

FEP1A Checklist must be first complied with before the processes starts

√	Completed, signed application form
√	Appropriate Fees
√	Two passport-sized colour photographs
√	Individual Employment Agreement
√	Employment Service Agency Licensed Number (only applicable in Nov 2014)
√	Attached copy of last month's payroll
√	Attached copy of Qualification
√	Attached copy of Work Reference from Previous Employer
√	Attached copy of Incorporation, FIC, Business License if new Foreign Investor



Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa



Foreign Employment Permits Operational Processes & Fees From 22 March 2014

Ministry of Commerce, Industry and Labour

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Foreign Employment Permits Unit (FEPU)

FEP Operational Processes

The Application Form – MCIL FEPIA, the Individual Employment Agreement (IEA) and the FEP Checklist Form can be downloaded from the Ministry of Commerce, Industry and Labour website <http://www.mcil.gov.ws> on the front page or under the Industrial Relations, Employment Permit, Occupational Safety and Health Division Page. It is very important that you complied with the Checklist.

Assessment

The assessment has a 48 hours turnaround timeline and the maximum number of days of the assessment is 10 working days. The assessment is done using a 6 metric point system with a total of 100% and the maximum months is 24 months in accordance with the following categories:

- Qualifications and Training of the Applicant
- Work Experience relevant to the position
- Development of the relevant industry
- Number of Samoan citizen employees employed in that industry
- Employment requirements under the Foreign Investment Act 2000
- Terms and Conditions of employment
- Services provided by Labour Inspectorate Team

Benchmark for the Assessment:

If the application is below the Benchmark of 65%, the application is rejected and no re-consideration will be given for that application. That is, a new application is required to follow the above-mentioned process and a new fee applies;

If the application is above the Benchmark of 65%, the application is approved. An Foreign Employment Permit Card will be issued to the applicant with all the details detailing the following terms and conditions of employment in accordance with the information provided in the FEPIA Form and the IEA

For further information and clarification, please feel free to email our Labour Inspectorate Team responsible for Foreign Employee Employment Permit at

helen.uiese@mcil.gov.ws or jacinta.matulino@mcil.gov.ws or saema-lo.keipo@mcil.gov.ws or saine.vaai@mcil.gov.ws

FEP FEES—22ND MARCH 2014	
Employment Permits in Professionals (Holders of Professors, Doctorals, Masters, Post Graduates; Degrees) In Country –IC in Samoan Tala Abroad –AB in Samoan Tala	IC - \$1,200.00 AB \$600.00
Employment Permits as Directors / Owners / Executives of Foreign Investment Companies	
Employment Permits in Specialized Trades	
Employment Permit in the Temporary Movement of Natural Persons in the Pacific (TMNP)	
Employment Permits in Investment as an Approved Foreign Investment Company (FIC)-Individual	

FEP FEES—22ND MARCH 2014	
In Country –IC in Samoan Tala Abroad –AB in Samoan Tala	
Lodgement Fee to MCIL per application From 22/3/2014	IC \$100.00 AB \$200.00
Lodgement Fee to EAS per application From 01/11/2014	IC \$200.00 AB \$200.00
Employment Permits—Exempted Services Less than 3 months of employment	IC \$600.00 AB \$300.00
Employment Permits in Approved Reserve List (exemptions. S.3 FIA) Less than 3 months of employment	IC \$2400.00 AB \$2400.00
Employment Permits in Non-Specialized Trades Trades not covered under Apprenticeship	IC \$1200.00 AB \$1200.00
Employment Permits in Domestic Work in Non-Private Households Hotels, Motels, Bars, Nightclubs, Restaurants	
Employment Permits in Domestic Work –General Labourer	
Employment Permit in Domestic Work in Private Households Not include village households	IC \$600.00 AB \$600.00