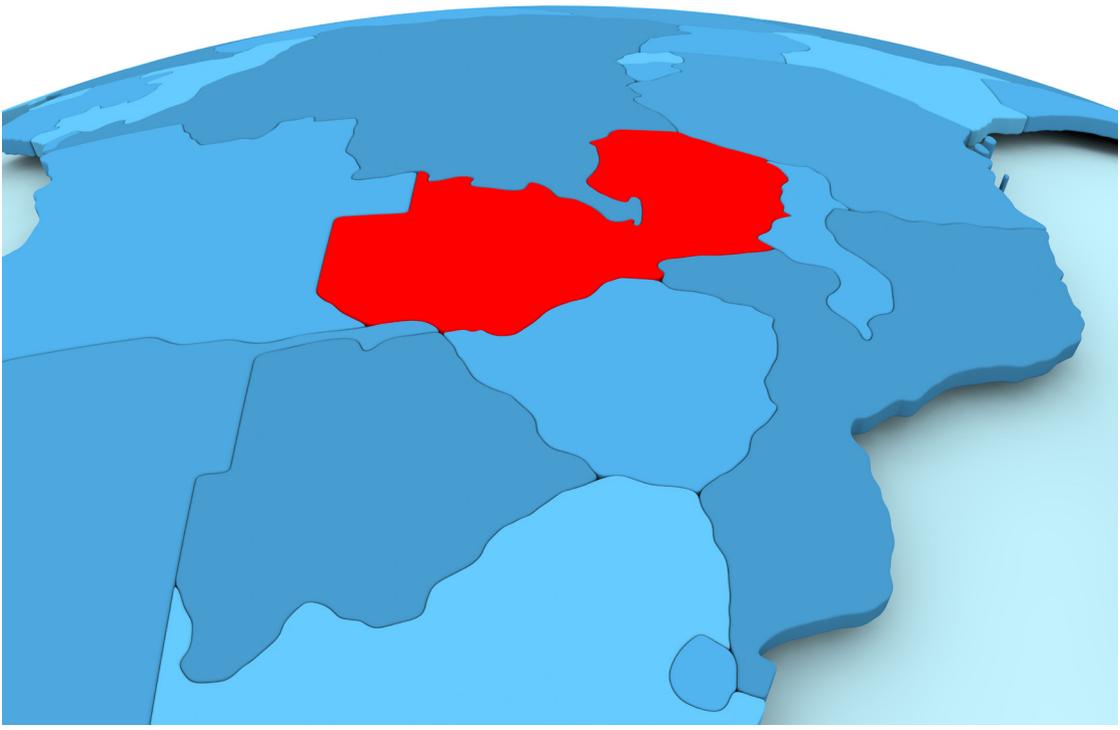




Department of Immigration

eServices User Guide



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1. About eServices

Electronic Services (eServices) is an online portal that allows the Department of Immigration's clients to open an account and get secure, controlled access to visa and permit applications, through a personalized virtual workplace.

Using the eServices, the Applicants (or their Agents) are able to find a specific e-visa or e-permit services (initial application or variations) and complete an application form, with some profile data being automatically pre-filled upon their authentication.

The applicant is able to attach any number of the supporting documents in png, jpg and tiff formats. The list of supporting documents for each type of application can be accessed from www.zambiaimmigration.gov.zm.

Through their personal workplace, the clients are able to track the status of their visa or permit application, receive communications from the Department of Immigration and provide additional information as required to complete the review of their case.

Payment of permit and visa application fees is now made on this portal through a secure web-based payment platform, using a wide range of debit and credit cards.

The eServices portal can be accessed on the Department's website www.zambiaimmigration.gov.zm, by following the eservices link, or directly via hyperlink <http://eservices.zambiaimmigration.gov.zm>.

The following services can be accessed on the eServices platform

1. Visas;
2. New applications for Permits;
3. Permit variations;
4. Permit card replacement/duplicate;
5. Complaints and Appeals;
6. Tracking status of applications; and
7. Receiving communication, including emails, approval and rejection letters etc.

2. How to Register a User Account

In order to be able to submit applications online you need to register a user account on the system (<https://eservices.zambiaimmigration.gov.zm/#/sign-up>) and access web site functionality under your personal user account. A user account can be created for an individual applicant, a representative as an Employer, a Practicing Lawyer, or a Registered Immigration Consultant.

IMPORTANT NOTE: In order to proceed with submitting applications you must first complete your personal profile information or representative information (Employer, Practicing Lawyer or Registered Immigration Consultant).

