



Ministry of Lands & Mineral Resources

Head Office
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Checklist – Petroleum Exploration License Applications

NO.	PARTICULARS	DONE	DATE	FOLIO	REMARKS
1	Check application area for clearance				
2	Check company registration & directorship				
3	Application form completed – Form 1				
4	Map of area attached				
5	Application & rental fees checked:- (i) appln fee transferred to revenue (ii) rental fee to MTF				
6	Submission of Proposed work program for assessment to Offshore unit.				
7	Recommendation by Offshore Unit				
8	Check : (i) financial capability (ii) technical capability (iii) available technical advice				
9	Check area & description : (i) plan/map to DO with file (ii) plan & description submitted by DO				
10	Advertisement notices : Fiji Government Gazette				
	FT/Fiji Sun				
	Lalakai/Other				
11	Objections Received				
12	Recommendation to Minister prepared				
13	Minister's approval received				
14	Letter to applicant :- (i) advice MLMR approval/conditions/ rejection (ii) advice OEL agreement				
15	Applicant accept conditions/agreement				
16	Licence documents/agreements prepared				
17	Licence documents/agreements signed by Minister				
18	Bond lodged by applicant				
19	Licence/agreements lodged for Stamp Duty				
20	Licence/agreement registered				
21	Original licence/agreement to applicant				
22	Licence filed in OEL Register				
23	Agreement noted in Documents Register				
24	Agreement filed in folder/register				

All queries can be directed to:

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