



# HR Administration FAQs

**Q:** What is the proper process to apply for a new work permit and visa for a new expatriate staff?

**A:** Before a new expatriate employee can commence employment with Air Niugini, he/she needs to get a work permit and an employment visa.

First the applicant has to complete the application forms and submit it to us with all the required documentation.

We apply for his/her work permit here in Port Moresby. After we collect the work permit approval, we then lodge his/her employment visa application to the Immigration Office here in POM.

We then request for the approval to be sent to the PNG Mission or, in its absence, the Australian Mission in the applicant's country of origin.

We follow up after we lodge and advise the applicant when the approval is ready for collection in the mission.

**Q:** What are the requirements for a work permit application?

- A:**
- Copy of Passport Bio Data Page
  - Completed Green Work Permit application form plus right thumb print
  - Updated Resume
  - Employment Contract
  - Evidence of Qualification (all must be certified as true copies of originals by a Notary or Justice of Peace)
  - Evidence of Professional Affiliation (Licenses/CPA/Other Professional Associations – these also need to be certified as true copies of originals by a Notary or Justice of Peace)
  - 2 passport-sized photographs
  - Evidence of English language proficiency

**Q:** How long does it take to get a work permit?

**A:** From the date of the work permit application lodgement, the process takes about 2-3 weeks before we collect the approval.

**Q:** How long does it take to get an employment visa for PNG?

**A:** From the date of the visa application lodgement, the process takes about 2-3 weeks until the approval is sent through to the mission.

**Q:** How much does it cost for a PNG passport application?

**A:** The PNG passport application fee is K100.00 for the normal processing period of 15 working days.

For urgent processing (2 days), you will have to pay an extra K200.00 on top of the normal application fee.

**Q:** Where do we pay the fees for the PNG passport applications?

**A:** The fees are paid at Vulupindi Haus at Waigani. They only accept payment via Eftpos, Direct deposit and cheque payments. There is strictly NO cash payments.

**Q:** What are the requirements for a new PNG passport application?

**A:** For a new PNG passport application, you will have to complete the application form and attach it to: Two (2) passport-size photographs, your birth certificate and the K100.00 receipt for the fee.

**Q:** What are the requirements for a PNG passport renewal application?

**A:** For a PNG passport renewal application, you will have to complete the application form and attach it to: Two (2) passport-size photographs, the old or expiring passport and the K100.00 receipt for the fee.

**Q:** What is the National Staff Voluntary Medical and Insurance scheme?

**A:** The National Staff medical and insurance scheme is a voluntary scheme that Air



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*Niugini has put in place for its National Staff.*

*Those who are interested will have to complete an application form with the HR Administration Team. (Also available on the HR Page > Forms & Policies).*

*After the form is completed and signed, we send copies to the Insurer for registration and also copies to the Pay Office so they can start the member's fortnightly premium deduction to the Insurer.*

*Once the first deduction takes place, the member is covered and can start claiming for reimbursement of any medical bills he/she incurs, and also, for his/her dependents, depending on what cover the member takes.*

*Medical reimbursements are processed within 2-4 weeks and 80% of the total costs are reimbursed to the member direct to his/her account.*

*We have options of:- single cover, couple cover and family cover. Please check with the Administration Team for the current scheme premium payments and benefits as the policy is valid for one year and it changes every renewal period.*

**Q:** Do I get my deductions to the National Medical and Insurance scheme reimbursed if I withdraw my membership?

**A:** NO. The National Medical and Insurance scheme is an insurance policy. The fortnightly deductions you make to the policy is paid to the Insurer so that you are covered for the period. There is no reimbursement if you decide to cease your deductions and cease your membership.

**Q:** What is the process to request for personal effects transportation?

**A:** This benefit is for contract staff and on commencement and termination of contract.

*You send an email to the HR Administration Team with your request*

*for this along with the collection address and the destination address and we will liaise with our Purchasing & Supply Department Team to assist you with this.*

**Q:** How long does it take to get an Australian Visa?

**A:** The normal processing time for Australian visas is 10 working days.

**Q:** How much is an Australian Visa?

**A:** The current fee as at July 2014 is K416.20 and **is payable by bank cheque or Eftpos only. No cash payments are accepted.**

*Please check with the Administration Team for the current visa fee because the fees change every now and then.*

**Q:** How do we apply for an Australian Visa?

**A:** You can apply for an Australian Visa using the online application.

*You can also apply manually by completing the application form, attaching all relevant documents required as per the checklist, and lodging your application at the TTS Australian Visa Application Centre in town (Port Moresby) in the Steamships Building, opposite Defens Haus.*