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**FOREIGN EMPLOYEE EMPLOYMENT PERMIT INFORMATION SHEET**

# OVERVIEW OF THE FEEP PROCESS

**Phase 1: Pre-Assessment**

**Application endorsed by ACEO**

**Receipt of FEEP application**

**Application checked by Employment Permit Officer**

**Enter information in FEEP Database / Create File**

**Lodgement Fee**

**Phase 2: 6 Metric Point System Assessment**

**6 Metric Point System Assessment**

**Qualification   
&  
Training**

**Relevant Work Experience**

**Industry Development**

**Assessment endorsed by ACEO**

**Medical  
&  
Character**

**Phase 3: Post-Assessment**

**CEO endorses or rejects Recommendation**

**Application Fee Payment**

**Employment Permit ID card Issued**

**Update Employment Permit Database**

1. **How long is the FEEP process?**

* The assessment has a 48 hours turnaround timeline and the maximum number of days of the assessment is between 5 - 10 working days.

***Note:*** *The standard assessment period is between 5 – 10 working days. However, depending on the need for additional information / further investigation etc, the process may take longer.*

* 1. **Pre-assessment**
     1. Upon receipt of FEEP Application Form 1A, the Employment Permit Officer (EP) will check whether the form is filled in and completed and all supporting documents are attached.
     2. If not, the application cannot be assessed and returned to the applicant.
     3. If completed, the lodgement fee which is non-refundable is paid and assessment process to commence.
  2. **Assessment**
     1. The assessment is done accordingly to section 60 of the Labour and Employment Relations Act 2013 (Act).
     + Relevant qualifications and training of the applicant;
     + Work references depicting knowledge, skills and attributes of the applicant;
     + Industry development – business profile;
     + Ratio of Samoan citizen employees employed in that profession, business and industry;
     + Employment requirements under the Foreign Investment Act 2000;
     + Medical Clearance Report;
     + Police Clearance Report;
     + Other justifications may also be required from time to time.
  3. **Post –assessment**
     1. Eligibility for a FEEP is recommended to the Chief Executive Officer, MCIL upon satisfaction of (1.2) and satisfying the benchmark of 65%.
     2. The applicant and/or employer will be advised to uplift the FEEP ID Card once the CEO, MCIL has approved the employment, and make necessary payment of Employment Permit fee.

1. **What is an Employment Permit (EP)?**

* An Employment Permit is issued to non-citizens who have relevant professional qualifications, experience and/or specialist skills to industries that have skills shortage, for a limited time.
* Upon the approval of the FEEP, the employee is issued with a EP Identification card that states the following information:
* Full name of employee
* Occupation
* Date EP issued and expire
* Location of occupation
* The employee must only work for the employer, and in the occupation as stated in the EP ID card. If an employee is found to have breach this condition, the EP is considered for revocation.

1. **Who needs a Foreign Employee Employment Permit (FEEP)?**

* Non-citizens who wish to take up employment or undertake business in Samoa must obtain a valid Employment Permit under the Act before taking up any form of employment.
* You can either apply for a FEEP abroad and/or in-country. The costs will vary.
* You do not need to apply for a FEEP if you:
* Are a Samoan citizen
* Hold Permanent Residency
* Hold a Diplomatic / Consular Visa
* You have exemption under the National Interest Scheme ***(for more information visit the Ministry of the Prime Minister and Cabinet website;*** [***www.mpmc.gov.ws***](http://www.mpmc.gov.ws)***)***
* You intend to undertake work that is not defined as employment under Section 2 of the Act*.* ***(refer to question 4)***

1. **What is employment?**

* A prospective employer must apply to the Chief Executive Officer, of the Ministry of Commerce, Industry and Labour (MCIL) for consideration of an Employment Permit before employing a non-citizen worker.
* Employment means “an activity undertaken for gain or reward, but does not include the following:

1. Representation on an official trade missions recognised by the Government of Samoa;
2. Employment as a sales representative of an overseas company in Samoa for a period or periods no longer than three (3) months in a calendar year;
3. Activity in Samoa as an overseas buyer of Samoan goods or services for a period or periods no longer than three (3) months in a calendar year;
4. Official business in the service of a government or international organisation that is entitled to privileges and immunities under the Diplomatic Privileges and Immunities Act 1978;
5. Business consultations or negotiations in Samoa on establishing, expanding, winding up a business enterprise in Samoa or carrying on a business in Samoa for a period or periods no longer than three (3) months in a calendar year;
6. Study or training under a scholarship or other award approved by the Minister”.
7. **SECTION A: PRINCIPAL APPLICANT’S PERSONAL DETAILS**

* You must attach two coloured pass-port size photographs to the form. The photographs must be original, and taken within the last three months.
* You must accurately complete your passport details and ensure a copy (the side with your photo and information) of your passport is attached to the application.
* Your passport must be valid at least three months before the date you plan to depart Samoa.

1. **SECTION B: CONTACT DETAILS**

* You must ensure you answer all the relevant questions in this section.
* If you have been recruited by and Employment Service Agency you must complete B3.
* A copy of payroll record for the business/company/SoEs/organisation for the past two months must be attached for confirmation of the ratio of citizens to non-citizens employed in the business/company/SoEs/orgnaisation to which the principle applicant is to work for.
* The employer must provide substantive reason(s) for wanting to employ a non-citizen to the vacant position. Ideally this should be elaborated in the Cover Letter.

1. **SECTION C: MEDICAL CLEARANCE**

* A medical report is required for ALL persons 18 years and over, applying for an Employment Permit. The report includes a physical examination, blood test and chest x-ray if need).

1. **SECTION D: POLICE CLEARANCE**

* A police clearance report is required for ALL persons 18 years and over, applying for an Employment Permit.
* The report must be from the authority of the country you have lived in for more than 1 year in the last five (5) years.

1. **SECTION E: INDIVIDUAL EMPLOYMENT AGREEMENT**

* Your application will not be assessed if you do not include the following:
  + - A signed job offer to specify basic job information such as job responsibilities, commencement date, salary, bonuses etc
    - Include a current job description
    - Signed Individual Employment Agreement
    - Certified qualifications endorsed by the Samoa Qualification Authority ***(for more information visit the Samoa Qualification Authority website;*** [***www.sqa.gov.ws***](http://www.sqa.gov.ws)***)***

1. **SECTION F: DECLARATION**

* You must read the declaration before signing and date the application.