



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: 2009**

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**.

**Application Fee**

VT. 25,000

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 **12** pages.

**1.**

<b>SECTION 1</b>	<b>GENERAL INFORMATION AND CHECKLIST</b>
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- 1. **Proposed Business Name** \_\_\_\_\_
- 2. **Name of Key Contact** (for all correspondence) \_\_\_\_\_
- 3. **Mailing address** \_\_\_\_\_
- 4. **Telephone** \_\_\_\_\_ **5. Email** \_\_\_\_\_
- 6. **Brief description of proposed investment:**

7. Checklist	Enclosed	OFFICE USE
▪ Fully completed application form and statutory declaration	<input type="checkbox"/>	<input type="checkbox"/>
▪ Photo-copy of business name reservation	<input type="checkbox"/>	<input type="checkbox"/>
▪ Photo-copy(s) of passport ID pages for each investor	<input type="checkbox"/>	<input type="checkbox"/>
▪ Photo-copy of police clearance(s) for each investor intending to reside in Vanuatu	<input type="checkbox"/>	<input type="checkbox"/>
▪ Confirmation of 5.0 million Vatu (or equivalent) in cash/assets	<input type="checkbox"/>	<input type="checkbox"/>
▪ Business summary	<input type="checkbox"/>	<input type="checkbox"/>
▪ Plan for training Ni-Vanuatu workers	<input type="checkbox"/>	<input type="checkbox"/>

<p><u>Receipt Details</u></p> <p>Date application accepted .....          Fee paid .....          Target processing date .....          Receiving officer .....</p>	<p style="text-align: center;"><u>Proposed Investment Sectors</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Code</th> <th style="width: 55%;">Specific Activity</th> <th style="width: 30%;">Location</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Code	Specific Activity	Location																
Code	Specific Activity	Location																		
<p><u>Decision Criteria</u></p> <ul style="list-style-type: none"> <li>▪ All information requirements satisfactorily met?</li> <li>▪ Proposed investment does not include a "prohibited" activity?</li> <li>▪ Proposed investment does not contravene "reserved" list requirements?</li> <li>▪ Proposed foreign investor(s) is deemed to be a fit and proper person?</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Yes</th> <th style="width: 85%;"></th> </tr> </thead> <tbody> <tr><td style="text-align: center;"><input type="checkbox"/></td><td> </td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td> </td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td> </td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td> </td></tr> </tbody> </table>	Yes		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>										
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<p><u>Recommendation</u></p> <p>Approve <input type="checkbox"/>                      Reject <input type="checkbox"/></p> <p>Explanation: _____          _____          _____</p>																				
Assessment Officer _____																				

**SECTION 2****FOREIGN INVESTOR INFORMATION****8. Foreign Investor Details**

a) Detail(s) for individuals who are owners/shareholders in the proposed investment:\*

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 the passport ID page for each investor. Investors with more than one passport must provide photocopies for each of their passports.

b) Is another company(s) a shareholder in the investment?  Yes  No

If yes, attach full particulars, including: name, registered address, details of shareholders and directors, and the total percentage of shareholding by non-residents of Vanuatu.

**9. Associated Businesses**

Are any of the individuals or companies identified in section 8 own, or have controlling interests in, other business enterprise(s) in Vanuatu or overseas?  Yes  No

If yes, please provide the following details:

Name of business(s) \_\_\_\_\_

Names of shareholders \_\_\_\_\_



<b>SECTION 4</b>	<b>IMPLEMENTATION ISSUES</b>
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**13. Management**

Will the business be managed by someone other than the owner or investor?       Yes    No

If yes, please complete the following:

Manager's Name		
Telephone		Email

**14. Access to Land**

- a) In order to successfully implement the investment will you require access to land?       Yes    No
- b) If yes (to (a)), have you already identified suitable land for your investment?       Yes    No
- c) If yes (to (b)), please describe where the land is located:

Island \_\_\_\_\_

Town/settlement/area \_\_\_\_\_

- d) If yes (to (b)), have you completed lease arrangements for the land?       Yes    No
- e) If yes (to (d)), please identify the following:

Lease number \_\_\_\_\_

Type of lease \_\_\_\_\_

**15. Potential environmental impacts\***

- a) Do you intend to develop land in a coastal area or impact the foreshore?       Yes    No
- b) Do you expect to disrupt or impact any ground or surface water systems?       Yes    No
- c) Do you expect to produce large quantities of solid waste or waste water?       Yes    No
- d) Do you intend to sell or use hazardous materials<sup>^</sup>, including pesticides?       Yes    No
- e) Do you intend to introduce any new species or technologies into the country?       Yes    No
- f) Do you expect your activities will adversely affect any communities?       Yes    No

If you answered yes to any of the above questions, please provide details:

\* Every foreign investor whose application is approved must consult the Environment Unit at the Ministry of Lands to determine if the proposed investment is likely to cause significant environmental, social and/or custom impacts.