The screenshot shows a web browser window with the URL <https://eservices.zambiaimmigration.gov.zm/#/sign-up>. The registration form is displayed with the following fields and values:

Username *	HITACHI	Password	*****
First Name	John	Repeat Password	*****
Middle Name	Middle Name	Email *	info@hitachi.co.zm
Last Name *	Banda	Type of representative *	Employer
Country *	Zambia	Company Number	Company Number
Passport number *	Z15045611	Company Name *	Company Name

At the bottom of the form is a blue "Register" button. Below the form, there is a link that says "Already got account? Login".

1. At the home page of the web site, find menu at the top right of the page and use it to access **My Profile** → **Register**. Registration form will be displayed on your screen.
2. Populate all the fields of the form with the appropriate information as follows:
 - **User Name** - This must be unique for each type of representative. If the user name you want to use is already in use by any other registered user, the system will prompt you to change it.
 - **Email** – This too must be unique and valid, because the account confirmation link will be sent to it.
 - **Password** – Your password must have a minimum of six numbers or characters. Also note that the password is case sensitive, therefore, you must remember it exactly as you created it in order to pass login procedures successfully in the future.

- **Confirm Password** – Confirm your password by retyping it exactly as you created it, otherwise, an error message will be displayed.

Type of Representative

https://eservices.zambiaimmigration.gov.zm/#/sign-up

Username *
HITACHI

Password

Repeat Password

First Name
John

Middle Name
Middle Name

Email *
info@hitachi.co.zm

Last Name *
Banda

Type of representative *
Employer
Consultant
Employer
Lawyer
Applicant

Country *
Zambia

Company Name *
Company Name

Passport number *
215045611

Register

[Already got account? Login](#)

- Select **Employer**, if you are registering the user account as a company/organization/institution.
 - Select **Consultant** if you are an Immigration Consultant duly registered by the Department of Immigration in Zambia
 - Select **Lawyer** if you are registering an account as a representative of a law firm and you hold a valid practicing licence.
 - If you are none of the above, select **Applicant** to register your personal account. This type of user account does not allow for applications for Employment Permits. Further, each applicant must register their own unique user account to submit any application.
 - **Company Number** provide the Patents and Companies Registration Agency [PACRA] registration number for the company (not required for **Applicant**)
 - **Company Name** provide name of the company as registered at PACRA (not required for **Applicant**)
 - Pass reCAPATCHA test to confirm you are a human user (when applicable)
3. Click **"Register"** button. If all required registration instructions have been satisfied and registration process has been completed correctly, a message informing you that the user account has been successfully created will be displayed.
 4. Access your **email** account provided during registration to receive the **"Confirm your account"** message that has been sent to you. Open it and click the confirmation link to activate the account.

NOTE: Once successfully registered, user accounts for Employers, Immigration Consultants and Practicing Lawyers will remain locked after the initial registration process. These three categories of users must visit Immigration Headquarters in person or the nearest Regional Immigration Office and present the certified copies of the following documents to have their account unlocked:

- ✓ Certificate of Incorporation;
- ✓ Introductory Letter on Company Letter head informing the Director General that the holder has been authorized to oversee the activation of the account;
- ✓ Valid proof of membership to the Association of Professional Immigration Consultants [Only for Consultants]; and
- ✓ Practicing certificates.

Only after successfully completing this process will the account be unlocked for use.

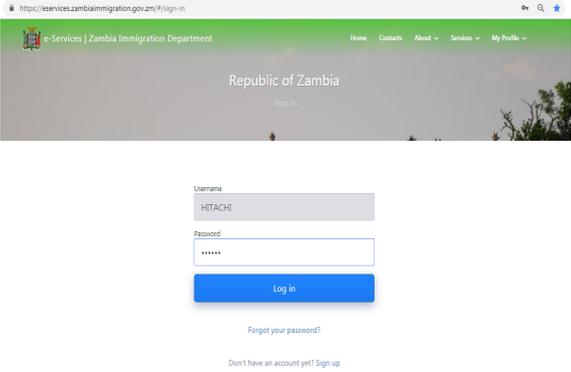
3. Login/Logout

Please remember to log in the system before you start your work, otherwise the access to system functionality will be denied.

How to Login the System

To login the system, use your **User Name** and the **Password** you chose during the registration procedure.

1. Open web site page
2. In the right top corner of the page click **My Profile**→**Login** →**Secure Login**. Form displays as shown below



1. Enter your **User Name** and **Password** into the corresponding fields. Make sure that you enter your credentials in the way they were provided during the registration. User name and password fields are case sensitive.

2. Click **“Login”** button.

If you forgot your user name or password use the **“Forgot password?”** link under the authentication fields.

How to Logout the System

Once you are done with your work on the system, it is recommended to logout. In this way you will protect your workplace from unauthorized access. To log out, click **My Profile** at the top right corner of the page and choose the **“Logout”** menu option.

4. How to update Profile Details

It is important to fill in the correct information so that you can see the available services and the office delivering the services.

