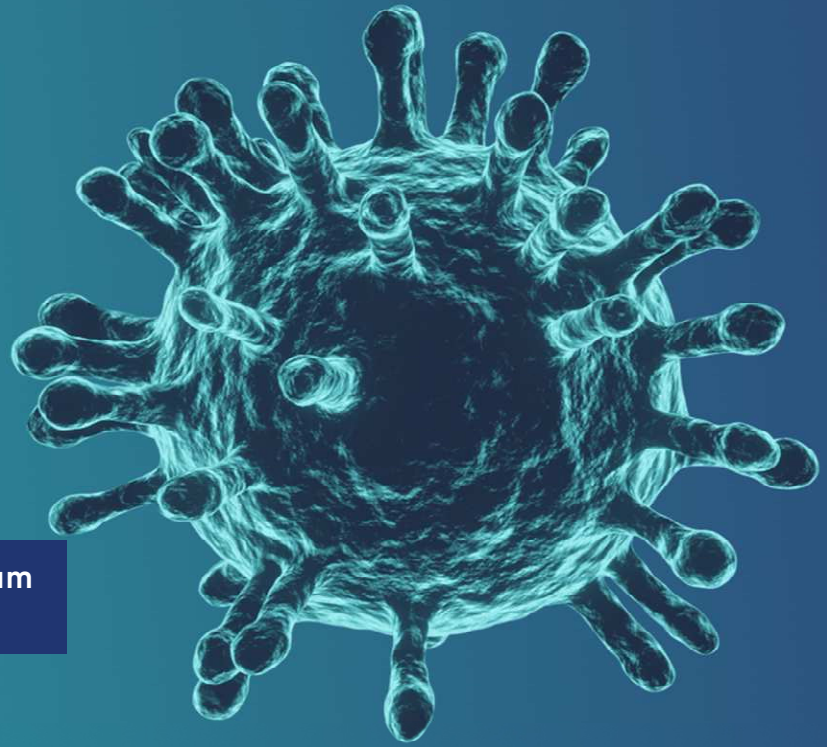




International Labour Organization



▶ Building resilience during and after the COVID-19 pandemic



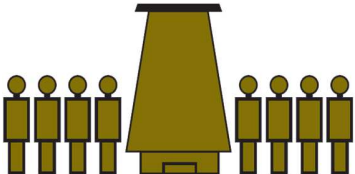
For Micro, Small and Medium Enterprises (MSME)

Business Advisory Note: Creating a COVID-19 safe business environment (Part 3)

Developed in partnership with:



Ministry of Commerce, Trade, Tourism and Transport



Fiji Commerce & Employers Federation

In this advisory note:



Includes:
Simplified actions, phone contacts, web Link

- ▶ What Permits and Passes may I need?
- ▶ How do I apply for a permit to operate?

► What Permits and Passes may I need?

The following are two types of passes and one type of permit approved by Ministry of Health and Medical Services. The Ministry of Commerce Trade Tourism and Transport facilitates the issuance of the permit and passes. They are:

- **Curfew Pass** - required should your business operate during curfew hours.
- **Movement of Essential Good Pass** - required should your business operate across containment zones.
- **Permit to Operate** - on a case-to-case basis. Those businesses that are identified as Essential Businesses or supporting industries, do not require a 'permit to operate'. However, Special Approved Businesses and businesses outside of the Essential Business list, which are not classified as high-risk business, will need to apply for approval before operating.



