

**PART 2: FOREIGN CURRENCY PAYMENTS effective from 1 January 2010.**

*(Conversion of F\$ into foreign currency including deposits into designated F\$ external accounts of non-residents and payments made out of account holders' foreign currency accounts)*

Type of Payment	Delegated Limit	Documentary Requirements (to be sighted and stamped by authorised dealers)	Documentary Requirements for Reserve Bank Approvals
<b>Airline Ticket Sales</b> [applicable only to overseas airlines with offices or agents in Fiji]	<ul style="list-style-type: none"> <li>Up to \$100,000 per application</li> </ul>	<ul style="list-style-type: none"> <li>Documentary evidence that amounts applied for are sourced from the Airline's ticket sales</li> <li>Original blanket tax clearance for projected annual sales</li> <li>Original Reserve Bank approval on Form B for applications outside delegated authority limit.</li> </ul>	<ul style="list-style-type: none"> <li>Original Form B application;</li> <li>Original blanket tax clearance for projected annual sales;</li> <li>Documentary evidence that amounts applied for are sourced from the Airline's ticket sales;</li> <li>Weekly sales for the previous month;</li> <li>Projected sales for the following 3 months.</li> </ul>
<b>Charges/Fees/Services</b> a) Freight & Shipping b) Other Transport Charges c) Royalty & Commission d) Patents, Copyright e) Brokerage & Other Charges to agents and representatives outside Fiji f) Movie/Film Hire, News Service g) Repair – domestic air/shipping, other h) Technical, Professional & Management Fees i) Advertising j) Office Expenses k) Visa Application l) Re-imburement/refund m) Software, etc n) Other *does not include commercial bank's head office expenses or reimbursement charges	<ul style="list-style-type: none"> <li>Up to \$100,000 per invoice</li> </ul>	<ul style="list-style-type: none"> <li>Original invoice or statement for payment due;</li> <li>Original Tax Clearance Certificate for amount due above \$10,000;</li> <li>*Original Reserve Bank approval on Form B for applications outside delegated authority limit.</li> </ul> <p>* In the case of refunds and reimbursement, a tax clearance is not required if funds are received within a month from the date of repatriation.</p>	<ul style="list-style-type: none"> <li>Original Form B application;</li> <li>Original invoice or statement; and</li> <li>Original Tax Clearance Certificate for amount due above \$10,000.</li> </ul>

Type of Payment	Delegated Limit	Documentary Requirements (to be sighted and stamped by authorised dealers)	Documentary Requirements for Reserve Bank Approvals
<b>Court Order Payments</b> a) Alimony b) Collection of debt c) Other <b>Note:</b> Beneficiary must be non-resident	<ul style="list-style-type: none"> <li>Up to \$50,000 per amount due per annum</li> </ul>	<ul style="list-style-type: none"> <li>Original Court Order;</li> <li>Original Reserve Bank approval on Form B for applications outside delegated authority limit.</li> </ul>	<ul style="list-style-type: none"> <li>Original Form B application;</li> <li>Original Court Order.</li> </ul>
<b>Credit Card Payments</b> <ul style="list-style-type: none"> <li>Personal</li> <li>Corporate Cards</li> <li>Cash drawing</li> </ul>	<ul style="list-style-type: none"> <li>\$10,000 per month</li> <li>\$20,000 per card per month</li> <li>\$1,500 per month</li> </ul>	<ul style="list-style-type: none"> <li>Original current month's statement of payment due.</li> <li>Original current month's statement of payment due</li> </ul>	<ul style="list-style-type: none"> <li>Original current month's statement of payment due; Tax clearance for usage other than travel related; SADs for purchases of products</li> <li>Original current month's statement of payment due; Tax clearance for usage other than travel related; SADs for purchases of products</li> </ul>
<b>Debit Card Facility</b> <ul style="list-style-type: none"> <li>Monthly Usage</li> </ul>	<ul style="list-style-type: none"> <li>\$10,000 per month</li> </ul>		
<b>Deposits into F\$ External A/cs</b>  a) Salaries & wages from employment in Fiji  b) Interest payable on the account  c) Payments from other external accounts  d) Proceeds of sale of assets/personal effects/claims  e) Income from rental/directors fees/gratuity	<ul style="list-style-type: none"> <li>Up to the full amount</li> <li>Up to the full amount</li> <li>Up to the full amount</li> <li>Up to \$50,000 per sale</li> <li>Up to \$50,000 per annum</li> </ul>	<ul style="list-style-type: none"> <li>Original pay slip which should indicate tax has been deducted</li> <li>n/a</li> <li>Original documentary evidence of source of funds</li> <li>Original Tax Clearance Certificate;</li> <li>Signed Sale &amp; Purchase Agreement and proof of transfer of ownership where applicable.</li> <li>Documentary evidence of payment;</li> <li>Original Tax Clearance Certificate;</li> <li>Rental agreement;</li> <li>Letter from the company for payment of gratuity.</li> </ul>	<ul style="list-style-type: none"> <li>Original Form B application;</li> <li>Tax Clearance Certificate;</li> <li>Signed Sale &amp; Purchase Agreement and proof of transfer of ownership where applicable.</li> <li>Original Form B application;</li> <li>Tax Clearance Certificate;</li> <li>Original Tax Clearance Certificate;</li> <li>Rental agreement;</li> <li>Letter from the company for payment of gratuity.</li> </ul>

