



Obtaining certification

Once you have obtained your company and/or business name registration from the Registrar of Companies, and obtained your Tax Identification Number from the Fiji Revenue and Customs Service, you can start applying for the other permits, registrations and licenses that you need to operate.

If you are classified as a low risk business you can start operations and must complete all additional requirements within six months of your company or business name registration date. If you are classified as high risk, you cannot start operating until all the relevant regulatory requirements are complied with.

You can check how your business is classified and the related regulatory requirements in the Business Risk Categorisation Table on the bizFIJI portal:

<https://www.business-fiji.com/business-risk-categorisation-table>

As a minimum, requirements include:

- Fire Safety certification from the National Fire Authority (NFA)
- Occupational Health and Safety (OHS) certification from the Ministry of Employment, Productivity and Industrial Relations
- Registration as an employer with the Fiji National Provident Fund (FNPF) and registration of any employee you hire
- Registration for the Fiji National University (FNU) Levy if you are paying wages or directors fees to yourself or others

The requirement to hold a business license was removed on 1 August 2020.

You may also need to acquire certifications, permits or licences relevant to the location and nature of your business, such as:

- a health licence from the Ministry of Health, through the city council or local authority
- a hotel licence from the Hotel Licensing Board
- a liquor licence from the Liquor Licensing Authority
- a Liquid Trade Waste Permit from the Water Authority of Fiji
- any required professional or practitioner registrations

If you are operating in a rural area, you should check with the responsible District Officer or rural authority for any local requirements.



How do I obtain National Fire Authority certification?

In compliance to National Building Code of Fiji under the Public Health Act, the Health and Safety at Work Act 1996 and National Fire Authority Amendment Act, 2009, buildings must be constructed according to approved plans and be inspected by the National Fire Authority (NFA) after completion, and existing buildings occupied by a new business must be inspected to ensure compliance to minimum requirements, including that premises are properly equipped with fire safety devices.

You can request an inspection directly with NFA or engage a registered fire protection and equipment contractor to advise you and manage the process. NFA also offers a consultancy and advice service. You should ensure you understand what you will be charged for this service. The complexity of the process will vary depending on the nature and scale of your business and whether you are establishing new or refitting existing premises. More information is available on the NFA website: <https://www.nfa.com.fj/>.

If you are applying directly to NFA, you need to complete the following steps:

Step 1:

- You should email or call NFA to request an application form for inspection of the site or office. You can also make enquiries as to the standards you will have to meet. The application form is available on the NFA website:

<https://www.nfa.com.fj/images/nfa-doc/sfs-form-1-application-form.pdf>

Step 2:

- Email or deliver the completed form for inspection to the closest Fire Station listed on the form.

Step 3:

- NFA will assign an inspection officer, who will contact you to make an appointment to visit your premises. The inspection officer will visit and complete a building inspection report. The inspection officer will advise you whether you fulfill the minimum requirements or need to take additional actions.

Step 4:

- If you do not meet the requirements, the inspection officer will list what you need to do in order to be compliant. Once you fulfill the requirements you can make an appointment with the inspector to re-inspect the premises.



Step 5:

- Once you have a building inspection report that confirms your compliance, you need to take this report to the nearest NFA offices and pay the required fees. These can be paid by cash, cheque or bank transfer. Upon payment you will be issued with a Fire Safety certificate which must be displayed at your premises.

What documents do I need to be issued a fire safety certificate?

The inspection officer will need to see the following where relevant:

- Fire equipment installation completion report
- Service reports
- Test reports for any building emergency system
- Evacuation plan
- Certificate of Registration issued by the Registrar of Companies
- Business TIN letter issued by FRCS

How much does it cost?

The cost varies depending on service required and the size of your premises, but can range from \$50 to over \$400. A schedule of fees is available on the NFA website:

<https://www.nfa.com.fj/images/nfa-doc/sfs-form-3-schedule-of-fees.pdf>

Where do I go to apply?

