



REVISE FEEP CHECKLIST

Application Checklist

Form FEP1A

Name of Foreign Employee: _____

Date Received _____

Name of Employer: _____

Name of Household _____

Labour Inspectors should check the FEEP1A and highlight the attachments as indicated below for ease of reference

BUSINESS

√	Completed, signed application form
√	Appropriate Fees
√	Two passport-sized colour photographs
A7	Copy of Passport
C1	Copy of Business License (current year)
C1(i)	Copy of Foreign Investment Certificate (new)
C8	Reasons to employ foreign employee
C9	Copy of payroll (one period wages of business)
C9(i)	Copy of P4 in relation to wage period
C9(ii)	Copy of NPF receipt in relation to wage period
C9(iii)	Copy of ACC receipt in relation to wage period
D	Signed Individual Employment Agreement
D6	Copy of Qualification
D7(i)	Copy of Work Reference from current employer
D7(ii)	Copy of Work Reference from previous employer

DOMESTIC WORK

√	Completed, signed application form
√	Appropriate Fees
√	Two passport-sized colour photographs
A7	Copy of Passport
C1	Household Full Name
C8	Reasons to employ foreign employee
D	Signed Individual Employment Agreement
D7(i)	Copy of Work Reference from current employer
D7(ii)	Copy of Work Reference from previous employer

Labour Inspectorate Team _____
Name and Signature

Date _____

Authorising Labour Inspector _____
Name and Signature

Date _____