Type of Payment	Delegated Limit	Documentary Requirements (to be sighted and stamped by authorised dealers)	Documentary Requirements for Reserve Bank Approvals
<p><b>Deposits into F\$ External A/cs</b></p> <p>f) FNPF Proceeds</p> <p>g) Tax Refunds</p> <p>h) Proceeds from sale of foreign currency sourced from external sources or remaining from travel funds uplifted</p> <p>i) Other funds from local sources</p>	<ul style="list-style-type: none"> <li>• Up to the full amount</li> <li>• Up to the full amount</li> <li>• Up to the full amount</li> <li>• Up to \$200 per month</li> </ul>	<p>In case of Directors Fees the coy's latest audited accounts is required.</p> <p>For rental deposits, tax clearance to be provided if monthly deposits exceed \$10,000 for 12 months</p> <ul style="list-style-type: none"> <li>• FNPF cheque</li> <li>• IRD cheque</li> </ul>	
<p><b>Education Expenses</b></p> <p>a) Paid directly to the education institution</p> <p>b) Paid directly to the student</p> <p>c) Scholarship Payments by recognised institution</p>	<ul style="list-style-type: none"> <li>• Up to \$50,000 per student per annum</li> <li>• Up to \$1,000 per applicant per annum</li> <li>• Up to full amount due</li> </ul>	<ul style="list-style-type: none"> <li>• Original enrolment letter on letterhead and statement of expenses for the school year.</li> <li>• Original Reserve Bank approval on Form B for applications outside delegated authority limit.</li> <li>• Original scholarship confirming the amount due</li> </ul>	<ul style="list-style-type: none"> <li>• Original Form B application;</li> <li>• Original enrolment letter on letterhead and statement of expenses for the school year.</li> <li>• As above and</li> <li>• Original Tax Clearance Certificate for amounts above \$10,000.</li> </ul>