NFA can respond to queries and provide inspection officers from the following locations:

- Central HQ
Structural Fire Safety Department Station Officer
Email: stosfs.nfa@gmail.com | Tel: +679 3392255 | Mobile: +679 9980554
Structural Fire Safety Department Sub-officer Planning
Email: sfsplans.nfa@gmail.com or sfsassistant.nfa@gmail.com | Tel: +679 3392255
| Mobile: +670 9980554
- Northern
Structural Fire Safety Department, Sub-Officer North
Email: sfsnorth.nfa@gmail.com | Tel: +679 8811333 | Mobile: +670 9987530



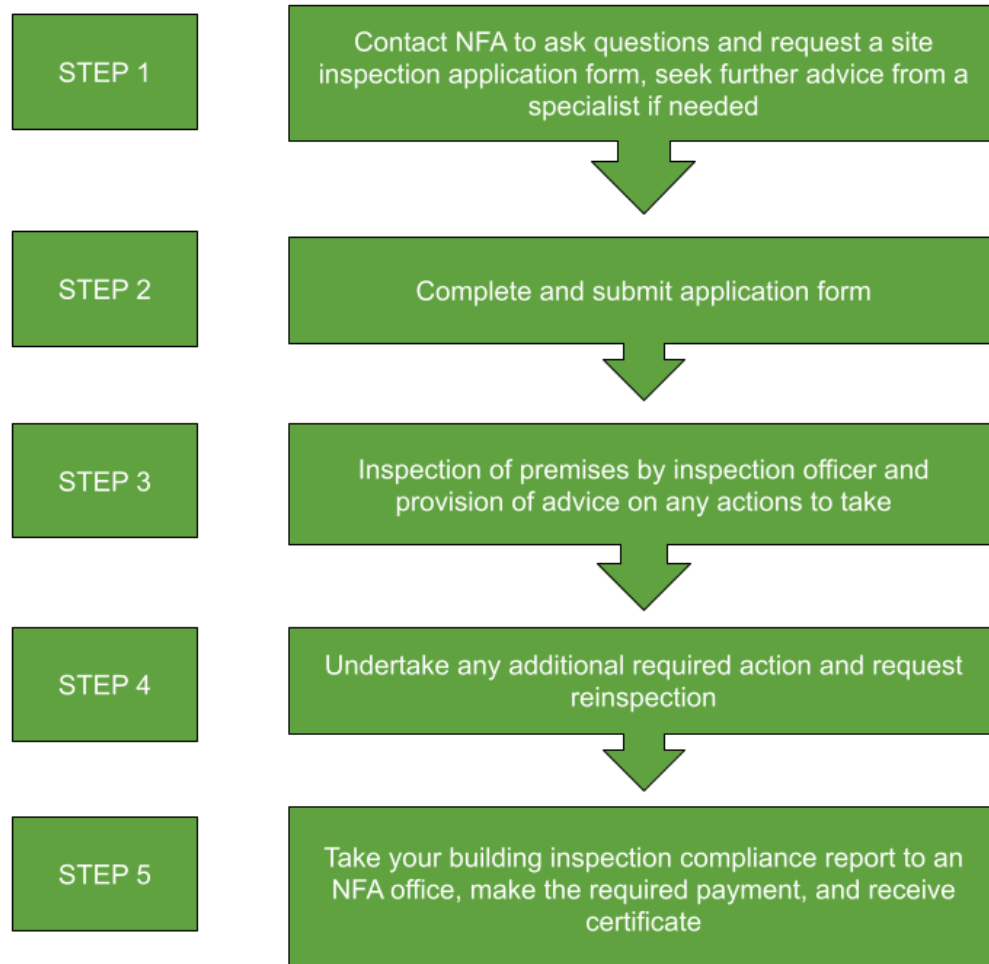
- Western
Structural Fire Safety Department, Sub-Officer West
Email: sfswest.nfa@gmail.com | Tel: +679 6660211 (ext 107) | Mobile: +670 9987529

You can also organise the process through a registered fire protection and equipment contractor.

What is the penalty for operating without the certification of compliance for fire safety?

Any person who is guilty of an offence against the Health and Safety at Work Regulations 2003 is liable for a penalty of up to \$20,000 for a corporation or \$2,000 for an individual. Any incident at your premises where harm is caused may result in criminal prosecution over and above these penalties.

Process flow chart: Fire safety certification





How do I obtain Occupational Health and Safety (OHS) certification?

