



## CHECKLIST FOR REAL ESTATE AGENTS LICENSE APPLICATION

(Please submit this with your application)

1.  Complete Form 1
2.  Complete Form 2 if you are an individual applying to set up your real estate business or
3.  Form 3 if you are a Company
4.  Ensure that you have advertised twice in the Gazette. Obtain a Form 4 from REALB and take it to the Government Printery [Serendib Investment Pte. Ltd]
5.  Fill in a Supplementary Form
6.  Produce a Certificate of Company Registration which has been certified or an original.
7.  Police Clearance
8.  Evidence of place of business such as a lease agreement or title agreement
9.  Evidence of at least 3 years' experience of practical experience working full time, Primary or predominantly in real estate over the last 5 years
10.  3 Months Bank Statement for the Company and Directors
11.  Tax Compliance Certificate
12.  Directors reference from their previous employers
13.  Copy of TIN letter or FNPF Card
14.  Copy of Vaccination Card
15.  For foreigners - a copy of an approval from Investment Fiji and the Immigrations Department.
16.  Prescribed fee of \$444.44 (VEP) + VAT which brings the total to \$484.44 - this is non refundable
17. Duration of the license by placing a tick in the Boxes below. Please note that the License fee of \$888.89 + VAT will be charged for each year of the License  
 1 Year     2 Years     3 Years     4 Years     5 Years