Type of Payment	Delegated Limit	Documentary Requirements (to be sighted and stamped by authorised dealers)	Documentary Requirements for Reserve Bank Approvals
<b>Emigration Allowance</b> <u>Source of Funds</u> <ul style="list-style-type: none"> <li>▪ Sale of personal assets</li> <li>▪ Maturity of life insurance</li> <li>▪ Death benefits</li> <li>▪ Rental/directors fees</li> <li>▪ Savings/FNPF/Refund</li> <li>▪ Estate Funds</li> <li>▪ Pension</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Requires RBF approval</b></li> </ul> <p><b>[Restrict to \$200,000 per family per annum]</b></p>	<ul style="list-style-type: none"> <li>• Original Reserve Bank approval on Form IE/B.</li> <li>• Authorised dealers to ensure that the last page of Fiji passports are endorsed with the amount of foreign exchange facilities approved for emigration.</li> </ul> <p><i>[Travellers abroad including emigrants are only allowed to carry Fiji currency notes up to \$500 and foreign currency notes up to the equivalent of F\$5,000 (inclusive of any Fiji currency notes)]</i></p> <p><b>[Note:</b> Travel allowance is not applicable in such cases.]</p>	<ul style="list-style-type: none"> <li>• Original Form IE application for initial applications;</li> <li>• Original Form B for additional applications;</li> <li>• Valid passport (including family members);</li> <li>• Permanent resident visa (including family members);</li> <li>• Original Tax Clearance Certificate for amounts above \$10,000;</li> <li>• Airline Tickets – one way.</li> </ul>
<b>Gifts</b>	<ul style="list-style-type: none"> <li>• Up to \$500 per applicant/beneficiary per annum</li> </ul>		
<b>Government Department Payments/Transfers</b> [includes Funding of Offshore Accounts]	<ul style="list-style-type: none"> <li>• Up to full amount</li> </ul>	<ul style="list-style-type: none"> <li>• Original approval letter from the Ministry of Finance</li> <li>• Original invoice for amounts due</li> </ul>	
<b>Import Payments</b> <p>a) Goods on board ship or aircraft, or goods landed but awaiting Customs clearance.</p> <p>b) Goods already landed &amp; cleared by the Fiji Customs</p> <p>c) Prepayment of term bills for goods already landed &amp; cleared by Fiji Customs</p> <p>d) Advance Import Payments prior to shipment of goods</p>	<ul style="list-style-type: none"> <li>• Up to full payment due for Letters of Credit and Sight Draft arrangements.</li> <li>• Up to the full payment due</li> <li>• <b>Requires RBF approval</b></li> <li>• Up to \$20,000 per invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Original supplier's invoice showing the value of goods imported</li> <li>• Original Bill of Lading or Airway Bill confirming details of the current shipment or cargo</li> <li>• Relevant original Customs documents upon receipt of goods in Fiji</li> <li>• Original supplier's invoice and Customs SAD documents.</li> <li>• Original Reserve Bank approval on Form B.</li> <li>• Original supplier's invoice</li> <li>• Supplier's demand for immediate payment</li> <li>• Original Customs SAD documents to be provided once goods have been cleared by Customs.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Form B application;</li> <li>• Original supplier's invoice;</li> <li>• Supplier's demand for immediate payment;</li> <li>• Original Customs SAD documents.</li> <li>• As above, however Customs SAD documents to be provided once goods have been cleared by Customs.</li> </ul>

Type of Payment	Delegated Limit	Documentary Requirements (to be sighted and stamped by authorised dealers)	Documentary Requirements for Reserve Bank Approvals
e) Merchant Goods  f) Payment to Third Party (Goods already received in Fiji)	<ul style="list-style-type: none"> <li>• <b>Requires RBF approval</b></li> <li>• <b>Requires RBF approval</b></li> </ul>	<ul style="list-style-type: none"> <li>• Original Reserve Bank approval on Form B.</li> <li>• Original Reserve Bank approval on Form B.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Form B application;</li> <li>• Original Form F (x4 copies)/Original Customs SAD document;</li> <li>• Original supplier's invoice;</li> <li>• Confirmation of funds once received in Fiji.</li> <li>• Original Form B application.</li> <li>• Original supplier's invoice</li> <li>• Original Customs SAD documents;</li> <li>• Letter from the supplier stating payment to be made to third party</li> </ul>
<b>Oil Import Payments</b>	<ul style="list-style-type: none"> <li>• <b>Requires RBF approval</b></li> </ul>	<ul style="list-style-type: none"> <li>• Original Reserve Bank approval on Form B.</li> </ul>	<ul style="list-style-type: none"> <li>• Original supplier's invoice;</li> <li>• Original customs SAD documents;</li> <li>• Tax clearance for Freight and Port Charges;</li> <li>• Projected Payments for ensuing quarter;</li> <li>• Re-export figures from shipment</li> </ul>
<b>Insurance /Re-insurance Payments Offshore</b> <i>** Placement Offshore</i>	<ul style="list-style-type: none"> <li>• <b>Requires RBF approval</b></li> </ul>	<ul style="list-style-type: none"> <li>• Original Reserve Bank approval on Form B.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Form B application;</li> <li>• Tax Clearance Certificate for amounts above \$10,000.</li> </ul>
<b>Lease Payments</b> a) Aircraft b) Fishing or cruise vessels c) Machinery d) Other Lease Payments	<ul style="list-style-type: none"> <li>• Up to \$100,000 per amount due per annum</li> </ul>	<ul style="list-style-type: none"> <li>• Original signed lease agreement;</li> <li>• Original tax clearance for amounts due per annum;</li> <li>• Original Reserve Bank approval on Form B for applications outside delegated authority limit.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Form B application;</li> <li>• Original signed Lease Agreement.</li> <li>• Original Tax Clearance for amounts above \$10,000.</li> </ul>
<b>Loan Repayments</b> a) Principal & Interest (excluding up front fees)  b) Loan prepayment	<ul style="list-style-type: none"> <li>• Up to \$100,000 per amount due as scheduled</li> <li>• <b>Requires RBF approval</b></li> </ul>	<ul style="list-style-type: none"> <li>• Original Loan Agreement &amp; repayment schedule;</li> <li>• Original Tax Clearance Certificate for the amount due.</li> <li>• Original Reserve Bank approval on Form B for applications outside delegated authority limit.</li> </ul>	<ul style="list-style-type: none"> <li>• Original Form B application; and</li> <li>• Original Tax Clearance Certificate</li> <li>• As above; and</li> <li>• Lender's demand for early repayment;</li> <li>• Revised repayment schedule (where applicable).</li> </ul>