1. After you have successfully logged into the system with your account credentials, click **My Profile** → to access your personal profile information. A data form will display as below. Note that the information is organized in 3 tabs namely: **Identity**, **Address** and **Contact**.

Identity	Address	Contact
Passport Info		
Prefix Mrs.	First Name* Olga	Last Name* Girdea
Other Names Iurie	Country of Birth Belarus	
Date of Birth* 01/09/1980	Sex Female	Place of Birth Moghilov
Citizenship* United Kingdom	Passport Number* 0123456789	Issued On* 01/09/2010
Nationality Romania	Issued At Off 123	Expires On* 01/09/2020
Race European	Profession Analyst, business: IT	
Save		

1. Fill in your personal information in the appropriate fields.

Note: fields marked with a red asterisk (*) are mandatory. All mandatory fields must contain the appropriate value. Otherwise, the profile will not be saved and an error message will be displayed.

2. After you have finished click the **“Save”** button to save the information and provide your address details.
3. Address data entry form will be displayed as follows:

The screenshot shows a web form with three tabs: Identity, Address (selected), and Contact. The form is divided into two main sections: Residential Address and Address in Zambia. The Residential Address section contains the following fields: Street/Building/Apartment (Calle Asturias 53 prt 6), City (Valencia), State / Province (Valencia), ZIP/Post Code (46023), and Country* (Spain). The Address in Zambia section contains the following fields: Street/Building/Apartment (Southern Sun Chester Road 55), City (Lusaka), and Province/District (Southern Sun Chester Road 55 Lusaka Zambia). A Save button is located at the bottom right of the form.

4. Fill in your address information in the appropriate fields.

Note: fields marked with a red asterisk (*) are mandatory. All mandatory fields must contain the appropriate value. Otherwise profile will not be saved and an error message will be displayed.
5. After you have finished click **“Save”** button to save the information.
6. Open **“Contact”** tab and provide your up-to-date contact information, so that the Immigration Department could reach you for questions and notices. Otherwise, you may miss some important information. Click **“Save”** after you have finished.

5. How to Apply for a Visa

1. Once logged in, go to **My Workplace**. You will see your selected e-service in the **Available Visas** section. Click on your e-service, to make sure it is highlighted, then click on the **“Apply for Visa”** button. In the **New Case** form, provide other details as needed, then click **“Next”**.

2. Complete the **Application for Visa (Form 16)**, click **“Next”**.
3. Review the application requirements, scan and upload the required documents, click **“Next”**.
Note: All documents must be in jpeg, tiff or png formats.
4. Preview the completed application form as a PDF file (you can print or save it for your records). If all information is correct, click **“Confirm”**.
5. Preview the system-generated **Electronic Bill** in PDF format (you can print or save it for your records). If you accept the fees and have your credit card ready, click on the **“Pay Online”** button.

Note: at this point, you will be redirected to the bank site for secure payment processing. If you are not redirected to the bank and the system is stuck on “the request has been sent to the bank”, it is probably because your browser is set on “block pop ups”.

By default, your browser can block pop ups from automatically showing up on your screen. When a pop up is blocked, the address bar will be marked “pop up blocked”. If so, you need to select to “allow pop ups” from this site and click the “pay online” button again.

6. Enter your billing details, click on the **“Pay Now”** button.
*Note: upon completion of payment, you will be returned to the **Payment Receipt** page*
7. Review your payment confirmation message, print or download Payment Receipt in PDF format, for your records. You will also receive your Receipt by email address you have provided.
8. You will see the case number of the application you have submitted. To complete the application process, click on the **“Finish”** button.

*Note: To check the status of your application you must login into the ZIMS 3.0 e-Services Portal, **My Workplace / Applications**.*

6. How to Apply for a Permit

1. Once logged in, go to **My Workplace**. You will see your desired e-service in the **Available Permits** section. Click on the e-service, to make sure it is highlighted, then click on **“Apply for Permit”** button. In the **New Case** form, select the case category, provide other details as needed, click **“Next”**.
Ensure that you have read about the types of permits and their requirements before selecting a permit.
2. Complete the **Application for the selected permit** and click **“Next”**.
3. Review the application requirements, scan and upload the required documents in formats (jpeg, png or tiff), click **“Next”**.
4. Preview the completed application form as a PDF file (you can print or save it for your records). If all information is correct, click **“Confirm”**.

5. Preview the system-generated **Electronic Bill**. If you accept the fees and have your debit or credit card ready, click on the **“Pay Online”** button.

Note: at this point, you will be redirected to the bank site for secure payment processing. If you are not redirected to the bank and the system is stuck on “the request has been sent to the bank”, it is probably because your browser is set on “block pop ups”.