<sup>^</sup> Hazardous materials are defined here as any substance or chemical which is a "health hazard" or "physical hazard," including: chemicals which are carcinogens, toxic agents, corrosives; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics.

<b>SECTION 5</b>	<b>SUMMARY INFORMATION</b>
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**16. Investors**

Name	Nationality	Shareholding%

**17. Residency Permits Required\***

a) Investor (or designated manager)                      Full Name(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

b) Accompanying family member                      Full Name(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

\* You must provide a police clearance from your state of origin for each individual for whom a residence permit is being requested.

**18. Value of Proposed Investment (in millions of vatu)\***

	Local Purchases	Overseas Purchases	Total Outlay
Land and buildings	_____	_____	_____
Plant and equipment	_____	_____	_____
Vehicles and Furniture	_____	_____	_____
Engineering and installation costs	_____	_____	_____
Other	_____	_____	_____
Working capital	_____	_____	_____
<b>Total</b>	_____	_____	_____

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

**19. Projected Employment (numbers)\***

	Total by end of Year 1		Total by end of Year 2		Total by end of Year 3	
	Local	Foreign	Local	Foreign	Local	Foreign
Management	_____	_____	_____	_____	_____	_____
Skilled	_____	_____	_____	_____	_____	_____
Non-skilled	_____	_____	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____	_____	_____

\* Do not include investors.

<b>SECTION 6</b>	<b>STATUTORY DECLARATION*</b>
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**\* Note: Each non-citizen investor is required to sign a statutory declaration**

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

to the best of my/our knowledge and belief the information contained in this application form related to the proposed investment of

\_\_\_\_\_ (proposed business name)

is correct and complete. I/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 not been convicted of a serious, 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 \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

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

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

Address \_\_\_\_\_

**APPENDIX A****INVESTMENT CATEGORIES & BUSINESS ACTIVITIES<sup>1</sup>**

<b>Code</b>	<b>Investment Category</b>	<b>Business Activity</b>
A	Mining, Quarrying and Logging	<ul style="list-style-type: none"> <li>▪ Mining for minerals</li> <li>▪ Quarrying and other mining</li> <li>▪ Logging</li> </ul>
B	Manufacturing Industries and Trade	<ul style="list-style-type: none"> <li>▪ Abattoir and meat packing</li> <li>▪ Canneries</li> <li>▪ Oil mill</li> <li>▪ Bakeries and confectioneries</li> <li>▪ Manufacture of food products not elsewhere classified</li> <li>▪ Manufacture of prepaid animal feeds</li> <li>▪ Distilleries</li> <li>▪ Breweries</li> <li>▪ Manufacture of carbonated non-alcoholic beverages</li> <li>▪ Manufacture of cordials and non carbonated or non-alcoholic beverages</li> <li>▪ Manufacture of tobacco</li> <li>▪ Sawmills, planing and other wood mills</li> <li>▪ Artifacts and decorative small furnishing</li> <li>▪ Manufacture of paper, paper products, printer and publisher</li> <li>▪ Manufacture of chemicals, chemical products</li> <li>▪ Manufacture of rubber and plastic products</li> <li>▪ Manufacture of soap and cleaning preparations</li> <li>▪ Shipbuilders and repairers</li> <li>▪ Manufacturers of wearing apparels (dressmakers and tailors working alone or employing not more than two apprentices are licensed under category G)</li> <li>▪ Jewelers</li> <li>▪ Home manufacturer and purveyors of pies, meat balls, nems and similar prepared foods</li> <li>▪ Home manufacturer of beverages of all kinds excluding</li> <li>▪ Air conditioning and refrigeration</li> <li>▪ Manufacture of cement, lime and plaster</li> <li>▪ Manufacture of structural and fabricated metal products</li> <li>▪ Other manufacturers not elsewhere classified</li> </ul>
C	Construction Industries and trade	<ul style="list-style-type: none"> <li>▪ General and specific trade contractors</li> <li>▪ Artisans working alone (or with up to two apprentices – bricklayers, painters, decorators, jobbing builders, masons, plumbers, welders, fitters, turners)</li> <li>▪ Computer network installation</li> <li>▪ Motor vehicle repair shops</li> <li>▪ Other construction industries and trade not elsewhere classified</li> </ul>
D1	Importers	<ul style="list-style-type: none"> <li>▪ Importers</li> </ul>
D2	Retailers and wholesalers	<ul style="list-style-type: none"> <li>▪ Retailers</li> <li>▪ Wholesalers</li> <li>▪ Butchers</li> <li>▪ Pharmacists and druggists</li> <li>▪ Other wholesale and retail merchandising not elsewhere classified</li> </ul>
D3	Accommodation, restaurants and bars	<ul style="list-style-type: none"> <li>▪ Hotels</li> <li>▪ Motels</li> <li>▪ Restaurants</li> <li>▪ Cafés</li> <li>▪ Bars</li> </ul>

<sup>1</sup> Source: Business Licence Act CAP 249, Schedule 1.