Type of Payment	Delegated Limit	Documentary Requirements (to be sighted and stamped by authorised dealers)	Documentary Requirements for Reserve Bank Approvals
<b>Lottery Tickets</b> *Note: up front payment of lottery winnings is not permitted	<ul style="list-style-type: none"> <li>Up to \$500 per applicant per annum [Applications above this limit are restricted]</li> </ul>	<ul style="list-style-type: none"> <li>Original documentary evidence from recognised overseas lotteries only (not pyramid selling e.g. dollar jet)</li> </ul>	<ul style="list-style-type: none"> <li>No amount above \$500 will be considered.</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>Up to \$500 per applicant per annum</li> </ul>	<ul style="list-style-type: none"> <li>Original Reserve Bank approval on Form B for applications outside delegated authority limit</li> </ul>	<ul style="list-style-type: none"> <li>Original Form B application stating relationship between applicant and beneficiary;</li> <li>Original Tax Clearance Certificate for amounts above \$10,000.</li> </ul>
<b>Medical Expenses</b>  a) Paid directly to the Medical Institution  b) Paid directly to the patient	<ul style="list-style-type: none"> <li>Up to \$50,000 per medical treatment</li> <li>Up to \$1,000 per applicant per annum</li> </ul>	<ul style="list-style-type: none"> <li>Original invoice or letter from the medical institution stating the amount due;</li> <li>Visa of the applicant (where applicable).</li> <li>Original Reserve Bank approval on Form B for applications outside delegated authority limits.</li> </ul>	<ul style="list-style-type: none"> <li>Original invoice or letter from the medical institution stating the amount due</li> <li>Visa of the applicant (where applicable)</li> <li>As above; and</li> <li>Documentary evidence of expenses incurred upon return (if not already provided);</li> <li>Tax Clearance Certificate for amounts above \$10,000 per application.</li> </ul>
<b>Offsetting of Foreign Exchange Earnings against Foreign Currency Bills Payable</b>  a) Merchandise imports  b) Other	<ul style="list-style-type: none"> <li>Up to \$100,000 per transaction</li> <li><b>Requires RBF approval</b></li> </ul>	<ul style="list-style-type: none"> <li>Original supplier's and exporter's invoices;</li> <li>Original Customs SAD Documents and other relevant information;</li> <li>Banks to provide to the Reserve Bank a list of the export licences reconciled.</li> <li>Original Reserve Bank approval on Form B.</li> </ul>	<ul style="list-style-type: none"> <li>Original Form B application;</li> <li>Original supplier's and exporter's invoices;</li> <li>Original Customs SAD Document and other relevant information.</li> </ul>

