

SCHEDULE 1

APPLICATION FORMS

FORM 1



REPUBLIC OF NAURU IMMIGRATION ACT 2014

APPLICATION FOR BUSINESS VISA

[Regulation 6]

About this form

Important – please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

Before filling in the form, make sure you have all the required documents, and make sure you have read the information page carefully, particularly the Section on visa conditions.

Making a valid application

To make a valid application you shall:

- Use this application form (available from all Nauruan diplomatic missions, from the Department's website www.nauru.gov.nr/justice/visa.html or from the immigration and passport office in Nauru);
- Complete the form in English;
- Answer all questions truthfully;
- Provide all required supporting documents;

Pay the required visa application fee;

If you provide incorrect information or documents, this may affect whether you are granted a visa or not, or your visa may be subsequently cancelled.

Visa application fee

Payment shall accompany your application. Payment can be made in cash at the Nauru Revenue Office or by electronic bank transfer (receipt being included with your online application or provided to the Immigration Office in Nauru in person by your representative).

The visa application fee is non refundable.

Who the form covers

The application form only covers you. A dependant accompanying you should complete an Application for Dependant's Visa. A dependant accompanying you who wishes to conduct a business or profession or engage in employment should complete a separate Application for Business Visa. A dependant is a spouse (other than a spouse from whom you are formally separated), a child under the age of 18 years or someone wholly dependent on you for financial, psychological or physical support.

- Lodge the application with the immigration office either through a representative in person or online at www.naurugov.nr/justice/immi/onlineapplication.html.

Any application that does not meet these requirements will not be a valid application and cannot be processed.

Passport Information

Please note that your passport shall not be due to expire within 3 months from the date of your application. If you change your passport after you have been granted a visa you shall notify the Immigration Office in Nauru.

Options for receiving written communications

You may opt to have all communications about your visa application sent to you electronically via email, or in hard copy via the postal service. Electronic communication is recommended because of the delays that can occur with the postal service. If you are outside Nauru and do not have access to email but do not wish to incur the delays associated with the postal service, you may request that all communications in relation to your visa application be delivered in hard copy to your representative in Nauru.

Supporting Documents

The documents you shall provide are listed in Part E of this application form. Attach all documents with your application.

'Certified copies' of documents means copies authorised or stamped as being true copies of originals by a Commissioner for Oaths or, if you are outside Nauru, a similar person or agency in your country. Do not provide originals unless you are asked.

All documents not in English shall be accompanied by a certified English translation of the original.

Business Licences Act 2017

If you propose to conduct a business specified in Schedule 1 to the *Business Licences Regulations 2018* you shall obtain a business licence under the *Business Licences Act 2017*.

Conditions of Business Visa

The maximum length of a business is 12 months but it may be renewed. You shall immediately notify the Director if there is a relevant change in your circumstances, for example, ending your business in Nauru, the birth or adoption of a child, the death of a dependant or you getting married, divorced or formally separated. It is an offence not to do so.

REPUBLIC OF NAURU
DEPARTMENT OF JUSTICE AND BORDER CONTROL

Application for Business Visa

Part A – Application overview

1. What is the type of activity you propose to conduct?
2. For what type of visa are you applying?
 - ☐ Multiple entry up to 12 months
 - ☐ Single entry up to 3 months

Part B – Your details

3. Your full name (as shown on your passport or travel document)
Family name _____
Given names _____
4. Name in your own language or script (if applicable)

5. Name in Chinese Commercial Code Numbers (if applicable)

6. Sex
 - ☐ Male
 - ☐ Female
7. Date of birth (day/month/year) _____
8. Place of Birth
Town/city _____
Country _____
9. Details from your passport
Passport number _____
Country of passport _____
Date of issue (day/month/year) _____
Date of expiry (day/month/year) _____
Issuing authority/
Place of issue _____
10. Of which countries are you a citizen? _____
11. Country of current residence? _____
12. Current marital status
 - ☐ Widowed
 - ☐ Single
 - ☐ In a de facto relationship
 - ☐ Married
13. Your current residential address