<b>Code</b>	<b>Category</b>	<b>Activities</b>
E1(a)	Air Transport	<ul style="list-style-type: none"> <li>▪ Air transport operators and carriers</li> <li>▪ Supporting services to air transport</li> <li>▪ Airport agent</li> <li>▪ Other transport support services</li> </ul>
E1(b)	Sea Transport	<ul style="list-style-type: none"> <li>▪ Ship and boat owners and operators</li> <li>▪ Seaport agent</li> <li>▪ Other transport support services</li> </ul>
E1(c)	Land Transport	<ul style="list-style-type: none"> <li>▪ Road transport operator</li> <li>▪ Vehicle rental and hire services</li> <li>▪ Other transport support services</li> </ul>
E2	Transportation Support Services	<ul style="list-style-type: none"> <li>▪ Storage and warehousing services</li> <li>▪ Stevedoring and wharf facilities and services</li> <li>▪ Customs agents</li> <li>▪ Other transport support services</li> </ul>
E3	Tourism Services	<ul style="list-style-type: none"> <li>▪ Travel agent</li> <li>▪ Tour agent</li> <li>▪ Other transport support services</li> </ul>
F1	Commercial bank	<ul style="list-style-type: none"> <li>▪ Commercial bank</li> </ul>
F2	Domiciled Vanuatu licensed insurance company	<ul style="list-style-type: none"> <li>▪ Domiciled Vanuatu licensed insurance company</li> </ul>
F3(a)	Non domiciled Vanuatu licensed insurance company	<ul style="list-style-type: none"> <li>▪ Non domiciled Vanuatu licensed insurance company</li> </ul>
F3(c)	Insurance agents	<ul style="list-style-type: none"> <li>▪ Insurance agents</li> </ul>
F3(d)	Insurance brokers	<ul style="list-style-type: none"> <li>▪ Insurance brokers</li> </ul>
F4	Other professional and business services	<ul style="list-style-type: none"> <li>▪ Real estate agent</li> <li>▪ Property managers</li> <li>▪ Land and property developers</li> <li>▪ Legal practitioners</li> <li>▪ Accounting practitioners</li> <li>▪ Engineering practitioners and services</li> <li>▪ Architectural practitioners and services</li> <li>▪ Surveyors and draftsmen</li> <li>▪ Core drilling, assaying geological and prospecting support services</li> <li>▪ Business and financial services and consultants</li> <li>▪ Book keeping services</li> <li>▪ Management services and consultants</li> <li>▪ Advertising and marketing services and consultants</li> <li>▪ Photocopying and duplicating services</li> <li>▪ Typing and secretarial services</li> <li>▪ Language translation and interpreting services</li> <li>▪ Business security and protective services</li> <li>▪ Debt collection and credit rating services</li> <li>▪ Other business and administrative services and agencies</li> </ul>
G1	Human and animal health services	<ul style="list-style-type: none"> <li>▪ Medical practitioners</li> <li>▪ Dental practitioners</li> <li>▪ Optometrists</li> <li>▪ Chiropractors</li> <li>▪ Osteopaths</li> <li>▪ Nursing services</li> <li>▪ Masseurs and physiotherapists</li> <li>▪ Midwives</li> <li>▪ Veterinary services</li> </ul>