Type of Payment	Delegated Limit	Documentary Requirements (to be sighted and stamped by authorised dealers)	Documentary Requirements for Reserve Bank Approvals
<b>Offshore Investment</b> [New applications and existing approvals not yet utilised by non-bank financial institutions, companies and individuals.]	<ul style="list-style-type: none"> <li>• <b>Suspended</b></li> </ul>		
<b>Pensions/Superannuation/Gratuity</b> <ul style="list-style-type: none"> <li>▪ payments by Government and FNPF</li> <li>▪ Payments by companies</li> </ul>	<ul style="list-style-type: none"> <li>• Up to full amount</li> </ul> <p><b>[Note: Beneficiary must be non-resident]</b></p>	<ul style="list-style-type: none"> <li>• Original documentary evidence from the paying institution.</li> </ul>	
<b>Profit declared and distributed to non-resident shareholders/partners/sole proprietors</b> <p>a) Capital</p> <p>b) Dividend or Operating Profit</p>	<ul style="list-style-type: none"> <li>• <b>Requires RBF approval</b></li> </ul> <p>a) Capital profit remittance is restricted to F\$1m per annum</p> <p>b) Dividend profit remittance is restricted to any one calendar year's profit not yet remitted</p> <p>c) Local borrowing to fund profit remittances are restricted</p>	<ul style="list-style-type: none"> <li>• Original Reserve Bank approval on Form B</li> </ul>	<ul style="list-style-type: none"> <li>• Original Form B application;</li> <li>• Original Tax Clearance Certificate;</li> <li>• Audited accounts for amounts above \$0.5m per amount distributed;</li> <li>• Unaudited accounts for amounts of \$0.5m and below;</li> <li>• Directors' resolution approving the dividend payment</li> </ul>
<b>Refund</b> <p>a) Hotel bookings cancelled</p> <p>b) Other (incl. Airline tickets sold locally by travel agent)</p> <p>c) Tax</p>	<ul style="list-style-type: none"> <li>• Up to the full amount for electronic refund</li> <li>• Up to the full amount for electronic refund</li> <li>• Up to the full amount per beneficiary</li> </ul>	<ul style="list-style-type: none"> <li>• Original documentary evidence of cancelled booking from hoteliers and travel agencies;</li> <li>• Banks to provide regular updates of amounts approved</li> <li>• Original IRD cheque</li> </ul>	

Type of Payment	Delegated Limit	Documentary Requirements (to be sighted and stamped by authorised dealers)	Documentary Requirements for Reserve Bank Approvals
<b>Subscriptions</b> to clubs, societies and trade organisations including entrance fees.	<ul style="list-style-type: none"> <li>Up to \$500 per subscription per annum</li> </ul>	<ul style="list-style-type: none"> <li>Original invoice or statement for the amount due;</li> <li>Original Reserve Bank approval on Form B for applications outside delegated authority limit.</li> </ul>	<ul style="list-style-type: none"> <li>Original Form B application;</li> <li>Original invoice or statement for amount due.</li> </ul>
<b>Travel Allowance</b> a) Fiji Passport Holders (excluding emigrants) <ul style="list-style-type: none"> <li>Return ticket</li> <li>One way ticket</li> </ul> b) Foreign passport holders <ul style="list-style-type: none"> <li>sourced directly from the applicant's F\$ external or foreign accounts;</li> <li>sourced from F\$ resident account</li> <li>Others (tourist)</li> </ul>	<ul style="list-style-type: none"> <li>Delegated up to \$10,000 per person per trip;</li> <li>Delegated up to \$5,000 per person per trip</li> <li>Up to the full amount</li> <li>Delegated up to \$10,000 per person per trip on return ticket</li> <li>Up to the full unutilised balance of funds imported and verifiable by documentary evidence</li> </ul>	<ul style="list-style-type: none"> <li>Return travel ticket to Fiji, original passport &amp; visa <u>and</u> original Reserve Bank approval on Form T (or B) for applications outside delegated authority limits.</li> <li>Authorised dealers to ensure that last page of Fiji passports are endorsed with the amount of foreign exchange facilities approved for travel.</li> </ul> <p><i>[Travellers abroad including emigrants are only allowed to carry Fiji currency notes up to \$500 and foreign currency notes up to the equivalent of F\$5,000 (inclusive of any Fiji currency notes)]</i></p>	<ul style="list-style-type: none"> <li>Original Form T (or B) application;</li> <li>Tax Clearance Certificate for amounts above \$10,000 (including \$5,000 under delegated authority);</li> <li>Return travel ticket to Fiji;</li> <li>Original passport &amp; visa.</li> </ul>
<b>Wages paid in foreign currency cash to foreign crew members</b>	<ul style="list-style-type: none"> <li>Up to \$500 per beneficiary</li> </ul>	<ul style="list-style-type: none"> <li>Original documentary proof of receipt of funds from offshore.</li> </ul>	<ul style="list-style-type: none"> <li>Original documentary proof of receipt of funds from offshore.</li> </ul>
<b>Wedding Expenses</b>	<ul style="list-style-type: none"> <li>Restricted to \$500 per applicant per annum</li> </ul>	<ul style="list-style-type: none"> <li>Documentary evidence of statement of expenses, wedding invitation card, invoices etc.</li> </ul>	<ul style="list-style-type: none"> <li>No amount above \$500 will be considered.</li> </ul>



