



## DEPARTMENT OF ENVIRONMENT

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

TELEPHONE NO: (679) 3311-699

FAX NO: (679) 3312-879

### **CITES COMPANY REGISTRATION CHECKLIST – MARINE TRADERS**

***CASHIER HOURS: 8:30AM – 1:00PM***

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

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.	Contact of local and international market.	
11.	Support Letter from the Ministry of Fisheries	

***“Our Environment, Our Investment, Our Responsibility”***

12.	Harvesting Licence of company/suppliers	
13.	Map of Harvesting Area of company/suppliers	
14.	Map/Location of the Facility	
15.	EIA Approval for Harvesting Area and or Non-Detrimental Findings	
16.	Inventory Checklist of species found within the harvesting area	
17.	Valid Waste Permit	
18.	Processing fee: \$15.06	

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

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Name of officer  
receiving application

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Officer's signature

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Date