The National Occupational Health and Safety Service of the Ministry of Employment, Productivity and Industrial Relations is required under the Health and Safety at Work Act (HASAWA) 1996 to ensure health and safety compliance of workplaces in Fiji.

All businesses are required to apply for OHS certification from the Ministry of Employment, Productivity and Industrial Relations. As with fire safety certification, the complexity of the process will vary depending on the nature and scale of your business. An FAQ sheet is available from the Ministry here:

https://71fed401-d9fe-4fe7-917f-7b7a65d8a376.filesusr.com/ugd/d3a893_0dce51a8c5d54c5db2e187866c053d10.pdf

Obtaining fire safety certification is a prerequisite for applying for OHS certification.

Step 1:

- Contact the nearest Ministry of Employment office by phone or email with any queries you may have and to request for a general workplace inspection application form. This is also available online here:
https://71fed401-d9fe-4fe7-917f-7b7a65d8a376.filesusr.com/ugd/d3a893_8083fa2088e0418e8ea618952129c32b.pdf

Step 2:

- Email or deliver the completed application form, along with required documentation to the relevant office.

Step 3:

- Upon receipt of application, you will be assigned an inspection officer. Make an appointment with the inspection officer for them to visit your premises. You are expected to provide transport for the inspector.
- During the inspection of the premises the inspection officer will complete the hazard inspection checklist and may also review your documentation.

Step 4:

- If you are compliant the inspection officer will request payment of \$90 and issue a receipt, and then sign the hazard inspection report and give you a copy to retain. Currently a certificate of compliance is not issued for small offices.



- If you are not fully compliant the inspection officer will issue an Improvement Notice and you will be given a fixed amount of time to comply. Once you are compliant you can be certified.

What documents do I need to lodge with my application for inspection?

- Completed General Workplace Inspection Application [Form https://71fed401-d9fe-4fe7-917f-7b7a65d8a376.filesusr.com/ugd/d3a893_8083fa2088e0418e8ea618952129c32b.pdf](https://71fed401-d9fe-4fe7-917f-7b7a65d8a376.filesusr.com/ugd/d3a893_8083fa2088e0418e8ea618952129c32b.pdf)
- Company OHS Policy
- Company registration certificate
- National Fire Authority certificate
- Emergency evacuation plan

How much does it cost?

A payment of \$90 is to be paid to the inspection officer via cash or cheque and they will provide a receipt. Transport or a taxi fare is to be provided to the inspection officer for the visit to and from your premises.

Where do I go to apply?

You should contact the nearest office and request the contact details of the current relevant officer.

CENTRAL / EASTERN DIVISION

Suva Office

Level 6, Civic House Townhall Road, Suva Phone: (679) 3316 999 / 3303 500 / 9905 975

Lautoka Office

Level 1, Tavaiqia House Tavewa Avenue, Lautoka Phone: (679) 6660 305 / 9907 343

NORTHERN DIVISION

Labasa Office

Level 2, Ratu Raobe Building Jaduram Street, Labasa Phone: (679) 8811 643 / 9907 798