14. Your current email address

15. If the visa is granted and you are not currently residing in Nauru, what is your proposed residential address in Nauru? _____

16. Address for correspondence (you may nominate either an email address or a postal address)

17. Your telephone numbers

Business hours (country code, area code, number)

After hours (country code, area code, number)

18. Your main language _____

Part C – Processing details

19. Have you previously been to Nauru, or held a visa for Nauru, or do you currently hold a visa for Nauru?

☐ No

☐ Yes ► Give ALL relevant details

20. Have you ever been refused a visa to enter Nauru?

☐ No

☐ Yes ► Give ALL relevant details

21. Have you ever had a Nauruan visa cancelled?

☐ No

☐ Yes ► Give ALL relevant details

22. If lodging this application from outside Nauru, from which country are you lodging it? _____

Part D – Health and character

23. Have you ever had or currently have tuberculosis or any other serious disease, condition or disability?

☐ No

☐ Yes ►

Is the disease, condition or disability one that requires or is likely to require medical care or which is contagious?

☐ No ☐ Yes ► Give ALL relevant details

24. Have you ever:

- Been convicted of an offence which is punishable by a fine of not less than \$5,000 or to a sentence of death or to imprisonment for not less than 2 years, for which you have not received a free pardon? No ☐ Yes ☐

- Been charged with any offence that is currently awaiting legal action? No ☐ Yes ☐

- Been removed or deported from any country? No ☐ Yes ☐

If you answered 'Yes' to any of the above questions, you shall give ALL relevant details. If the matter relates to a criminal conviction, please give the nature of the offence and full details of the sentence.

Part E – Document checklist

25. You **shall** provide the following documents with your application.

Note: if the documents are in a language other than English, certified English translations of those documents shall be provided, together with copies of the original documents.

Complete the following checklist by ticking documents that you have attached with your application, and writing "N/A" if a particular document does not apply to you and is not required with your application.

Certified copies of the identity pages of your passport or travel document	<input type="checkbox"/>
1 recent passport sized photograph (45mm x 35mm) of yourself, with your name printed on the back of the photograph	<input type="checkbox"/>
If you are applying for a multiple entry business visa, a police certificate as to your lack of criminal record, or your criminal record if any, in the place in which you have resided for the previous 12 months (note: the record should cover your whole recorded history in the relevant jurisdiction: and should be from the jurisdiction/s in which you have lived in the previous 12 months; for example, if you have lived in China for the past 12 months, you should provide a police certificate of your whole criminal record in China; if you have lived in Nauru for the last 12 months, you should provide a police clearance from Nauru)	<input type="checkbox"/>
If you are applying for a multiple entry business visa, a certificate of medical fitness (including certificate that chest x-ray and blood tests have been conducted and have not shown any contagious disease or serious abnormality)	<input type="checkbox"/>

Part F – Payment details

26. [Repealed]

27. Have you attached a receipt as evidence of your payment of the application fee?

- ☐ Yes
- ☐ No (if you answered 'No', your application will not be processed)
- ☐ N/A (business visitor of the Republic of Nauru, RONPHOS or any other statutory corporation of the Republic)
- ☐ N/A (Employees of the Republic, RONPHOS or any other statutory corporation of the Republic)

Part G - Declaration

28. This declaration shall be signed by the applicant.

Warning: Under the *Immigration Act 2014* it is an offence to make a false or misleading statement for the purpose of obtaining a visa.

Declaration:

- I declare that the information I have supplied in this application is complete, correct and up to date in every detail.
- I understand that if I give false or misleading information, my application may be refused or any visa granted may be cancelled.
- I will inform the Immigration Office of any relevant change of circumstances (including change of address) while my application is being considered, or during the period in which I hold a visa.
- I have read and understood the information supplied to me in this application form.

Signature of applicant _____

Date _____

We strongly advise that you keep a copy of your application and all attachments for your records

[Form 1 am SL 3 of 2014 reg 3 and Sch clause [29], opn 28 Feb 2014]

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