schedule

Please provide a brief description of the project's implementation schedule:

--

A detailed Implementation Schedule must be attached to this application.

## 8. Permits Required

	Number Required	Details
<input type="checkbox"/> Residence Permit*^	_____	_____
<input type="checkbox"/> Work Permit‡	_____	_____

\* Please provide a Police Clearance from your state of origin

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

‡ Do not include investors in this figure

## SECTION 2 COMPANY & FINANCIAL STRUCTURE

Questions 9 & 10 in this section are only applicable to companies

### 9. Directors

Full name	Country of residence/domicile	Nationality	Qualifications
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### 10. Financial Structure

Total authorised capital		VT	_____
		Local (Vt)	
		Foreign (Vt)	
<b>Issued Capital</b>			
Paid up equity			
i. Cash			_____
ii. In kind			_____

**Loan Capital**

- i. Source \_\_\_\_\_
- ii. Term \_\_\_\_\_
- iii. Rate of interest / Repayment arrangement \_\_\_\_\_
- iv. Shareholder's advance \_\_\_\_\_

**11. Investment Costs\***

	Local (Vt)	Overseas (VT)	Total Outlay (VT)
Land and buildings	_____	_____	_____
Plant and equipment	_____	_____	_____
Vehicles and Furniture	_____	_____	_____
Engineering and installation costs	_____	_____	_____
Other	_____	_____	_____
Working capital	_____	_____	_____
<b>Total Investment Costs</b>	_____	_____	_____

\*A complete cash flow / profitability projection for three years must be attached to this application.

**12. Estimates Annual Turnover**

	Year 1	Year 2	Year 3	Average
Export earnings	_____	_____	_____	_____
Domestic sales	_____	_____	_____	_____

**13. Employment (numbers)\***

	Year 1		Year 2		Year 3		Average	
	L	F	L	F	L	F	L	F
Management	_____	_____	_____	_____	_____	_____	_____	_____
Skilled	_____	_____	_____	_____	_____	_____	_____	_____
Non-skilled	_____	_____	_____	_____	_____	_____	_____	_____

\*Do not include investors  
L = Local, F = Foreign

**14.1. Work Permit Requirements\*^**

No.	Position	Description of Skills	Starting Date (dd/mm/yy)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Investor(s) do not require work permits

^Where work permits are required please attach full details of the position, reasons why and when the position(s) are expected to be localised.

**14.2. Training Plan & Local Employment**

A clear training plan for Vanuatu citizens must be attached to this application.

**15. Capital Goods to be Imported**

Description	Value (Vt)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

**16. Raw Materials to be used\***

Type	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*Indicate where hazardous

**SECTION 3 LAND USE PLANNING**

**17. Land Lease**

Have you secured your land lease?

Yes  No

If "No" and you would like assistance from VIPA, please describe what help you need:

## 18. Existing Zoning

Please select the zone applicable to the land leased

- Residential
- Commercial
- Industrial
- Tourism
- Service/Tourism
- Other (Please specify) :

## 19. Environmental Impact\*

Please describe the environmental impact of your business on the surrounding lands (if any)

\*Please attach an Environmental Impact Assessment if appropriate.

## SECTION 4 MANAGEMENT, CONTROL & CO-ORDINATION

### 20. Management

Would the business be managed by someone other than the owner or investor?

Yes  No

If "yes" please complete the following:

Manager's Name \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

### 21. Auditor

Has an external auditor / accountant been appointed?

Yes  No

If "yes" please complete the following

Business Name \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
Address \_\_\_\_\_

## 22. Local Banker(s)

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

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

If the proposed owners, directors, or managers of the company have had a prior conviction (including tax-fraud), been financially liquidated or declared bankrupt in any country within the past 5 years you must disclose full details as per the Statutory Declaration

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

Please provide brief details here and attach a complete disclosure to this application:

## 24. Check List

<b>Have you attached the following?</b>	<b><i>Refer to Question (s)</i></b>
<input type="checkbox"/> The relevant application fee - payable by cash	Front Page
<input type="checkbox"/> Copy of all passport(s) held by investors	Q.3
<input type="checkbox"/> Full details and evidence of the financial level of investment and any other details relating to the proposed investment	Q.3
<input type="checkbox"/> Attach complete company structure	Q.3
<input type="checkbox"/> Copy of police clearance	Q.8
<input type="checkbox"/> Bank reference or proof of investment related assets of 5 Million vatu or more	Q.8
<input type="checkbox"/> A complete cash flow / profitability projection for three years	Q.11
<input type="checkbox"/> Attach full employment details where work permits are required	Q.14
<input type="checkbox"/> Attach an Environmental Impact Assessment	Q.19
<input type="checkbox"/> Complete disclosure of any convictions, liquidations and bankruptcies	Q.23
<input type="checkbox"/> Signed Statutory Declaration	Page 10

^If the shareholder is a company, attach full particulars, including: name, registered address, details of shareholders and directors, and the total percentage of shareholding by non-residents of Vanuatu

## 25. 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).

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

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

**Please tick off the checklist before signing the Statutory Declaration on page 10.  
This will determine whether you have fully completed your Application.**

## 26. Submit The Completed Application Form

Please submit the completed application form to:

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



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**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 \_\_\_\_\_