Savusavu Office

Vunilagi Building Main Street, Savusavu Phone: (679) 8923 370

WESTERN DIVISION



Nadi Office

Level 3, Jagdish Gosai Building Namaka, Nadi Phone: (679) 6702 429

Sigatoka Office

Kesuna Building Solevu Main Street, Sigatoka Phone: (679) 6500 977

Ba Office

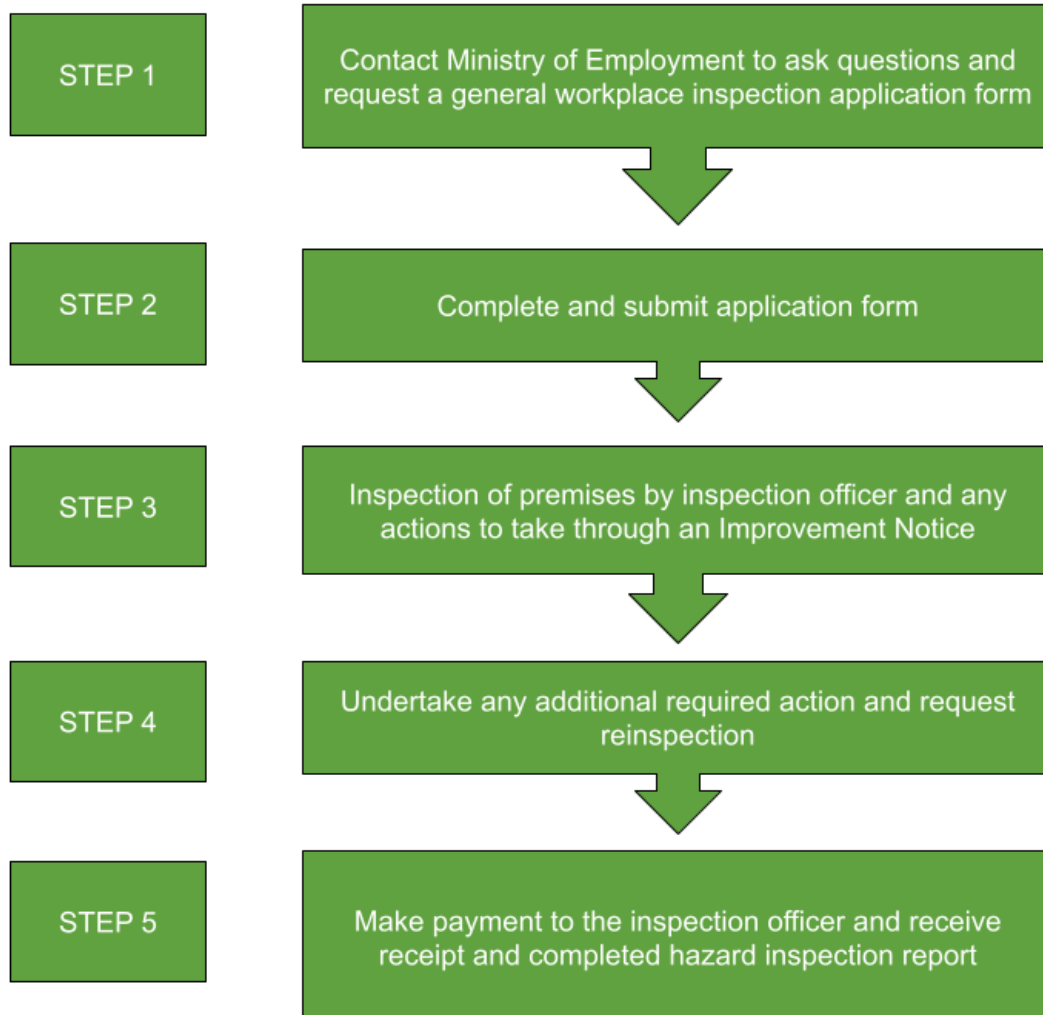
Level 1, Koronubu House Koronubu Street, Ba Phone: (679) 6674 732 / 9904 717

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Process flow chart: OHS certification





How do I register as an employer with FNPf?

FNPf is mandated by law to collect compulsory contributions from employees and employers towards the retirement savings of all workers in Fiji. Apart from retirement savings, the Fund also provides pre-retirement benefits such as housing, medical and education assistance. In compliance with sections 34 and 35 of the Fiji National Provident Fund (FNPf) Act 2011, all businesses must register as an employer with FNPf. As a registered business owner, you must register any employees hired for your business operations.

Step 1:

- Understand your obligations as an employer by reviewing the information on the FNPf website (www.myfnpf.com.fj) or by making enquiries with FNPf.
- Download the Employer registration form from:

<https://www.myfnpf.com.fj/index.php/employers/employers-forms>

https://www.myfnpf.com.fj/images/FORMS/EMPLOYERS/1_REGISTRATION_OF_EMPLOYER_new.pdf

Step 2:

- Email or deliver the completed registration form along with all the required documentation to your nearest FNPf office.

Step 3:

- FNPf will assess your application and register you on the FNPf systems. You will then be issued a unique employer reference number.

Step 4:

- Open an online account to have easier access to your account details and to submit monthly contribution records online, by completing the employer online registration form, available here:

https://www.myfnpf.com.fj/images/FORMS/e_services/1w_employer-website-registration.pdf

Step 5:

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- If any of your employees are not already registered with FNPF you can fill out an employee registration form:

<https://www.myfnpf.com.fj/images/FORMS/MEMBERS/3-Registration-of-Employee.pdf>

Step 6:

- Understand and review the process for submitting the monthly contribution schedule and the related payment.

