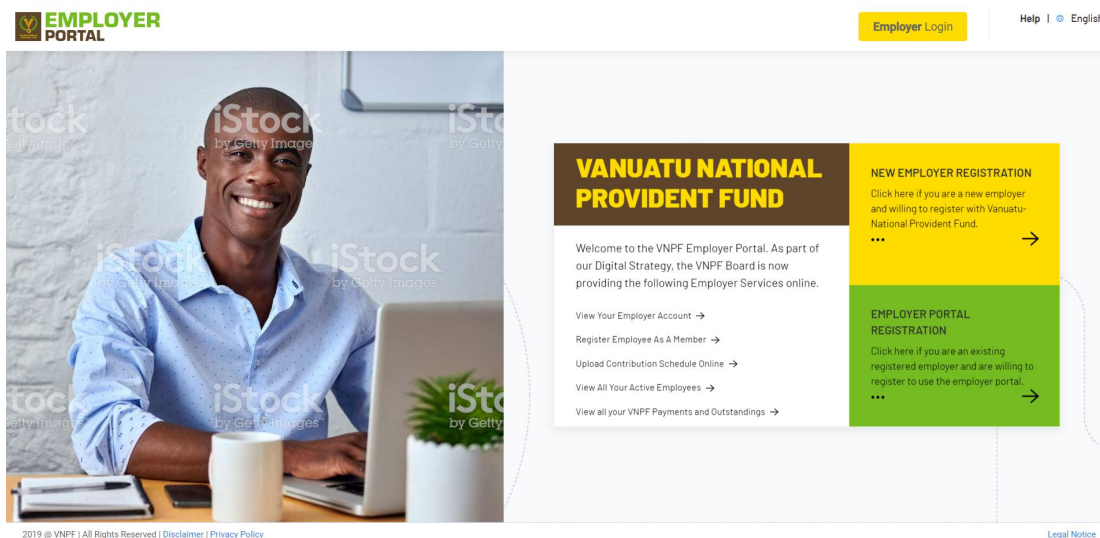




New Employer Registration

If New Employer then click on the New Employer Registration Link to redirect to the New Employer Registration page to register in VNPF.



To Register New Employer

Step 1:

- i. If already have an Application No then enter the Application No and click **Get** button. Otherwise enter all employer application details.
- ii. Choose where company is registered?
- iii. Enter/Select Business details, Business Name, Trading Name, Date when the Business was Established, Date when First Employment Started, Address, Preferred Communication Language.
- iv. In Registration Detail, select Place of Registration.
- v. In Business License, Select License Provided By and Enter License No
- vi. Click **Next** button to move to the Step 2.



[Employer Login](#) [Help](#) | [English](#)

New Employer Registration

If you are an employer not registered with VNPF, then use this screen to register yourself with VNPF. If you have already registered and waiting for approval from VNPF and get an employer number please contact VNPF customer service. If you are already registered please click on Employer login to login into your portal

Step 1

Step 2

Step 3

Employer details

If you know the Application No, enter the number and search for the application:

Step: 01

Choose where the company is registered? *

☒ Company registered in Vanuatu
☐ Company registered outside Vanuatu

Business Details

Business Name: *	Trading Name: *	Date when the business was Established: *
<input type="text" value="Vanuatu Financial Commission"/>	<input type="text" value="Vanuatu Financial Commission"/>	<input type="text" value="01-01-2018"/>
Date when First Employment Started: *	Address: *	
<input type="text" value="01-01-2018"/>	<input type="text" value="01, Port vila, Vanuatu"/>	
Preferred Communication Language? *		
<input type="radio"/> Bislama <input checked="" type="radio"/> English <input type="radio"/> French		

Registration Detail

VFSC No: <input type="text"/>	VIPA No: <input type="text"/>
<small>All company that have their business registered in Vanuatu.</small>	<small>If the company is registered with VIPA.</small>
Place of Registration: *	
<input type="text" value="Kerebeii"/>	

Business License:

(Applicable only for employer registered in Vanuatu)


License Provided By: *	License No: *
<input checked="" type="radio"/> Province <input type="radio"/> Customs	<input type="text" value="7547475477"/>

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Step 2:

- If Seasonal Employer then select Season Start Date and Season End Date.
- Enter Applying Person Information, Applied by and Contact No.
- Nature Of Business, Select Category and type
- Click **Save** button.
- After saving, Employer Branch details and its save button will be visible.