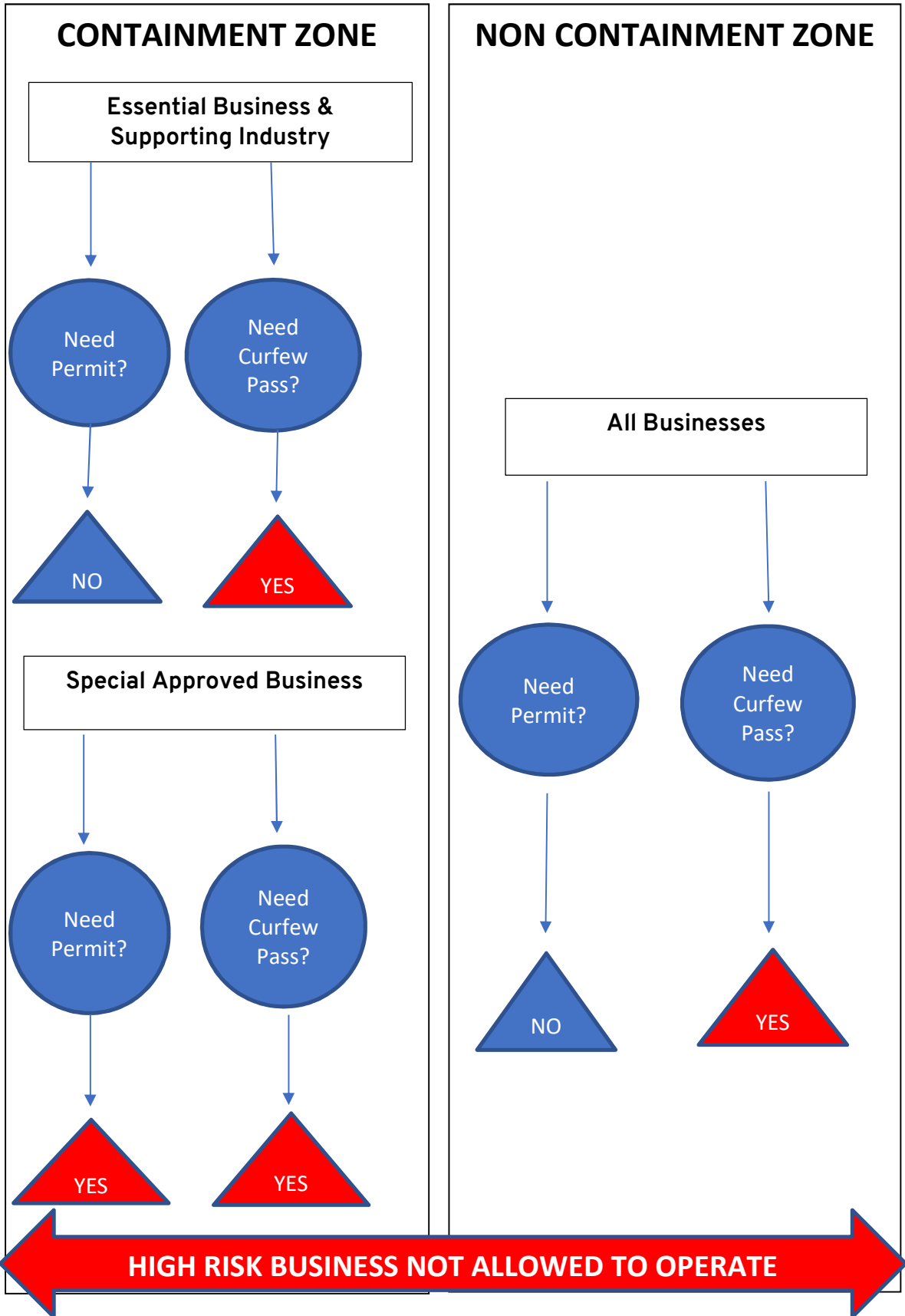
Applications can be lodged at www.covidpass.mcttt.gov.fj For queries call phone: **163** or email: covidbizpass@mcttt.gov.fj

For containment Zones:

- If you are an **essential business or supporting industry** you don't need a permit. However, you do require a curfew pass if you are operating during curfew hours.
- If your business is not classified as an essential business or supporting industry you are required to apply for a **special approved business** permit. In addition, if your business is operating during curfew hours, a curfew pass is required.
- Importantly, if you are classified as a **high-risk business** (Gyms, Movie theatres, Video gaming shops, Cyber cafes, Taverns and bars, Billiard shops, Amusement arcades, Spas, beauty therapy, massage therapy venues, saunas, and Tattoo parlours) you are **not permitted to operate**.

Non-containment zone

- **All businesses** in non-containment are allowed to operate and do not need a permit. However, you do **require a curfew pass** if you are operating during curfew hours.
- Importantly, if you are classified as a **high-risk business** (Gyms, Movie theatres, Video gaming shops, Cyber cafes, Taverns and bars, Billiard shops, Amusement arcades, Spas, beauty therapy, massage therapy venues, saunas, and Tattoo parlours) you are **not permitted to operate**.



▶ How do I apply for a permit to operate?

If you require a Permit and/or Pass to Operate businesses, you can lodge an application through the Ministry of Commerce, Trade, Tourism and Transport portal on covidpass.mcttt.gov.fj

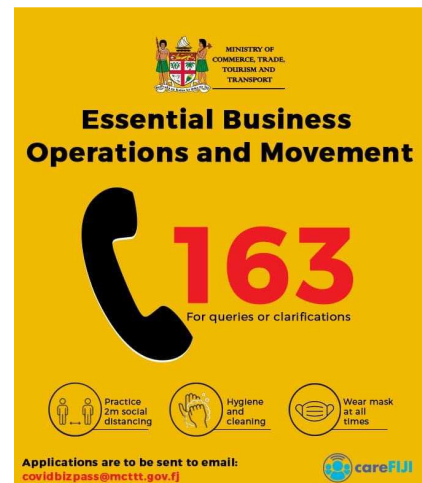
The following documents are required for your application:

- *Letter of request on company letterhead;*
- *COVID Safe plans and/or COVID Safe Standard Operating Procedures;*
- *List of employees, valid photo ID, phone contacts of employees, residential addresses of employees and name and phone contact of next of kin;*
- *Travel routes;*
- *List of customers and evidence of customer orders; and*
- *Any other information required by MCTTT.*

The Ministry of Health and Medical Services (MHMS), in consultation with MCTTT, will make an assessment based on economic impact, such as creation of employment, exports and supply of goods or service. Site visits maybe conducted as part of the assessment. Above all, your business must satisfactorily demonstrate the ability to implement COVID Safe protocols.

The Permanent Secretary for MHMS makes the final determination whether to approve or decline your application.

The turnaround time will be 24-48hrs.



Source:

[MCTTT- Essential-Business-and-Support-Industries
www.covidpass.mcttt.gov.fj](https://www.covidpass.mcttt.gov.fj)

Informal Economies Recovery Project

Implemented jointly by:

International Labour Organization (ILO)
United Nations Educational, Scientific and Cultural Organisation (UNESCO)
United Nations Development Programme (UNDP)
International Fund for Agricultural Development (IFAD)

<https://pacific.un.org/index.php/en/131555-un-mptf-informal-economies-recovery>

