

4. ADMINISTRATION AND ENFORCEMENT OF CONDITIONS OF PERMIT.

- (a) Any changes in occupation or terms of service must be notified. Periodical checks may be made at the place of work to ensure that persons are working within the terms of their permits.
- (b) The Commissioner of Labour will either cancel the permit of, or both as appropriate, any person – who is found to be failing to comply with the conditions under which such permits are issued.
- (c) In most cases the company's training program to localise the post will be checked to ensure that appropriate training is in fact being given to Solomon islanders. If the agreed programs are not being implemented without good reason, current applications may be refused or in the case of an existing permit, cancelled. In the case of some civil engineering contract jobs which offer no long-term employment criteria may be modified accordingly.
- (d) If it is found that work permits have been issued on the basis of information, which is subsequently found to be untrue, the permit is considered to be invalid and will be cancelled.
- (e) Persons entering Solomon Islands as visitors and found overstaying or work in breach of the conditions of their permits will be ordered to leave the country immediately and future applications from them are not likely to be approved.

5. APPLICATIONS AND WORK PERMIT FEES.

Application Forms.....	SBD\$2.00
Application Fees.....	SBD\$200.00
Appeal Fees	SBD\$500.00
Variation Fees	SBD\$500.00

After you are given the work permit you will be required to pay permit fees which are categorised as follows:-

3 Months or less	SBD\$150.00
3 months or more	SBD\$200.00
6 months or more	SBD\$350.00
8 months or more	SBD\$500.00
12 months or more	SBD\$650.00
15 months or more	SBD\$950.00
18 months or more	SBD\$1,000.00
20 months or more	SBD\$1,100.00

For further detail contact:-

Commissioner of Labour

Labour Division

Department of Commerce, Employment & Trade

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SOLOMON ISLANDS.

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INVESTMENT DIVISION

DEPARTMENT OF COMMERCE,
EMPLOYMENT & TRADE

SOLOMON ISLANDS.

WORK PERMIT APPLICATION & FEES.

WORK PERMIT REQUIREMENTS AND FEES.

APPLICATION FOR WORK PERMIT.

All non citizen of Solomon islands other than Government Employees, diplomatic staff, Commonwealth government employees and children under 18 years are required by Law to apply for work permit in Solomon Islands. After your investment is approved by the Investment board you will be required to apply for work permit through the Commissioner of Labour.

1. STAGES IN MAKING APPLICATION.

The employer or the applicant should ensure that: -

- (a) The prospective employee is outside Solomon Islands at the time of the application; or
- (b) if the application is for the renewal of an existing permit it may be made with person present in Solomon Islands or in any case if the application is for the spouse of a person entitled to be resident;
- (c) if the application is for a change of employer or business then the person should be outside Solomon Islands when the application is made unless the change is or a transfer to employment exempted from the need to obtain a permit;
- (d) A separate application for entry and residence must be made to the Director of Immigration.
- (e) All work permit applications must be submitted on form LAB IMM 14 along with appropriate fees. The form must be completed properly to prove and clearly demonstrate that:-
 - (i) There are no trained Solomon Islanders who can do the job, or
 - (ii) If there are, that none is available, and;

(iii) The proposed immigrant worker is properly qualified to the job and has the required experience.

- (f) The form is to be thoroughly completed by either the employer or the employee. It must be accompanied by all supporting documents, qualifications, reference letters, CVs, organisation chart, localising training programs and projections and evidences of the post/job being advertised locally including evidence of and reasons for rejecting of local applicants.
- (g) Submit the form with all documents to the Commissioner of Labour with a copy of receipt of application fee paid. A covering letter to offer further explanation to the application would be preferred.

2. PROCESSING OF APPLICATION.

The following steps shall be taken to obtain a work permit: -

- (a) Receipt of applications by the office of the Commissioner of Labour with appropriate fees;
- (b) The Commissioner of Labour assess the application;
- (c) The Commissioner of Labour issues a letter confirming accepting the applicants application in principle or alternatively a notification of refusal;
- (d) Applicants should attach letter of approval from the Investment Board and details of the organisation you are going to work in Solomon Islands;
- (e) Applicants should note that:-
 - (i) Shareholding or ownership whether in full or part does not in itself give an automatic right to permit being granted, and
 - (ii) If any relevant information is withheld or false information, given the application will almost certainly rejected.

3. DECISIONS.

a) Approval.

An approval in principle will be issued to the applying party. The applicant will be required to pay the Work Permit Fee and submit other details stated in the approval letter. A permit will then be processed, properly registered, signed and passed on to the Director of Immigration for his formalities. The applicant is advised by letter of this transaction.

b) Rejection.

A letter of rejection will be issued which will also advise the applicant of the appeal provision in the Law to the Minister responsible for Labour.

An appeal shall be lodged within 14 days of notification of the rejection by the Commissioner. An appeal fee is to be paid to the Solomon Island government when lodging an appeal letter. The Minister has 28 days to make a decision and to convey it to the applicant. Usually he instructs the Commissioner of Labour to do so, and if he decided favourably on the appeal, he would give instruction to formally grant a Work Permit to the appellant. At this point all the same formalities as in decision (a) will apply.

If he rejects the appeal he would give instructions to that effect to the Commissioner of Labour and to advise the appellant. Effectively, that means the worker is not allowed to work in Solomon Islands and the Director of Immigration will be informed and requested to take appropriate action.

An unsuccessful appellant has the option to further appeal to the High Court under Administrative Law principles established and upheld by the Courts.