By default, your browser can block pop ups from automatically showing up on your screen. When a pop up is blocked, the address bar will be marked “pop up blocked”. If so, you need to select to “allow pop ups” from this site and click the “pay online” button again.

6. Enter your billing details, click **“Next”** and then click **“Pay”** button. Select your card type depending on the card you hold as either Visa, Mastercard, Amex etc and enter **Card Number**, **Expiration Date** and **CVV Code** to make payment

*Note: upon completion of payment, you will be returned to the **Payment Receipt** page*

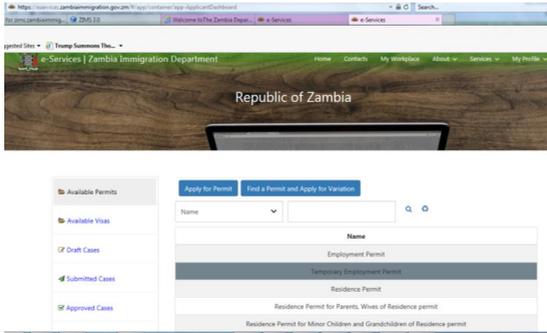
7. Review your payment confirmation message, print or download Payment Receipt in PDF format, for your records. Click **“Finish”**.
8. To complete the application process, click on the **“Finish”** button. You will see the case number of the application you have submitted in the **“Submitted”** folder at your Workplace.

7. How to Apply for Permit Variation

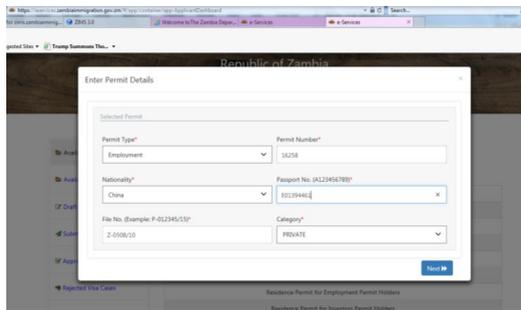
A variation is any change to the status of a permit and it includes extensions/renewals. You can apply for variation of a permit that has been already issued. The eServices portal also allows you to apply for multiple variations to a single Permit, for example renewal, change of occupation and change of employer, all within one application. The payment for all services you select will be combined in one bill.

To apply for a variation of a permit, do the following:

1. Once logged in, go to **My Workplace**. You will see a link under Available Permits called **find a Permit and Apply for a Variation**.



2. Enter permit details for your current permit to search the system as shown below. Ensure to omit the first zero from the permit number. If you get a “no match with existing permits has been found” message, please contact the Department of Immigration.



3. Select one or several services from the list.



4. Services you have selected are displayed as shown below:

Services

Select Services*

Select Services

- ✘ Change of Employer
- ✘ Change of Occupation
- ✘ Extension / Renewal

You can remove the one you do not want to apply by clicking the cross sign next to it.

5. Click **“Next”**.
6. Complete the **Application** that consist of several forms depending on the type and quantity of services you have selected to apply on the previous step, click **“Next”**.
7. Review the application requirements, scan and upload the required documents, click **“Next”**.
8. Preview the completed application form as a PDF file (you can print or save it for your records). If all information is correct, click **“Confirm”**.
9. Preview the system-generated **Electronic Bill** (you can print or save it for your records). If you accept the fees and have your credit card ready, click on the **“Pay Online”** button.

Note: at this point, you will be redirected to the bank site for secure payment processing. If you are not redirected to the bank and the system is stuck on “the request has been sent to the bank”, it is probably because your browser is set on “block pop ups”.

By default, your browser can block pop ups from automatically showing up on your screen. When a pop up is blocked, the address bar will be marked “pop up blocked”. If so, you need to select to “allow pop ups” from this site and click the “pay online” button again.

10. Enter your billing details, click **“Next”** and then click **“Pay”** button. Select your card type depending on the card you hold as either Visa, Mastercard, Amex etc and enter **Card Number, Expiration Date** and **CVV Code** to make payment

*Note: upon completion of payment, you will be returned to the **Payment Receipt** page*
11. Review your payment confirmation message, print or download Payment Receipt in PDF format, for your records. Click **“Finish”**.
12. To complete the application process, click on the **“Finish”** button. You will see the case number of the application you have submitted.

*Note: You can check the status of your application by logging into the ZIMS 3.0 e-Services Portal, **My Workplace**.*

8 How to track status of Application

The applications you create within your Workplace are organized in folders according to their current status. For example, if you have just started the application it is considered being a draft and will display in the **"Draft"** folder under the Applications section. As soon as you submit it, the record of your application will automatically move to the **"Submitted"** folder. After the application has been processed, you will see it either at **"Rejected"** or **"Approved"** folder depending on the decision made.

