

REQUIREMENTS FOR PROCESSING OF TABUA AUTHORISATION LETTER FROM THE MINISTRY OF ITAUKEI AFFAIRS

- **The Ministry of iTaukei Affairs issues the Tabua Authorisation Letter.**
- **The Department of Environment issues the CITES Permit/Certificate for the Purpose of Boarder Clearance.**

FOR EXPORT – For Processing of Tabua Authorisation Letter

1. A request letter, to be addressed to the Permanent Secretary for iTaukei Affairs to include the following information:
 - i) Name of Tabua Carrier;
 - ii) Country of which tabua will be taken;
 - iii) Traditional obligation of which the tabua will be used for;
 - iv) Number of tabua(s) that will be exported and
 - v) Contact

2. Letter of request to be accompanied with a copy of passport bio-data page of carrier.

For Export: The signed Authorisation Letter to be accompanied with the Tabua(s) and a **fee of \$29.15** per permit to be presented at the Department of Environment located at 19 McGregor Road, Suva or Level 2, Rogorogivuda House, Lautoka.

NB:

1. **Maximum number of tabua(s) that can be exported is two (2) per person, however, this is subject to change, depending on monthly quota determined by the Department of Environment.**

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FOR IMPORT – For Processing of Authorisation Letter

1. A request letter, to be addressed to the Permanent Secretary for iTaukei Affairs to include the following information:
 - i) Name of Tabua Carrier;
 - ii) Country of which tabua will be brought in from;
 - iii) Traditional obligation of which the tabua will be used for;
 - iv) Number of tabua(s) to be imported; and
 - v) Contact

NB: There is no limitation to the number of tabua for import

2. Letter of request to be accompanied with a copy of passport bio-data page of carrier.

For Import: A signed Authorisation Letter and a fee of **\$14.58** per permit to be presented at the Department of Environment located at 19 McGregor Road, Suva or Level 2, Rogorogovuda House, Lautoka. Tabua(s) to be accompanied by the CITES Permit/Certificate.

IMPORTANT NOTE FROM DEPARTMENT OF ENVIRONMENT

- **Processing time is 5 working days**
- **Applications are accepted during Cashier Hours i.e from 8.30am - 1pm (Monday – Friday)**