What documents do I need to register with FNPF?

If you are registering as a sole trader or sole proprietor you will need to provide:

- Completed application form
- Certified copy of Business Registration Certificate
- Certified copy of Proprietor's Passport/ Driver's License
- Certified true copy of Proprietor's Birth Certificate (post 2000 version Local Owner)
- Certified copy of Joint ID card or TIN letter
- One copy of Proprietor's Utility Bill, showing residential address

If you are registering your company you will need to provide:

- Completed application form
- Certified copy of Director's Passport/ Driver's License
- Certified true copy of Director's Birth Certificate (post 2000 version Local Directors)
- Certified copy of Directors Joint ID card or TIN letter
- One copy of Director's Utility Bill, showing residential address
- Certified copy of Articles of Association.
- Certified particulars of Shareholding in the company
- Certified copy of company TIN letter

To open an online account:

- Completed application form
- Letter of authority giving you, an employee or a representative authority to access your online account, providing the person's full name and FNPF number
- Joint ID Card for each person, signed by you as the employer

To register an employee who is yet registered:

- Completed application form
- Certified copy of the employee's birth certificate
- Passport photos x 2
- Employee's TIN letter



How much does it cost?

There is no charge for registering as an employer with FNPF.

Where do I go to register?

You can visit the FNPF website (<https://www.myfnpf.com.fj/>) for information of your nearest FNPF branch. You may need to visit in person when registering in order to provide hard copies of required documents.

FNPF has offices and branches located across Fiji.

<p>Suva-Head Office Location: Provident Plaza Two, 33 Ellery Street, Suva</p> <p>Mail Box : Private Mail Bag, Suva Fiji.</p> <p>Phone: (679) 3307 811 or 5857 Fax: (679) 3307 611</p> <p>Website: www.myfnpf.com.fj</p>	<p>Valelevu Agency Location: Valelevu Complex Building, Shop 3, Rajendra Foodtown Supermarket Complex, Nasinu.</p> <p>Phone: (679) 3307 811 or 5857</p>
<p>Nausori Branch Location: Lot 1, Main Street, Nausori</p> <p>Phone: (679) 3307 811 or 5857</p>	<p>Sigatoka Branch Location: Shop 3-4 Hanif Building, Matamata Subdivision, Sigatoka.</p> <p>Phone: (679) 666 1888</p>
<p>Nadi Agency Location: Shop 2, Lot 13, Concave Subdivision, Namaka, Nadi</p> <p>Phone: (679) 666 1888</p>	<p>Lautoka Branch Location: Provident Centre, Lautoka</p> <p>Phone: (679) 6661 888</p>
<p>Ba Agency Location: Ganga Singh Street, Ba CBD</p> <p>Phone: (679) 666 1888</p>	<p>Labasa Branch Location: Rosawa Street, Labasa</p> <p>Phone: (679) 881 2111</p>
<p>Savusavu Agency Location: Main Street, Savusavu.</p>	

