



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

[Please address all correspondences to the Chief Executive Officer]

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[inclusive of Registries of Companies and Intellectual Property]

FOREIGN INVESTMENT REGISTRATION PROCESS

NEW APPLICATIONS

- 1) Submit completed application form with all the required documents to MCIL (IDIP Division to check completeness of application form).
- 2) Prepare and submit payment form to cashier and pay lodgment fee of \$20.00.
- 3) Applicant returns the application form to IDIP Division with receipt of paid lodgment fee for recording the receipt number and keeping a copy for the file and gives original receipt to applicant.
- 4) Process the assessment of the Foreign Investment application and prepare Certificate for CEO's endorsement.
- 5) Advice applicant to uplift approved Foreign Investment Certificate or letter of notification if declined once it is endorsed by CEO.

ADDITIONAL ACTIVITIES/CHANGE OF BUSINESS NAME:

- 1) Submit letter to CEO MCIL requesting approval and registration of an additional activity;
- 2) Prepare and submit payment form to cashier and pay \$50.00 of issuance of an amended Foreign Investment Certificate.
- 3) Record the receipt number and make a copy for the file and return original receipt to applicant.
- 4) Process the assessment of the requested additional activity and amend the Foreign Investment Certificate for CEO's endorsement.
- 5) Advice applicant to uplift FIC once it is endorsed by CEO.

"Our vision is to lead and excel in the provision of quality service to foster economic growth for all"