

## How to fill Application for Registration Certificate. (Form 2.)

### 1. Information about the foreign investor.

- (a) **Name of Foreign Investment:** *( Fill in the name of a company if a corporate entity is applying or the name of the person if an individual person is applying).*
- (b) **Foreign Investors Contact person:** *( fill in the name of the contact person).*
- (c) **Register number/Passport number:** *(fill the registration number of the foreign corporate entity or a passport number for an individual foreign person. Please attach a copy of the registration certificate or the passport).*
- (d) **Who should receive notices and documents:** *( Please tick in the box of either contact person you would like to receive correspondences, either the investor contact person or a local representative).*
- (e) **Receipt for the payment of fees attached:** *( Please tick the box if you pay the fees and attached the receipt).*
- (f) **Postal Address of the foreign Investor:** *( Fill in the detail address of the foreign investor. This address must be from country of origin or citizenship and fill foreign telephone number, fax number and email address in the respective boxes on the right).*
- (g) **Name of Investor's local representative, if any:** *(write down the name of local representative, if any).*
- (h) **Postal Address of local rep./address for service of notices:** *( Fill in the detail address of the local representative or your local contact address and write down telephone number, fax number and email address in the boxes on the right).*

### 2. Investment activity/ies to be registered.

- (a) **List activities code numbers:** *( write down code numbers in the boxes. List of investment activities can be obtained from the Foreign Investment Division. It is advisable to list investment activities that you can carryout within a year. You will have the opportunity to apply for more investment activities if your business needs expansion, divest, however, if the six boxes is not enough, you can use additional paper. Should investment activities you want to undertake is not on the list of activities, please write it down and describe it on separate paper).*

### 3. Legal entities under which you intend to operate.

- (a) **Business name:** *( Write down the business name and tick either box below if it is proposed or an existing business).*
- (b) **Type of Business organization:** *( Tick in either of the boxes provided or write down in the box below if you tick other. There are two spaces provided if you want to operate more than one business).*
- (c) **Province/Location:** *( write down in the box a specific location and Province you intend to establish your business, eg. Marau, Guadalcanal Province).*
- (d) **Please describe the business activities you intend to conduct:** *( Outline the business activities your business wish to undertake. If more than one investment activity and more than one business name, indicate which investment activity will be conducted under each business name. Please use a separate sheet of paper if necessary).*

**4. Planned Employment.**

(a) **Number of non-citizens:** *(Write down the number of foreign employees you wish to employ).*

(b) **Number of citizens:** *(Write down the number of local employees you wish to employ).*

(c) **Type of work:** *(List the type of work your employees would undertake).*

**5. Financial Outlook (in SI\$).**

(a) **Investment:** *( write down the amount of investment you intend to start your business with, say within the first year).*

(b) **Sales first year:** *(write down estimated sales for the year).*

(c) **Export first year:** *( Write down the estimated amount of export sales for the first year, if any).*

**6. Comments.**

*(Please write in the box or on additional paper any other information on the structure of your company and its Shareholders. Please provide and attach CVs, bio-datas, copies of passports, business plan for individuals or a company profile for legal entity applying).*

**7. Statement/Declaration.**

*Please read the statement carefully and understand its consequences, then print your name and sign.*

Please answer all questions. An unanswered question may mean that your application will not be processed or there is possibility that it will be rejected.

Please send one copy only to us either by mail, fax or hand deliver to the following address;

Registrar of Foreign Investment  
Foreign Investment Division  
Department of Commerce, Industries & Employment  
P O Box G26  
Honiara  
Solomon Islands.

Fax: (677) 25084.