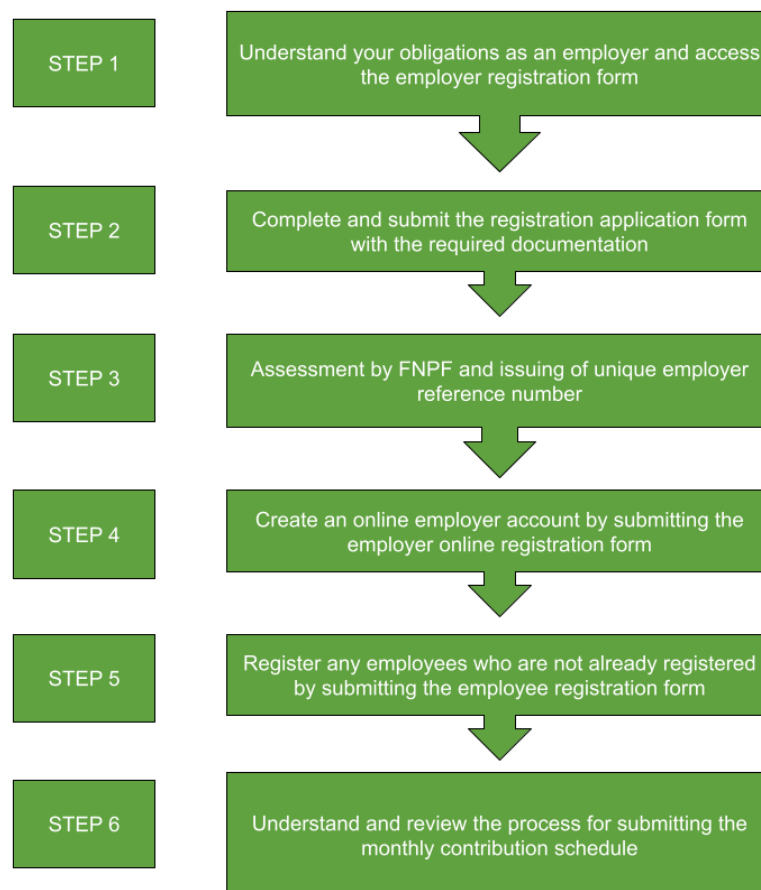


Mail Box: PO Box 89, Savusavu	
Phone: (679) 881 2111	

What is the penalty for operating without registering as an employer?

Effective from 1 November 2014, employers not abiding by their obligations will incur penalties, not exceeding 50 penalty units or imprisonment for a term not exceeding 6 months or both.

Process flow chart: FNPf registration



How do I register for the Fiji National University Levy?

All employers in Fiji are required to register with the Fiji National University (FNU) and pay the bi-annual levy. The levy is calculated at 1% of all wages or directors' fees paid by the business, and is directed to the following:



- 50% of the Levy to Fund the Government Funded Medical Scheme.
- 40% of the Levy to Fund the Accident Compensation Commission Fiji.
- 10% to continue Funding the current FNU Grant Scheme (a maximum of 90% of this is reclaimable by the employer for costs of training).

You need to register with FNPF before registering for the FNU Levy.

Step 1:

- Contact FNU by phone or email (everyonelevy@fnu.ac.fj) to make any enquiries and obtain the FNU Levy registration form. The form is also available online here:

https://71fed401-d9fe-4fe7-917f-7b7a65d8a376.filesusr.com/ugd/d3a893_b02e6ec7615f41bba70daa3fbc5548eb.doc?dn=FNU%20LEVY%20REGIS.%20FORM.DOC

Step 2:

- Email the completed form to everyonelevy@fnu.ac.fj along with the required documents.

Step 3:

- FNU's Levy & Grants Department will review your application and confirm your registration for the levy.
- You are obliged to submit a lodgement form with accompanying payment twice yearly:
 - By 30 September for the period January-June
 - By 31 March for the period July-December

What documents do I need to register for the FNU Levy?

- Company or business name registration certificate
- FNPF registration letter
- Business TIN letter

How much does it cost?

Registration for the FNU Levy is free.



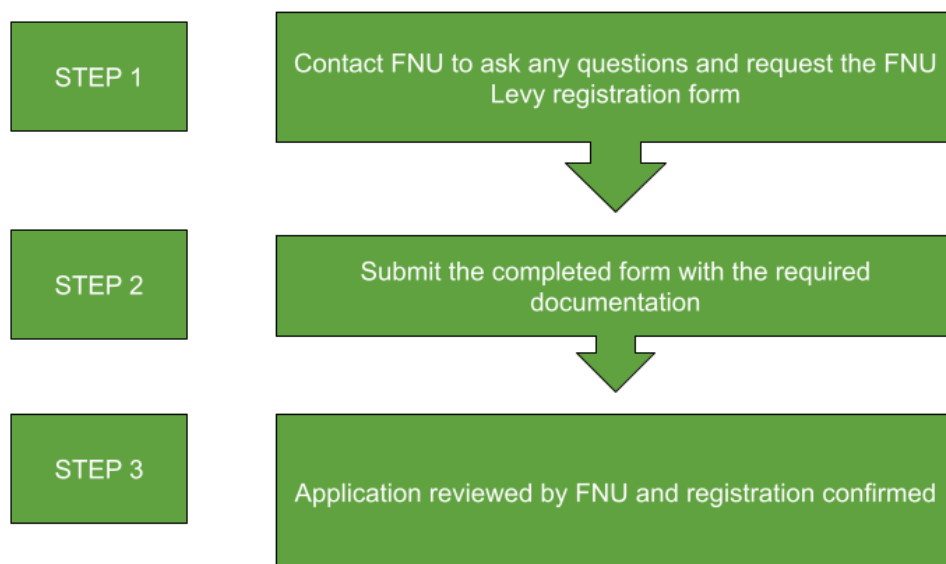
Where do I go to register?

