



TAF License Application Checklist

(Simple guide for everyone)

Before you apply for any type of license with the Telecommunications Authority of Fiji (TAF), make sure you have the following ready:

1. Personal or Company Details

- Full name (individual) OR company/organization name
- Business registration number (if a company)
- Registered and postal address
- Contact details (phone, email, fax if available)

2. Identification

- For individuals: Copy of valid ID or passport
- For companies: List of directors and shareholders (if required)

3. Equipment Details

- Brand, model, and serial numbers
- Technical documents (manuals, conformity certificates, test reports if needed)
- Battery expiry dates for safety equipment (EPIRB, SART, etc.)

4. Supporting Documents (Depending on License Type)

- Police clearance (for Amateur Radio license)
- Approval certificates from relevant authorities (e.g., CAAF for aeronautical)
- Deregistration certificate (if vessel is bought from overseas)
- Vessel or aircraft registration details

Maritime Note: *If your vessel changes name or ownership, you must inform TAF immediately.*

5. Spectrum Management

- Frequencies are managed under the TAF Fee Schedule (Telecom Act).
- For renewing spectrum licenses, TAF will issue an invoice with your existing frequency list.
- If you want to add or delete radios, notify TAF before paying. We will amend your records.



- Once payment is received, TAF engineers will carry out a physical inspection to verify.

A schedule of annual inspections will be shared publicly so you know when TAF engineers will be in your area.

6. Payment of Fees

- Pay the required application fee (varies by license type).
- Examples:
 - Import Permit → **FJ\$10 + 12.5% VAT per model**
 - Aeronautical License → **FJ\$20 + 12.5% VAT**
 - Equipment Type Approval → **FJ\$100 + 12.5% VAT (local)**
 - For overseas payments → **FJ\$100 + 12.5% VAT + \$15 bank fee**
- Keep your receipt safe.
- Payments can be made at Post Fiji outlets, the TAF office, or online.

7. Signature & Date

- Sign your application form with your name and position (if applying on behalf of a company).
- Enter the date of application.

8. Submission

- Submit the completed form with all attachments.
- You will receive an official acknowledgement from TAF.

Tip: Always double-check your forms and documents before submission. Missing information may delay your approval.

This checklist applies to all licenses: Maritime, Aeronautical, Amateur Radio, Equipment Type Approval, Import Permits, and Telecommunications Licenses.