You will find the following folder at your **Workplace**:

Applications:

Drafts folder – you can find your application here until you submit it. If you have started an application and for some reason could not finish it, open the **"Drafts"** folder and resume your application by clicking the **"Resume"** button.

Submitted folder - As soon as you submit it, the record of your application will automatically move to the **"Submitted"** folder.

Visa:

Approved folder – after being processed and approved by ZDI, your visa application will be moved from **"Submitted"** to **"Approved"** folder.

Rejected folder - after being processed and rejected by ZDI, your visa application will be moved from **"Submitted"** to **"Rejected"** folder.

Valid folder – contains all valid visa records.

Expired folder – contains all the expired visa records.

Permit:

Approved folder- after being processed and approved by ZDI, your permit application will be moved from **"Submitted"** to **"Approved"** folder.

Reverted folder – when your application is being processed by ZDI, the Immigration Officer may request for more information regarding your application. If you see your application in the **"Reverted"** folder, you need to make the required changes to it (e.g. upload documents, make corrections, etc) and resubmit the application to ZDI once again.

Rejected folder - after being processed and rejected by ZDI, your permit application will be moved from **"Submitted"** to **"Rejected"** folder. From here you can request re-processing of your

clicking the “**Appeal to Minister**” button. *Note that you can only appeal to the Minister after two unsuccessful complaints to the Director General of Immigration.*

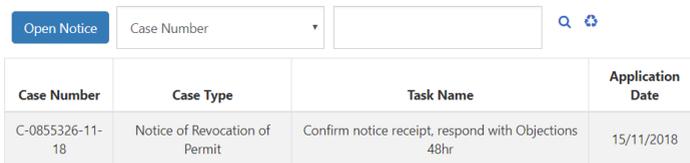
Valid folder – contains all valid permit records. From this folder you can apply for variation of permits.

Expired folder – contains all expired permit records.

Notice folder – contains Notices to Revoke an Immigration Permit. You can file your objections to a notice by uploading documents you consider appropriate that will be processed by ZDI.

9 How to Receive and Reply to a Permit Revocation Notice

When an Immigration Officer decides that a permit has to be revoked, you will receive an official document **Form 34 Notice of Intention to Revoke** to the “**Notice**” folder under the **Permits** section of your **Workplace**.

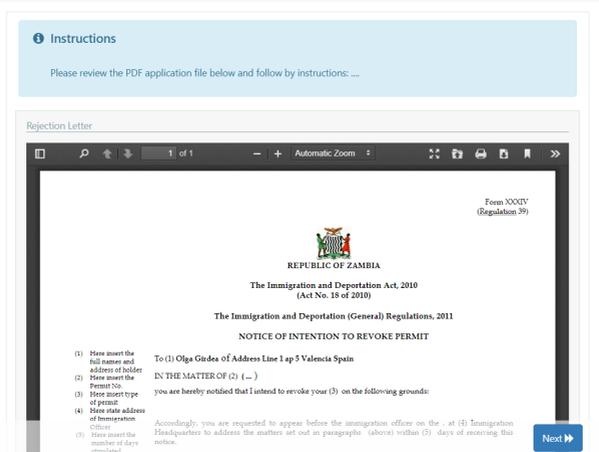


The screenshot shows a user interface for opening a notice. At the top, there is a blue button labeled "Open Notice". To its right is a search bar with a dropdown menu labeled "Case Number" and a search icon. Below this is a table with the following data:

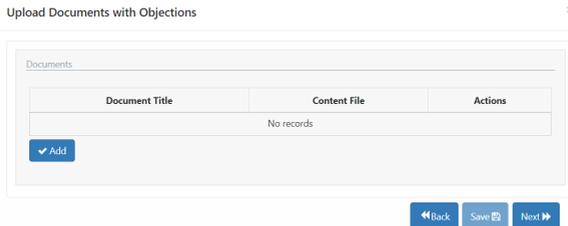
Case Number	Case Type	Task Name	Application Date
C-0855326-11-18	Notice of Revocation of Permit	Confirm notice receipt, respond with Objections 48hr	15/11/2018

If the Permit holder decides to submit representation in writing against the notice, the following must be done:

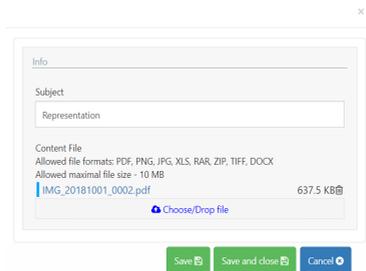
1. Log in, go to **My Workplace**.
2. Click on your notice record and click the “**Open Notice**” button.
3. **Notice of Intention to Revoke** will be displayed in PDF format. You can download it for your records or print it out.