You can visit Counter Services in Block A, FNU Narere Campus, Narere, Nasinu; or email to everyonelevy@fnu.ac.fj.

What is the penalty for operating without registering for the FNU Levy?

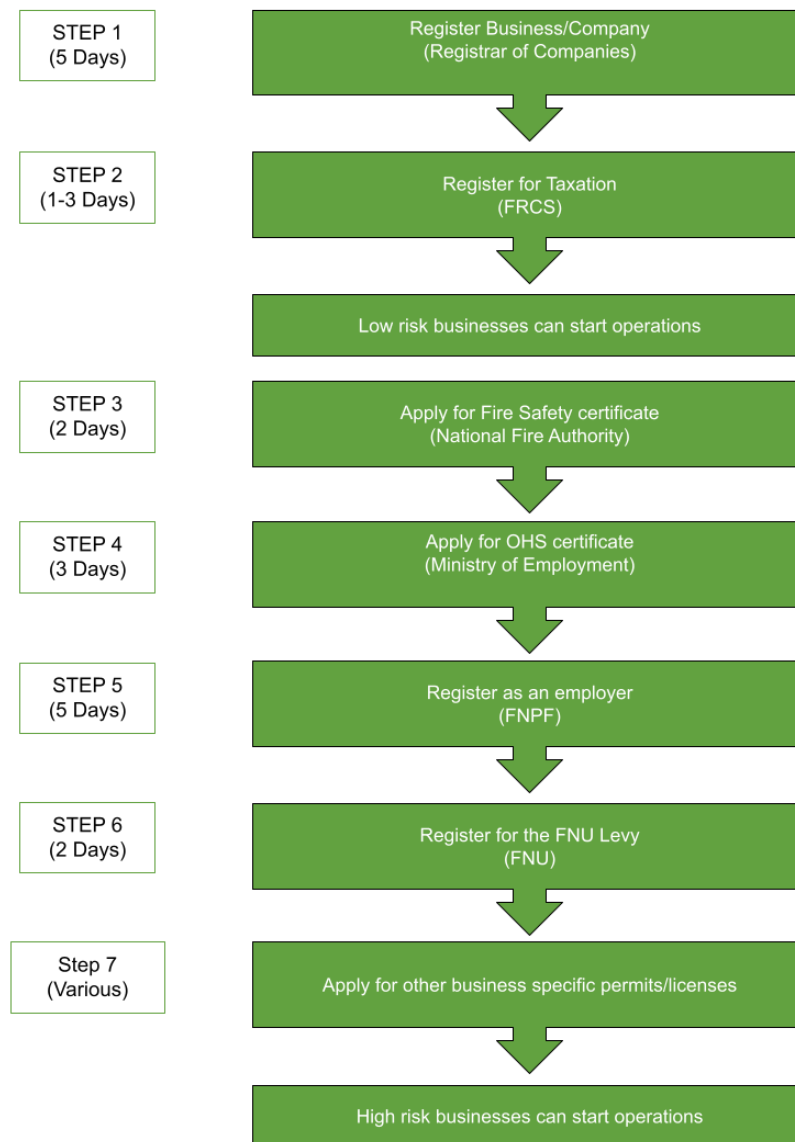
Registering is a legal requirement. It is unclear what penalties apply for non-registration and non-payment of the levy.

Process flow chart: FNU Levy registration





Process flow chart: Overview of registration, certification and licensing process



Note: The estimate of time is the stated turnaround time for each agency as stated on the bizFIJI portal or the agency's website. It does not include the time it will take for the business to prepare documentation, complete the application, or make arrangements for inspections.