

[ Legal Notice No. 101 ]

THE LABOUR ACT

(Cap. 75)

THE WORK PERMIT (AMENDMENT) RULES 1998

IN exercise of the powers conferred by section 120 of the Labour Act, the Minister hereby makes the following rules -

1. These Rules may be cited as the Work Permit (Amendment) Rules 1998.
2. The Work Permit Rules 1985 is hereby amended by deleting the Schedule appearing therein and substituting therefor the following schedule -

Form (1)

“SCHEDULE

SOLOMON ISLANDS GOVERNMENT  
Ministry of Commerce, Employment and Tourism  
P.O. Box G26, Honiara, Solomon Islands  
Tel.: 21849/21850/21854/21855/21356  
Fax: (677) 25818

LABOUR DIVISION

APPLICATION FOR A WORK PERMIT

Please fill in all parts of this form and send it with a fee of \$200.00 to the Commissioner of Labour, Ministry of Commerce, Employment and Tourism, P.O. Box G26, Honiara. Plus an application form fee of \$2.00.

This form may be filled by the immigrant/non-indigenous employee or his prospective employer. If answer is none, write "NONE" in the appropriate space. Continue on separate sheet if there is insufficient space to complete any part.

Part 2 to be filled in by the Company or Employer.

PART 1: DETAILS OF EMPLOYEE

## PART 1: DETAILS OF EMPLOYEE

1.	First Name(s)	Surname	Marital Status (Supply copy of Marriage Certificate if married)
2.	Date of Birth	Place of Birth	Overseas Address
3.	Contract of Employment (Supply signed copy of Contract Employment)		Nationality
4.	Details of Academic Training and qualifications (produce copies of Certificate, Diplomas or Degrees Achieved).		
5.	One Passport Photo of the applicant to be attached with this Application Form.		
6.	Experience relevant to the job offered (C.V. to be supplied).		
7.	Ability to speak English (tick whichever is applicable). ... Excellent    ... Satisfactory    ... Fair    ... None		
8.	Date of first employment in Solomon Islands.		
9.	Previous employment in Solomon Islands with dates and job title and expiry date of current permit.		
10.	Details of any conditions attached to a current permit to enter and reside.		
11.	Relationship to employer/company/organisation.		
12.	Duration of Employment.		
13.	Name of Employer and Registered Office (give address in Solomon Islands).		
14.	Place where employee is to undertake work.		
15.	Job Title		
16.	Full description of work the employee to undertake.		

**PART 2: COMPANY/EMPLOYER/ORGANISATION AND JOB INFORMATION**

1.	If employer is a foreign investor, provide a copy of the FIB Approval Certificate with the date of Foreign Investment approval including activities.												
2.	Provide a copy (original/revised) of the localisation programme for this work and name of counterpart employed.												
3.	<p>Provide a localisation and training programme for the firm. A clear indication should highlight the following needs:</p> <p>(a) Organisational training needs;</p> <p>(b) Employees knowledge, techniques and skills training needs; and</p> <p>(c) To comply with the Government Policy of employment, localisation and training of manpower needs.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												
4.	<p style="text-align: center;"><b>COMPLETE THE FOLLOWING TABLE</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%; text-align: center;">On date of Application</th> <th style="width: 15%; text-align: center;">Same date 2 years ago</th> <th style="width: 15%; text-align: center;">Same date 4 years ago</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">No. of Solomon Islands citizen employed</td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="font-size: small;">No. of non-Solomon Islands citizen employed</td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </tbody> </table>		On date of Application	Same date 2 years ago	Same date 4 years ago	No. of Solomon Islands citizen employed				No. of non-Solomon Islands citizen employed			
	On date of Application	Same date 2 years ago	Same date 4 years ago										
No. of Solomon Islands citizen employed													
No. of non-Solomon Islands citizen employed													
5.	Full details of job advertisement and salary offered in Solomon Islands (produce documentary proofs).												
6.	State the names and qualifications of Solomon Islanders who have applied for the job and the grounds for their rejection (Documentary proof of rejected applicant's applications).												

7.	State the grounds for the preference of the expatriate worker.
<p>I declare that the information given above is true to the best of my knowledge and belief.</p> <p style="text-align: center;">Signed: .....</p> <p style="text-align: center;">(Stamped) employer/employee</p> <p style="font-size: small;"><b>Note:</b> Any false declaration may result in the revocation of a Work Permit application. An application for entry and residence permits has to be made separately to the Director of Immigration.</p>	
<p><b>FOR OFFICIAL USE ONLY</b></p> <p style="text-align: center;">Receipt No: .....</p> <p style="text-align: center;">Date received: .....</p>	

rule 4(1)

Form 2.

SOLOMON ISLANDS GOVERNMENT

MINISTRY OF COMMERCE, EMPLOYMENT AND TOURISM

(LABOUR DIVISION)

WORK PERMIT

NO. HON  
NO. IMM

Name of holder: .....

Age: .....

Nationality: .....

Overseas address: .....

Marital status: .....

Name of employer: .....

Address of employer: .....

Registered officer (if any) of employer: .....

.....

Date of issue/renewal: .....

Date of expiry: .....

Description of work to be undertaken: .....

.....

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.....

Place where the work is to be undertaken: .....

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.....

.....

.....

Signature : .....  
Commissioner of Labour

Date: .....

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**NOTE:** An applicant should take note that a holder of work permit, who is in breach of any condition of his or her work permit is liable, on conviction of a fine of %500.00 under section of the Labour Act.

The Conditions of this work permit are laid down in the Work Permit Rules 1985.

Under rule 5 of these the Commissioner may revoke a work permit at any time if he is satisfied that the hold has breached a Condition of the work permit or has made a false entry in his application for a work permit.

Rules for the renewal of work permits and variation of the particulars and Conditions or work permits are laid down in the Work Permit Rules 1985.

The onus to renew a work permit is on the employer and employee.

SOLOMON ISLANDS GOVERNMENT

Ministry of Commerce, Employment and Tourism  
Labour Division  
P.O. Box G28  
HONIARA  
Solomon Islands

Telephone: 21849/21850/21855/21356  
Facsimile (677) 25818

Our ref. L22/ .....  
Date: .....

.....  
.....  
.....  
.....

Dear Sir/Madam,

WORK PERMIT APPLICATION TO EMPLOY IMMIGRANT  
OF NON-INDIGENOUS WORKER

First Name: ..... Surname: .....

Your application for a Work Permit for the person named above is approved in principle subject to -

- (a) the payment of SIS ..... to the Commissioner of Labour;
- (b) The salary/wage to be received is ..... if not included in the contract; and
- (c) the clearance of the Director of Immigration.

2. On receipt of the above payment and information, the Work Permit will again be sent to the Director of Immigration for his clearance.

3. After having done all immigration formalities to the satisfaction of the Director of Immigration, he will then pass on to you the Work Permit together with the Residence Permit for the above-named person.

4. This approval may be withdrawn after fourteen days if (a) - (c) above are not fully complied with.

Yours faithfully,

for COMMISSIONER OF LABOUR  
Ministry of Commerce, Employment and Tourism

[The Work Permit Rules 1985, rule 3 is amended by adding a new subrule 3(3) - "No work permit shall be granted, renewed or varied for more than one employer/entity."]

copy: Director of Immigration

Your Government GTR No. .... is inserted for your reference".

Dated at Honiara this sixth day of August 1998.

DANIEL ENELE KWANAIRARA  
Minister of Commerce, Employment and Tourism

\*L.N. 142 of 1992.