## Other Facilities

Category	2010
<b>1. Foreign Currency – Denominated Business Accounts</b> a) Exporters b) Other FX Earners c) Regional or Intl Organisations	<ul style="list-style-type: none"> <li>• a) &amp; b) requires prior approval of Reserve Bank</li> <li>• c) fully delegated</li> </ul>
<b>2. Forward Foreign Exchange Cover &amp; Options</b>	<ul style="list-style-type: none"> <li>• As per conditions stipulated to commercial banks</li> </ul>
<b>3. Offshore Borrowing</b>	<ul style="list-style-type: none"> <li>• Delegated to authorised lenders up to \$5.0 million per borrower</li> </ul>
<b>4. Foreign Currency Loans by local banks</b>	<ul style="list-style-type: none"> <li>• Not delegated and requires prior approval of Reserve Bank;</li> <li>• Foreign currency to be sourced from commercial bank's own holdings or from external sources and not from the Reserve Bank;</li> </ul>
<b>5. Investment in Fiji by Foreign Investors</b> a) Issue of Shares/Capital b) Transfer of Shares/Capital c) F\$ Fixed Deposits with Authorised Lending Institutions	<ul style="list-style-type: none"> <li>• a) &amp; b) require the approval of the Reserve Bank</li> <li>• Investment by non-residents on SPSE and licensed brokers up to F\$5.0 million per foreign investor per annum</li> <li>• c) Unlimited investment in Fiji dollar term deposits</li> </ul>
<b>6. Local Borrowing &amp; Guarantees</b> a) non-resident controlled Business Entities b) Non-resident individuals	<ul style="list-style-type: none"> <li>• a) &amp; b) Not delegated and requires prior approval of Reserve Bank</li> </ul>

### Notes:

1. All amounts in excess of limits delegated to authorised foreign exchange dealers including facilities not delegated at all require the prior permission of the Reserve Bank of Fiji.
2. The maximum delegated limit per transaction for authorised restricted dealers and money changers including Global Transfers t/a Western Union, is restricted to the paid up capital of the business.
3. Any amendments to validity of specific and unconditional permissions (unutilised) formally granted by the Reserve Bank is fully delegated, provided any amendment made is within 1 year of the original validity date and the Reserve Bank is notified of the amendment, except for oil approvals are valid for one month only.
4. The above facilities will require documentation to be sighted for amounts above F\$500 per transaction.
5. Unless otherwise specified by the Reserve Bank, authorised restricted dealers and money changers including Global Transfers t/a Western Union are required to sight documentary evidence for amounts above F\$500 per transaction and to maintain accurate records and a register for all transactions (including transactions that may not require documentary evidence to be sighted).
6. Where applicable, tax clearance requirement is waived for transactions up to \$10,000