4. Click **“Next”**. Form for documents upload will display as shown below.



5. To add a document with representation against the notice, click the **“Add”** button. Fill in the Subject field accordingly and click the **“Choose/Drop file”** link, select file with document located at your computer, click **“Open”**. Click the **“Save and Close”** button.



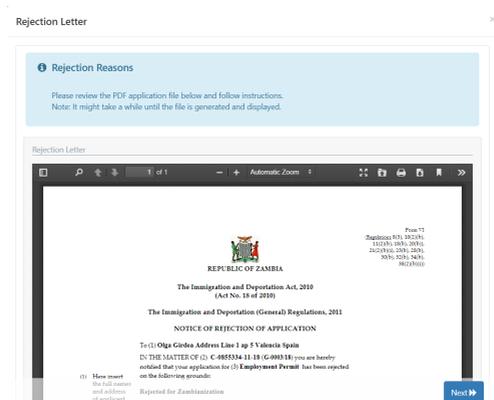
6. Repeat step 5 for each document you would like to upload and click the **"Next"** button.
7. The representation has been filed to ZDI for review. The record of the Notice disappears from the **"Notice"** folder.

10. How to Submit a Complaint for a Rejected Application

This functionality is applicable only to after an application for a Permit has been rejected by ZDI and appears in the **"Rejected"** folder under the Permits section of your Workplace. If Applicant is aggrieved with the decision, s/he can appeal (complain) to the DGI twice. After the two appeals (complaints), if the application is still rejected, an appeal may be made to the Minister.

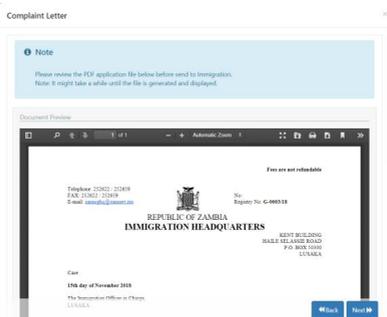
To file an appeal (complaint) to DGI, do the following:

1. Once logged in, go to **My Workplace**. Open the **"Rejected"** folder under the **Permits** section.
2. Click the application for permit record and click the **"File Complaint"** button. You will see the Rejection Letter, which you can print out or download and save for your record.
3. Click **"Next"**.

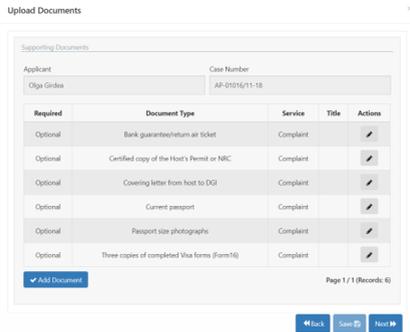


4. Provide your reason for your complaint and click **"Next"**.

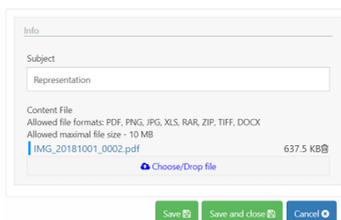
- Your reason will be inserted into the **Complaint Letter**, which is displayed in PDF format. You can print out or download and save the document for your record.



- Click the **"Next"** button.
- Review the application requirements, scan and upload the required documents, click **"Next"**.

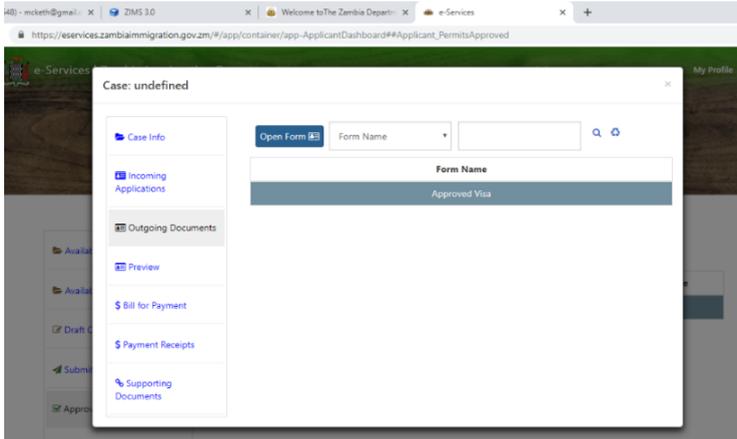


- To add a document, click the pencil button. Fill in the **Subject** field accordingly and click the **"Choose/Drop file"** link, select file with document located at your computer, click **"Open"**. Click the **"Save and Close"** button.
- After you have uploaded all the documents, click the **"Next"** button. Your complaint will be submitted to DGI.

