



FIJI REVENUE AND CUSTOMS SERVICE

DOWNTOWN DUTY FREE SHOP Section 63 k of Customs Act 1986

APPLICANT:		Date:	
Port:			
APPLICATION REQUIREMENTS	YES	NO	REMARKS
Letter of request from company (Company Letter Head)	☐	☐	
Certificate of Registration (Form A5 from Register of Companies)	☐	☐	
Company particulars 1. Structure (List of employees) 2. Profile 3. Current list of: ➤ Directors ➤ Partnerships 4. Where any member of the partnership is a company, current and historical company details would be required (Company Registration, tax compliance, police clearance of directors) 5. Company Authorized Personnel to act on behalf of the director, level of decisions delegated. 6. Financial Viability to start the business. 7. Clear records of Customs Compliance 8. Clear records with other government agencies i.e. MOH, BAF, Ports etc. 9. Provide detailed and well-documented procedures for the conduct of all activities that will be undertaken as part of Downtown duty-free shop operations. 10. Provide procedures for monitoring, checking and auditing the work of Downtown duty-free shop operations.	☐	☐	
Tax Compliance Certificate- Company and Director			
OHS valid Certificate	☐	☐	
NFA valid Certificate	☐	☐	
City/ Town Council Approved Plan	☐	☐	
Lease agreement/ title	☐	☐	
Inspection report by FRCS (mandatory to have CCTV & Stock Register & Dispatch register	☐	☐	

REQUIREMENTS AFTER APPROVAL	YES	NO	
Bond Security of \$30,000.00 in favor of FRCS per location	☐	☐	
License fee of \$17,250.00 for a 3-year period per location	☐	☐	
Publication of the Approval for the public to respond to within 14 days of any misconduct or grievance in relation to the company			

PROPER OFFICER

APPROVAL FROM PORT MANAGER

Signature:	
Officer Name:	
Date:	
Port :	