

# NOTICE

## The supporting documentation required with an application to extend the visa of a foreigner

1. The following documents are to be certified as true copies of the originals by the relevant government departments or persons as shown below.

| Number | Documents  | Certifying Authority  |
|--------|--|---|
| 1.     | A copy of the company's balance sheet and profit and loss statement  | - The Auditor or<br>- An officer of the Revenue Department or<br>- An officer of the Ministry of Commerce<br><br>If the document is an original then it will be considered. |
| 2.     | A copy of the Registration Certificate of the Company or Partnership and<br><br>A copy of the Company's Shareholders' List   | The Registrar of the Ministry of Commerce   |
| 3.     | A copy of the Company's PND 1 ( <i>the company's monthly personal income tax return</i> ), PND 91 ( <i>the employee's annual personal income tax certificate</i> ), PND 50 ( <i>the company's annual corporate tax return</i> ) and any other PNDs ( <i>e.g. PND 90 – annual personal income tax return if receiving income from other sources as well as salary and PND 51 – the company's half-yearly corporate tax return</i> ) | An officer of the Revenue Department  |
| 4.     | A copy of the company's monthly Social Security Fund return ( <i>of contributions</i> )  | An officer of the Social Security Office  |

2. Each time an application to extend a visa is submitted the following will also be submitted:

- 2.1 Photographs taken inside the company's offices with employees working at their work stations, and
- 2.2 Photograph(s) of the company' offices taken from outside the offices showing the number of the building and the company's sign.