

Facilitation of PNG Work Permits & Entry Visas for Foreign Contractors:

JDA Wokman can supply Work Permits for expatriate contractors wanting to work in PNG. This can assist PNG clients if they require short term project labour, or they do not have an IPA registered company in PNG, Our charge out rate is a standard rate (as per agreed Terms of Business) on top of salaries paid to the contractors employees

PNG Work Permit and Employment Visa Process:

PNG Departments of Labour and Industrial Relations (DLIR) and Immigration (ICS) have implemented new Visa arrangements that tighten up on issue of *Business Visas* to foreign nationals that undertake work in PNG. As a consequence foreign nationals will be required to obtain a Work Permit before entering PNG for employment. DLIR will issue the Work Permit and ICS, will, when the Work Permit is approved, issue the Employment Visa. Work Permits (and associated Visas) can be issued for a period of 1, 2 or 3 years. Requirements associated with engagement of foreign contractors and their employees are summarised below for reference.

Company Formation in PNG:

- There are two (2) options for a foreign company to consider for incorporation of a PNG company. The first option is to incorporate a new company in PNG, and the other is for a company that is incorporated (registered) under the laws of another country (e.g. Australia) to register in PNG as an overseas company. Both registration processes must be approved by the PNG Investment Promotion Authority (IPA).
- When the company is formed, you are required to lodge a Three Year Training Plan with the National Training Council (NTC), which must be approved, before the new PNG registered company can employ foreign nationals.
- Incorporation of a new company or registration as an overseas company can be time consuming.

Work Permit Sponsor:

- An application for a Work Permit for a foreign national must be sponsored by a company incorporated in PNG.
- JDA Wokman, a PNG registered company can facilitate acquisition of Work Permits to comply with PNG requirements.
- Foreign nationals are engaged as employees of JDA Wokman, the labour hire company, and JDA Wokman will comply with PNG statutory requirements, and facilitate the deduction and payment to IRC of wages and salaries tax from the employee.

Tax Application:

- Employees on work visas will be subject to PNG Wage and Salaries Tax on the amount paid to the employee for work done in PNG. The wage/salary payable to the employee must be declared in the Work Permit Application.

Labour Hire Agent:

- JDA Wokman, is a locally registered company, and can facilitate acquisition of Work Permits and comply with PNG requirements.
- JDA Wokman provides a contract of employment with the foreign company contractor's staff member as part of the Work Permit process.



Work Permit & Visa Processing Services:

JDA Wokman can provide Immigration & Visa services to meet your needs. Our staff can prepare, check, lodge and track all client Work Permit and Visa applications. JDA Wokman will keep you informed throughout each stage of the process.

- Foreign companies contemplating work in Papua New Guinea, should as early as possible, to minimise delays in obtaining Work Visas, contact Julie Willoughby at JDA Wokman.

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- **NOTE:** It may take several weeks to obtain an Australian police clearance and 3-5 days for medical results and x-rays – Application for police clearance & medicals should commence as soon as possible.
- **NOTE:** Applications for Work Permits will be required on original forms and certified copies of original certificates with JP signatures and stamps. The PNG authorities are very strict on this.

The processing and approval of the Work Permit and Employment Visa may take approximately **5 - 8 weeks** to obtain once we receive the completed documentation in our office.

If the applicant originates from a “High Risk Country” the Visa approval may take up to an **additional 4 weeks** to approve due to additional security checking procedures followed by ICS.

Applications can not be lodged until **all** required paperwork is in order.
The Employment Visa Application can not be lodged **until** the Work Permit is approved.

- **NOTE:** If Work Permits are required for engineers, those individuals will be required to become a member of the PNG Institute of Engineers. This can take an additional 10-14 days (engineering staff are required to complete membership forms and provide evidence signed by a JP, of his degree/certificates).
- Likewise for other professional occupations – e.g. Accountants will require full PNG CPA membership. Overseas **Associate** CPA members will not be accepted as PNG CPA members.

Medical and emergency medivac insurance:

- All foreign companies working in PNG will need to show evidence of appropriate medical and emergency medivac cover, for their staff working in PNG. JDA Wokman can provide this insurance through our PNG insurance broker. This cover can also be obtained in Australia or home country under a general corporate travel insurance policy. JDA Wokman will require proof of cover if the foreign company contractor is providing the insurance cover.

Items marked in **Blue** should be actioned by foreign companies as soon as possible (ideally after first scope discussions with JDA Wokman), to minimise application processing time.