



GOVERNMENT OF THE REPUBLIC OF VANUATU  
GOUVERNEMENT DE LA REPUBLIQUE DE VANUATU



**VANUATU FOREIGN INVESTMENT PROMOTION AGENCY**

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**PF3: ANNUAL SURVEY**

***VFIA NO 25 OF 2019 SECT 33***

**REPORTING ON THE PROGRESS AND IMPLEMENTATION OF APPROVED  
INVESTMENT AND BUSINESS ACTIVITIES**

- NOTES:**
1. This form must be **completed annually by all investors** to whom a foreign investment approval certificate has been granted. This return is a requirement under section 33 of the VFIA and to be provided to the Agency by 28 February in each year.
  2. Individual returns are strictly confidential to the Vanuatu Investment Promotion Agency. They will not be released to anyone outside of the Agency without the FIAC holder's permission. Information collected will only be published in aggregates.
  3. Supplementary information on how to fill in the form and the reason for collecting such information may be provided if considered necessary.
  4. This annual survey form must be accompanied by a monitoring fee of **15,000 Vatu** must be paid **by cash or cheque** to the Vanuatu Foreign Investment Promotion Agency.
  5. Completion and submission of this survey
  6. The fee is **non refundable**
  7. Date of submission: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please submit the typed completed survey form to the:**

**VANUATU FOREIGN INVESTMENT PROMOTION AGENCY  
PMB 9011  
PORT VILA  
VANUATU**

**SECTION 1 GENERAL INFORMATION AND CHECKLIST**

**1. Details of Foreign Investment Approval Certificate (FIAC)**

**Business Name:** .....

**FIAC Number:**

**VNPF Employer  
Registration Number:**

**2. Status of approved Investment** (please report investment codes, activities and location as stated in your approval certificate and use the option below in 3 that best reflects your current situation) by ticking in the correct number against the boxes.

Codes	Business Activities	Location	Status ( insert the correct number against option ticked below)

**3. Status of Investment** (please select the option below that best reflects your current situation)

- 1          Under consideration
- 2          Confirmed and implementing shortly
- 3          Carrying on business but not as fully planned
- 4          Carrying on business
- 5          Carrying on business with new investment diversification under consideration
- 6          Intending to divest

**4. Checklist**

	Enclosed	OFFICE USE
▪ Provide copy of last 12 months VAT Returns	<input type="checkbox"/>	<input type="checkbox"/>
▪ Provide copy of existing Business Licence	<input type="checkbox"/>	<input type="checkbox"/>
▪ Provide copy of your VNPF Employer's Information Certificate	<input type="checkbox"/>	<input type="checkbox"/>
▪ Provide copy of your VNPF List of Active Employees	<input type="checkbox"/>	<input type="checkbox"/>
▪ Provide copy of valid VFSC Certificate	<input type="checkbox"/>	<input type="checkbox"/>

Receipt Details

Date accepted	
Fee paid	
Target processing date	
Receiving officer	

Decision Criteria

All information requirements satisfactorily met?      Yes      No

Recommendation      Approved      Rejected

Reasons

Assessment Officer:

<b>SECTION 2</b>	<b>FINANCIAL INFORMATION</b>
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<b>4. Total Level of Actual Investment</b> (for the period ending of your latest financial year)
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For the period ending (day/month/year): \_\_\_\_\_

**Actual investment** (millions of Vatu)

Land and Buildings \_\_\_\_\_

Other Fixed assets \_\_\_\_\_

Working Capital and Inventory \_\_\_\_\_

Total Investment \_\_\_\_\_

**5. Total Level of Actual Employment** (during the past 12 months as per VNPF Contribution Schedules>Returns)

<b>Actual Employment*</b>	Average Number for the past year	Wages Paid (millions of Vatu)
Foreign Workers	_____	_____
Citizen Workers	_____	_____
Total Employment	=====	=====
Number of <u>Citizen</u> Workers who are Females	_____	_____

\* Do not include investors

**6. Total Level of Actual Sales** (for the past 12 months as per VAT returns)

**Actual turnover sales** (millions of Vatu)  
 Total gross sales \_\_\_\_\_

**SECTION 3 RESTRICTED BUSINESS ACTIVITIES**

**7. Achievement of minimum investment conditions related to restricted business activities**

Have you received approval to operate in a restricted business activity listed in Appendix A?  Yes  No

If yes, please identify the restricted activity and the level of operation with respect to the activity you have attained.

Code	Business activity	Location	Minimum Threshold Met?	Level of Operation Attained
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you have been unable to attain the required minimum threshold level, please explain the reasons why you were unsuccessful, and what steps you are taking to address the problem.

**SECTION 4****PLANS AND PROBLEMS ENCOUNTERED****8. Difficulties Negatively Affecting Investment Implementation**

Please describe any problems you have encountered over the past 12 months that are (a) holding up implementation of your investment, or (b) making it difficult to operate your business.

**9. Expansion Plans**

Please describe any expansion plans you have for the coming 12 months including approximate timing of the new investment, nature of the proposed activity/activities and their approximate value.

**10. Plans to wind down/divest your investment**

If you are winding down/divesting an existing investment or intend to divest completely, please identify when this is expected to occur, the reasons behind your decision and their approximate value.

Once you have completed the application form and appended all relevant supporting information, please sign the form confirming the information you have provided, is complete and accurate:

Name		Date	
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Signature \_\_\_\_\_

### Restricted business activities open to foreign investment if the operation exceeds a minimum threshold.

Certain restricted 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 (4c)	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,	E3 (3b)	Investment of 20 million Vatu
Guest house (business that provides simple accommodation using private or semi-private rooms and offers limited guest services)	D3 (e)	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 (f)	Annual sales turnover of 30 million Vatu
Hotels and motels (business that provides accommodation using private rooms and offers amenities such as food, alcohol and other guest services)	D3 (a) & D3 (b)	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>▪ Credit Schemes</li> <li>▪ Other business and administrative services and agencies</li> </ul>	<p>F4</p>	<p>Annual sales turnover of 5 million Vatu</p>
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