

Application *for* RENEWAL OF EXISTING WORK PERMIT

Form 2

(This form must only be used for renewal applications involving the same employer, same employee and same position)

For Official Use Only

WORK PERMIT ISSUE DATE
WORK PERMIT NUMBER
WORK PERMIT EXPIRY DATE
RECEIPT NUMBER
RECEIPT DATE
NO. OF WORKPERMITS PAID
AMOUNT

APPLICATION CHECKLIST

All answers must be completed in block letters.

Applications must be accompanied by the following: (please tick appropriate box)

- ☐ Copy of existing work permit
- ☐ Updated curriculum vitae
- ☐ Copy of employment contract signed by both employee and employer
- ☐ Two recent, clear, colour passport sized photographs of employee
- ☐ Employee's right thumb print – *note: if you have provided your thumb print with a previous work permit application, you do not need to provide it again*
- ☐ Copy of photo page of employee's passport
- ☐ Evidence of membership of professional associated (where relevant)
- ☐ Evidence of training and development of PNG citizen workers

Supporting documents must be attached to your application in the above order.

NATURE OF APPLICATION

- 1** Is this an application for the renewal of a General Work Permit? Yes ☐ No ☐
- 2** Is this an application for the renewal of a Volunteer Work Permit? Yes ☐ No ☐
- 3** Please indicate term of work permit required:
 1 Year ☐ 2 Years ☐ 3 Years ☐ 5 Years (Good Corporate Citizens Only see Notes) ☐

EMPLOYER DETAILS

- 4** Employer Name:
- 5** Employer Address:
- 6** Telephone:
- 7** Fax:
- 8** e-mail:

EMPLOYEE DETAILS

- 9** Employee Surname (as shown in passport):
- 10** Employee Given Names (as shown in passport):
- 11** Date of Birth: DAY MONTH YEAR
- 12** Gender: Male ☐ Female ☐
- 13** Nationality (as shown in passport):
- 14** Passport Number:

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Date Received: DAY MONTH YEAR

Name of Screening Officer:

Date Screened:

RENEWAL OF EXISTING WORK PERMIT

EMPLOYMENT AGENT / COMPANY REPRESENTATIVE DETAILS

15 Name of Employment Agent / Company Representative

16 Telephone:

Fax:

Email:

EMPLOYEE DETAILS

17 Existing Work Permit Number:

18 Is this application for renewal with the same employer? Yes ☐ Go to question 17

No ☐ Make application for new work permit

19 Is this application for renewal in the same position? Yes ☐ Go to question 18

No ☐ Make application for new work permit

SALARY PACKAGE OF EMPLOYEE

20 What is the total salary package (Salary and Non-Salary) of the Employee (see Notes)? Minimum Wage K 40,000 - K50,000

Salary (e.g. Take Home Pay)	Non Salary Allowances	Total Salary Package
K	K	K

TRAINING

21 Under Section 26(1)(a) of the *Employment of Non-citizens Act* 2007, the Secretary may take into account an employer's commitment to the training and development of Papua New Guinean workers when considering an application to renew a work permit. Please outline in an attachment to this application how the employer (and the employee) have contributed to the training and development of Papua New Guinean nationals. Indicate citizen worker names and type of training course provided to them.

DECLARATION

22 We hereby declare that:

- All information provided in this application (including all attached documentation) is true and correct; and
- We understand that the provision of false or misleading information may result in the refusal of this application, or, in the event that the work permit is issued, cancellation.

Signature of Employer

COMPANY
STAMP

Signature of Employee

Name of Employer &
Designation (print)

Name of Employee (print)

Date

DAY MONTH YEAR

Right thumb print of employee.
Note: print must be clearly
distinguishable – use fingerprint ink

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Name of Processing Officer:

Date Processed:

DAY MONTH YEAR

NOTES

- Good Corporate Citizenship** - only employers who have been granted Good Corporate Citizenship status by the Minister for Labour and Industrial Relations may make application for five (5) year work permits.
- Salary Package of Employee** - the total salary package of an employee consists of actual take home pay (e.g. the annual salary paid to the employee) plus any other allowances and benefits paid to, or on behalf of, the employee (e.g. air tickets, housing, living allowances etc).