<b>Code</b>	<b>Category</b>	<b>Activities</b>
G2	Personal, social and recreational and repair services	<ul style="list-style-type: none"> <li>▪ Cinema and theater operators</li> <li>▪ Video operators</li> <li>▪ Compact disc or digital video disk operators</li> <li>▪ Night Club and dance hall operators</li> <li>▪ Recreational and pleasure grounds and facilities</li> <li>▪ Riding schools</li> <li>▪ Driving schools</li> <li>▪ Recreational sporting and social services</li> <li>▪ Video cassette hiring and hire of video cassette recorders and television equipment</li> <li>▪ Hire of compact disk (CD) or digital video disk (DVD)</li> <li>▪ Hire of VCR and TV equipment</li> <li>▪ Hire of CD or DVD equipment</li> <li>▪ Laundries, Laundromats, dry cleaning</li> <li>▪ Beauty salons and centers</li> <li>▪ Barbers and hairdressing services</li> <li>▪ Photographers</li> <li>▪ Photo processing and photographers</li> <li>▪ Repairs of electrical machines and electronic equipment</li> <li>▪ Upholsterers</li> <li>▪ Other repair services</li> <li>▪ Vending machine owners</li> <li>▪ Owners or operators of electronic and similar games</li> <li>▪ Account teachers and language tuition</li> <li>▪ Lawn mowing</li> <li>▪ Landscaping and nature services</li> <li>▪ Typists working alone</li> <li>▪ Domestic employment agencies</li> <li>▪ Shopping services</li> <li>▪ Subscription libraries</li> <li>▪ Schools and institutions conducted for profit</li> </ul>
I1	Power generation services	<ul style="list-style-type: none"> <li>▪ Electricity generation</li> <li>▪ Electricity distribution</li> </ul>
I2	Telecommunications services	<ul style="list-style-type: none"> <li>▪ National and/or international telephone service providers</li> <li>▪ Internet Service Providers</li> <li>▪ Data and transaction processing</li> <li>▪ Electronic mail, voice mail facsimile services, including store and forward, store and retrieve</li> </ul>
I3	Water services	<ul style="list-style-type: none"> <li>▪ Water works, distribution and supply companies and providers</li> </ul>
I4	Radio and television broadcasting services	<ul style="list-style-type: none"> <li>▪ Radio broadcasting</li> <li>▪ Television production, broadcasting and providers</li> <li>▪ Television providers</li> </ul>

## 1. Business activities reserved only for Ni-Vanuatu citizens.

The following business activities are reserved solely for Ni-Vanuatu citizens. Foreign investors are not allowed to be involved in any of these activities or be associated with any Ni-Vanuatu individuals or businesses who are conducting business in any of these activities.

<ul style="list-style-type: none"> <li>▪ Export of sandalwood in stick or chip form harvested from natural forest</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local trading of sandalwood harvested from natural forest</li> </ul>	<ul style="list-style-type: none"> <li>▪ Export of seeds and other minor forest products harvested from natural forest</li> </ul>
<ul style="list-style-type: none"> <li>▪ Second hand clothing shops</li> </ul>	<ul style="list-style-type: none"> <li>▪ Export of kava in root, chips and stick form</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manufacture of handicrafts and artefacts</li> </ul>
<ul style="list-style-type: none"> <li>▪ Kava bar</li> </ul>	<ul style="list-style-type: none"> <li>▪ Open air vendor, door to door sales and mobile shops</li> </ul>	<ul style="list-style-type: none"> <li>▪ Road transport operators – the provision of any taxi or bus service, including airport road transfers and any other road transport service involving the guest of a hotel or other accommodation business</li> </ul>
<ul style="list-style-type: none"> <li>▪ Private security services including security guards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Electricians and electro-technicians</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commercial fishing in Vanuatu's inshore waters as defined by the Maritime Zones act (i.e. archipelagic waters including first six nautical miles from land)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Commercial cultural feasts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Residential building and construction</li> </ul>	<ul style="list-style-type: none"> <li>▪ Small scale production of sawn timber from natural forest using a portable sawmill (i.e. can be physically moved from one location to another in the forest)</li> </ul>

## 2. 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	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, sightseeing)	E3	Investment of 20 million vatu
Guest house (business that provides simple accommodation using private or semi-private rooms and offers limited guest services)	D3	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	Annual sales turnover of 30 million vatu

<sup>2</sup> Source: Vanuatu Foreign Investment Promotion Act 1998, Schedule 1  
Application for Certification Of Approval For A New Investment

Hotels and motels (business that provides accommodation using private rooms and offers amenities such as food, alcohol and other guest services)	D3	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
<p>Other professional or business service</p> <ul style="list-style-type: none"> <li>▪ Real estate agent</li> <li>▪ Property managers</li> <li>▪ Land and property developers</li> <li>▪ Legal practitioners</li> <li>▪ Accounting practitioners</li> <li>▪ Engineering practitioners and services</li> <li>▪ Architectural practitioners and services</li> <li>▪ Surveyors and draftsmen</li> <li>▪ Core drilling, assaying geological and prospecting support services</li> <li>▪ Business and financial services and consultants</li> <li>▪ Book keeping services</li> <li>▪ Management services and consultants</li> <li>▪ Advertising and marketing services and consultants</li> <li>▪ Photocopying and duplicating services</li> <li>▪ Typing and secretarial services</li> <li>▪ Language translation and interpreting services</li> <li>▪ Business security and protective services</li> <li>▪ Debt collection and credit rating services</li> <li>▪ Other business and administrative services and agencies</li> </ul>	F4	Annual sales turnover of 5 million vatu