



LEVY NOTICE



We wish to advise Employers registered with Fiji National Training Levy, that the January to June 2022 Assessment Forms has been emailed, however if you have not received it, please contact our office or access the forms on the FNU website: <https://www.fnu.ac.fj/wp-content/uploads/2022/07/Levy-Assessment-Form.pdf>

Instructions and Bank Account details are on the form for the calculation of the 1% Levy. You can make payments through the following modes:

i. Bank

Bank Name: Bank of South Pacific
Account Name: FNU – NTPC Levy
Account Number: 8303712

ii. Mpaia

Biller Name: Fiji National University Company Levy and Grants

PLEASE EMAIL THE COPY OF THE DEPOSIT SLIP TOGETHER WITH THE ASSESSMENT FORM ON THE EMAIL: EveryoneLevy@fnu.ac.fj

The Gross Emoluments ARE inclusive of any fees or salaries paid to directors, expatriates, officers re-appointed, allowances, permanent, casual, part time cash benefits and contract employees. Levy payable is equivalent to One Percent (1%) of the Total Gross

Emoluments as defined above. The payment is to reach the University no later than **30th September 2022**. For those companies that fail to submit the Salaries and Wages amount as required, an Arbitrary Levy of 5% is estimated and will be debited to your account. Employers with outstanding levies for more than six months and who have not made arrangements to settle these, are required to immediately contact us to avoid the inconvenience of recovery action by legal processes.

Any employer who has not previously registered with the University under the Fiji National University Levy order, is required to fill the registration form that can be accessed from the website <https://www.fnu.ac.fj/about-fnu/professional-services/finance/?id=1029> and revert with the following documents: **Company Registration Certificate, Company Tin and FNPF Employer Registration Letter.**

Businesses requesting for **FNU COMPLIANCE LETTER** must submit either the **Employer Monthly Schedules lodged to FRCS** – (all twelve (12) month schedules) or **Audited Financial Report (Profit & Loss Statement) or Statement of Income (SOI) lodged to FRCS for verification.** Turnaround time to obtain FNU COMPLIANCE LETTER is **3 working days.** For queries regarding Compliance Letter please call on **Mobile: 9918078**