

Fiji Higher Education Commission

Registration Application Checklist

[This checklist must be completed and submitted with the application]

Annex 1

- The Certificate of Recognition

Annexes 2 and 3: Financial Forecast/ Audited Financial Report

The folio for these annexes should contain the following documents:

- Audited Financial Report (Most Recent)
- Strategic Plan
- Financial Forecast (New Institutions)
- Surety & Guarantee Agreements
- Bank Statement (New Institutions- for 3 months)
- Any other supporting document(s)

Annexes 4 and 5: Legal Status

*An institution would be able to fulfill the requirements of annexes 4 and 5 by meeting the requirements of:
EITHER 1.1 OR 1.2 OR 1.3 OR 1.4 OR 1.5.1 OR 1.5.2 OR 1.5.*

1.1 University

- University Legislation
- TIN Registration
- VAT Registration
- FNPF Registration
- Bank Account Number

1.2 Registered Under Charitable Trust Act

- Registration Certificate (Charitable Trust Act)
- Deed of Trust
- Constitution
- TIN Registration
- VAT Registration
- FNPF Registration
- Bank Account Number

1.3 Registered Under Religious Bodies Act

- Registration Certificate (under Religious Bodies Registration Act)
- Deed of Trust
- Letter from Parent Body
- Constitution
- TIN Registration
- VAT Registration
- FNPF Registration
- Bank Account Number

1.4 Government/Statutory Training Organization

- Enabling Legislation
- TIN Registration
- VAT Registration
- FNPF Registration
- Bank Account Number

1.5 Registered Under Registrar of Companies

1.5.1 Sole Trader

- Business Name Registration Certificate
- TIN Registration
- VAT Registration
- Business Licence from Municipal Council
- FNPf Registration
- Bank Account Number

1.5.2 Partnership

- Business Name Registration Certificate
- TIN Registration
- VAT Registration
- Business Licence from Municipal Council
- FNPf Registration
- Bank Account Number
- Partnership Deed (Registered by Registrar of Deeds)

1.5.3 Company

- Business Name Registration Certificate
- Memorandum & Articles of Association
- Certificate of Incorporation
- TIN Registration
- VAT Registration
- Business Licence from Municipal Council
- FNPf Registration
- Bank Account Number

Annex 6: Infrastructure and Environment

The folio for this annex should contain the following documents:

- Valid OHS Certificate / Letter for each location
- Valid NFA Certificate for each location

Annexes 7 and 8: Student Services /Admission Information and Students Rules

The folio for these annexes should contain the following documents:

- Annual Calendar
- Student Manual
- Staff Manual
- Detailed Outline for each programme
- Institutional Handbook (Current year)
- Policy & Procedures on Staff Recruitment, Appraisal & Dismissal
- Policy & Procedures on Staff Grievance
- Policy & Procedures on Student Grievance
- Policy & Procedures on Refund of Fees
- Policy & Procedure on Excursion / Workplace Attachment (if applicable)
- General Rules and Regulations on the conduct of students, staff and visitors

Other Essential Information

The folio on this should contain the following documents:

- Franchise Documents
- Agreements with other institution(s) on mutual cooperation on:
 - Academic Matters
 - Financial
 - Resource Sharing
 - Others