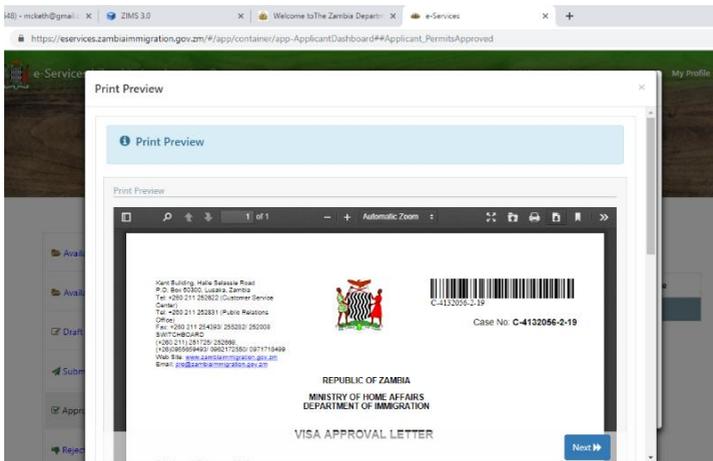


11 How to Access Approval/Rejection Letter

1. Once logged in, go to My Workplace and click on the Approved cases folder.
2. Highlight the case and click on 'View case'. You then click on 'Outgoing Documents', highlight the case and click 'open form'.



3. The Approval/Rejection letter will be displayed for you to print, save or download, as below:



12 How to Submit an Appeal to the Minister of Home Affairs

This functionality is applicable only to after an application for a Permit has been rejected by ZDI and appears in the "Rejected" folder under the Permits section of your Workplace. If Applicant is aggrieved with the decision, s/he can appeal to the DGI twice. After the two appeals, if the application is still rejected, an appeal may be made to the Minister.

To file an appeal to Minister of Home Affairs, do the following:

1. Once logged in, go to **My Workplace**. Open the "**Rejected**" folder under the **Permits** section.
2. Click the application for permit record and click the "**Appeal to Minister**" button. You will see the Rejection Letter, which you can print out or download and save for your record.
3. Click "**Next**".

Rejection Letter

Rejection Reasons

Please review the PDF application file below and follow instructions.
Note: It might take a while until the file is generated and displayed.

Rejection Letter

Form VI
Regulations 8(3), 10(2)(b),
11(2)(b), 18(b), 20(b),
21(2)(b)(i), 23(b), 24(b),
30(b), 32(b), 34(b),
35(2)(b)(ii)

REPUBLIC OF ZAMBIA

The Immigration and Deportation Act, 2010
(Act No. 18 of 2010)

The Immigration and Deportation (General) Regulations, 2011

NOTICE OF REJECTION OF APPLICATION

To (1) **Olga Girdea Address Line 1 ap 5 Valencia Spain**
IN THE MATTER OF (2) **C-0855334-11-18 (G-000318)** you are hereby
notified that your application for (3) **Employment Permit** has been rejected
on the following grounds:

(1) **Here insert the full names and address of applicant**

Rejected for Zambianization

Next

4. Provide your reason for your appeal and click “Next”.

Reason for Appeal ✕

Info

Appeal reason*

my reason for appeal is..

[◀ Back](#) [Next ▶](#)

5. Your reason will be inserted into the **Notice of Appeal**, which is displayed in PDF format. You can print out or download and save the document for your record.

Notice of Appeal ✕

Note

Please review the PDF application file below before send to Immigration.
Note: It might take a while until the file is generated and displayed.

Document Preview

Form XXXVI
(Regulation 41)

REPUBLIC OF ZAMBIA

The Immigration and Deportation Act, 2010
(Act No. 18 of 2010)

The Immigration and Deportation (General) Regulations, 2011

NOTICE OF APPEAL
(Section 10 of the Immigration and Deportation Act, 2010)

To: The Minister
IN THE MATTER OF (1)

(1) **Oley Girdes** (C-000318) of (3)

do hereby appeal against the following decision of the Immigration Department made on the

(1) Here state the type of permit and the permit No.
(2) Here insert the

[◀ Back](#) [Next ▶](#)

6. Click the “Next” button.
7. Upload documents you consider applicable.

Upload Documents

×

Supporting Documents

Applicant: Olga Girdea Case Number: AP-01018/11-18

Required	Document Type	Service	Title	Actions
No records				

Add Document

Back Save Next

- To add a document, click the “Add Document” button. Fill in the **Subject** field accordingly and click the “**Choose/Drop file**” link, select file with document located at your computer, click “**Open**”. Click the “**Save and Close**” button.
- After you have uploaded all the documents, click the “**Next**” button. Your complaint will be submitted to Minister of Home Affairs.

