



## REPUBLIC OF VANUATU

### EMPLOYMENT ACT [CAP 160]

#### Employment Agencies Prescribed Form and Fee Order No. 13 of 2011

In exercise of the powers conferred on me by subsection 65A (3) of the Employment Act [CAP 160], I, the Honourable DUNSTAN HILTON, Minister of Internal Affairs, make the following Order.

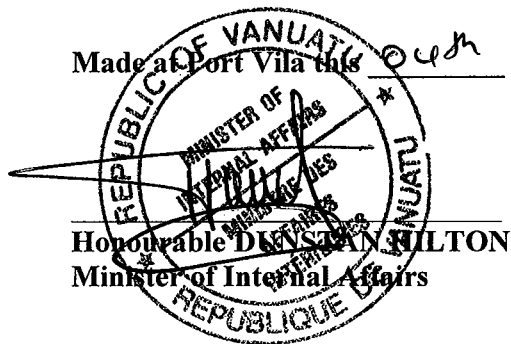
##### 1 Prescribed Form and Fee

The prescribed form and fee for the purpose of sections 65 and 65A of the Act is set out in the Schedule.

##### 2 Commencement

This Order comes into force on the day on which it is made.

Made at Port Vila this 04<sup>th</sup> day of February, 2011.



**SCHEDULE**

**APPLICATION FORM FOR AGENCY LICENSE**

**INSTRUCTIONS:**           Type or print clearly  
                                  Underline surname  
                                  Provide complete mailing address  
                                  If not applicable mark NA

**The fee of 20,000vt is payable upon application for a license.**

**To                   Commissioner of Labour**

I hereby apply for an agency license:

1.    Name of person/business/company applying:  
  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.    Address of head office and branch office (if applicable):  
  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.    Mailing address including telephone, fax and email:  
  
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\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

4. Details of certificate of registration of business names (attach a copy of the certificate and business license):

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5. Please attach the following relevant information in relation to this application:

- (a) a copy of your proposed operations manual and procedures;
- (b) a copy of your proposed plans to recruit from Vanuatu;
- (c) a copy of your organization structure.
- (d) a receipt of payment of the fee.

Signature of Applicant

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Date of Application

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