



DEPARTMENT OF ENVIRONMENT

Levels 1 & 2, Bali Tower, 318 Toorak Road
P. O. Box 2109
Government Buildings, Suva, Fiji

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FORM 5 CITES COMPANY REGISTRATION CHECKLIST – TO TRADE TIMBER

CASHIER HOURS: 8:30AM – 1:00PM

****Incomplete applications will not be accepted****

COMPANY NAME: _____

1.	Complete Application Form 5	
2.	List of Species to trade during the duration of the Company registration	
3.	Company Registration Certificate	
4.	Valid Company Business Licence	
5.	Description of the Facility	
6.	Historical Background	
7.	Financial Statement	
8.	Business Tin Letter	
9.	List of suppliers of Species	
10.	Harvesting Licence of company/suppliers	

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11.	Map of Harvesting Area of company/suppliers	
12.	Map/Location of the Facility	
13.	EIA Approval for Harvesting Area	
14.	Inventory Checklist of species found within the harvesting area	
15.	Valid Waste Permit	
16.	Processing fee of application: \$15.06	

Processing Time: 21 Working Days

****to be FILLED ONLY when the COMPLETE APPLICATION is SUBMITTED****

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 Name of officer
 receiving application

.....
 Officer's signature

.....
 Date

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