Info

Subject: Representation

Content File
Allowed file formats: PDF, PNG, JPG, XLS, RAR, ZIP, TIFF, DOCX
Allowed maximal file size - 10 MB

IMG_20181001_0002.pdf 637.5 KB

Choose/Drop file

Save Save and close Cancel

13 Permit & Visa Fees

#	Service Type	Statutory Fee	Admin Fee	Total Amount
Visas (USD)				
1	Single Entry	50	0.55	50.55
2	Double Entry	80	0.88	80.88
3	KAZA UNIVISA	50	0.55	50.55
4	Multiple Entry	80	0.88	80.88
5	Day Tripper	20	0.22	20.22
Permits (Private Sector) (ZMK)				
6	Cross Border Permit Issuance	1,500	15	1,515
7	Cross Border Permit Renewal	2,250	25	2,275
8	Cross Border Permit Duplicate	1,500	15	1,515
9	Employment Permit Issuance	6,000	60	6,060
10	Employment Permit Renewal	7,000	70	7,070
11	Employment Permit Duplicate	6,000	60	6,060
12	Employment Permit Variation by Change of occupation	3,000	30	3,030
13	Employment Permit Variation by Addition of names of spouse or child	1,000	10	1,010
14	Employment Permit Variation by Change of employer	3,000	30	3,030
15	Employment Permit Variation by Change of nationality or name	3,000	30	3,030
16	Investor's Permit Issuance	4,000	40	4,040
17	Investor's Permit Renewal	5,000	50	5,050
18	Investor's Permit Duplicate	4,000	40	4,040
19	Investor's Permit Variation by Addition of names of spouse or child	2,000	20	2,020
20	Investor's Permit Variation by Change of nationality, name or nature of business or inclusion of another company or business name	5,000	50	5,050
21	Residence Permit Issuance	5,000	50	5,050
22	Residence Permit Duplicate	5,000	50	5,050
23	Residence Permit variation by Inclusion of spouse or child	1,250	12.5	1,262.50
24	Residence Permit variation by Addition of new business name	3,750	37.5	3,787.50
25	Residence Permit variation by Change of occupation, nationality or name	3,750	37.5	3,787.50
26	Spouse Permit Issuance	750	7.5	757.5
27	Spouse Permit Renewal	1,500	15	1,515
28	Spouse Permit Duplicate	750	7.5	757.5
29	Spouse Permit Variation	750	7.5	757.5
30	Study Permit Issuance	2,250	22.5	2,272.50

31	Study Permit Renewal	3,000	30	3,030
32	Study Permit Duplicate	2,250	22.5	2,272.50
33	Study Permit Variation	2,250	22.5	2,272.50
34	Temporary Employment Permit Issuance	4,500	45	4,545
35	Temporary Employment Permit Renewal	5,250	52.5	5,302.50
36	Temporary Employment Permit Duplicate	5,250	52.5	5,302.50
37	Temporary Employment Permit Variation	5,250	52.5	5,302.50
38	Temporary Permit Issuance	6,000	60	6,060
39	Temporary Permit Renewal	5,250	52.5	5,302.50
40	Temporary Permit Duplicate	4,500	45	4,545
41	Transit Permit Issuance	3,000	30	3,030
42	Transit Permit Renewal	3,750	37.5	3,817.50
43	Transit Permit Duplicate	3,000	30	3,030
44	Visiting Permit Issuance	1,700	17	1,717
45	Visiting Permit Renewal	2,500	25	2,525
46	Visiting Permit Duplicate	1,700	17	1,717
PERMITS (Government, Quasi-Government, NGOs & Other Non-Profit Making Organizations)				
47	Employment Permit Issuance	2,000	20	2,020
48	Employment Permit Renewal	3,000	30	3,030
49	Employment Permit Duplicate	2,000	20	2,020
50	Employment Permit Variation by Change of occupation, employer, nationality or name	1,000	10	1,010
51	Employment Permit Variation by Addition of names of spouse or child	1,000	10	1,010
52	Residence Permit Issuance	1,875	18.75	1,893.75
53	Residence Permit Duplicate	1,875	18.75	1,893.75
54	Residence Permit Variation by Change of occupation or employer	1,250	12.5	1,262.50
55	Residence Permit Variation by Change of nationality or name, or inclusion of names of spouse or child	625	6.25	631.25
56	Study Permit Issuance	1,125	11.25	1,136.25
57	Study Permit Renewal	1,500	15	1,515
58	Study Permit Duplicate	1,125	11.25	1,136.25
59	Study Permit Variation	1,500	15	1,515
60	Temporary Employment Permit Issuance	2,250	22.5	2,272.50
61	Temporary Employment Permit Renewal	3,000	30	3,030
62	Temporary Employment Permit Duplicate	2,250	22.5	2,272.50
63	Temporary Employment Permit Variation	3,000	30	3,030
64	Temporary Permit Issuance	3,000	30	3,030
65	Temporary Permit Renewal	3,750	37.5	3,787.50
66	Temporary Permit Duplicate	3,000	30	3,030



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