Employer Login

Help | English

New Employer Registration

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Step 1

Step 2

Step 3

Seasonal Employer Detail

This is applicable for employers who have employees as seasonal workers

Season Start Date: *
dd-mm-yyyy

Season End Date: *
dd-mm-yyyy

☐ Season Repeats Very Year

Applying Person Information

Applied By: *
Daniel

Email ID:

Contact No: *
8457456747

Nature of Business

Nature of Business to be entered as per the VNISO standard. Please click on the View Code List Button below to find the suitable code from the list

Category: *
BS11(FINANCIAL SERVICES(BANK,INS.))

Type: *
FINANCIAL SERVICES(BANK,INS.)

Employer Branch:

Provide details of all the branch for which the contribution is going to be provided

Branch Name	Start Date	Total Employed	Edit	Add New	Delete
Branch Name: * 	Start Date: * dd-mm-yyyy	Total Employed: * 0			
Branch Type: * --Select--	Category: * --Select--	Type: * --Select--			

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PREVIEW

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NEXT

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Employer Branch Detail

- Enter/Select Branch Name, Start Date, Total Employed, Branch Type, Category, Type.
- Click **Save** button to save the branch details.
- After saving,
 - Branch will be binded below Employer branch.
 - Edit, Add and Delete button will be visible.
- To modify the branch detail click **Edit** button.



- x. To add new Branch click **Add** button.
- xi. To delete the branch click **Delete** button.
- xii. To Preview the application click **Preview** button.
- xiii. To move to step 3 click **Next** button.

EMPLOYER PORTAL Employer Login Help | English

New Employer Registration

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Step 1 Step 2 Step 3

Seasonal Employer Detail
This is applicable for employers who have employees as seasonal workers

Season Start Date: * Season End Date: * ☐ Season Repeats Every Year

Applying Person Information

Applied By: * Email ID: Contact No.: *

Nature of Business
Nature of Business to be entered as per the VNISO standard. Please click on the View Code List Button below to find the suitable code from the list

Category: * Type: *

Employer Branch:
Provide details of all the branch for which the contribution is going to be provided

Branch Name	Start Date	Total Employed	Edit	Add New	Delete
Vanuatu Financial Commission Pvt Ltd	01-01-2018	50	<input type="button" value="EDIT"/>	<input type="button" value="ADD"/>	<input type="button" value="DELETE"/>

Branch Name: * Start Date: * Total Employed: *

Branch Type: * Category: * Type: *

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Step 3:

Add Contact

- i. Enter/Select First name, Last Name, Contact Type, Contact No, Designation, Email ID, Start Date.



- ii. Click **Save** button to save the contact detail.
- iii. After saving,
 - a. Contact will be binded below Add Contact.
 - b. Edit, Add and Delete button will be visible.
- iv. To modify the Contact detail click **Edit** button.
- v. To add new Contact click **Add** button.
- vi. To delete the contact click **Delete** button.

Add Vehicles

If business is related to Vehicle then enter vehicle detail.


- i. Enter/Select Plate No, License No, License Name, Permit Type, Effective Date, Expiry Date, Driver's License No, Driver's Name.
- ii. Click **Save** button to save the Vehicle detail.
- iii. After saving,
 - a. Vehicle detail will be binded below Add Vehicles.
 - b. Update, Edit, Add and Delete button will be visible.
- iv. To update the vehicle related documents click **Update** button.
- v. To modify the Vehicle detail click **Edit** button.
- vi. To add new Vehicle click **Add** button.
- vii. To delete the Vehicle click **Delete** button.

Add Documents

- i. Upload all the mandatory documents.
- ii. Click **Choose File** button and select the document and click **Upload** button to upload the document.



After completing all steps check the checkbox for accepting the declaration and click **Save and Submit** button to submit the application.

**EMPLOYER
PORTAL**

Employer Login

Help | English

New Employer Registration

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Step 1

Step 2

Step 3

Add Contact

Add all the list of contact who are part of the company like Owners, Directors and contribution contact details.

Contact Name	Type	Designation	Start Date	Edit	Add	Remove
Jhenifer J	Cs Contact			EDIT	ADD	DELETE
Patrick K	Owner			EDIT	ADD	DELETE

First Name:*

Middle Name:

Last Name:*

Contact Type:*

Contact No:*

Designation:*

Email ID:*

Start Date:*

☐ Is a Foreigner

dd-mm-yyyy

SAVE

Plate No:*

License No:*

License Name:*

Permit Type:*

Effective Date:*

Expiry Date:*

Driver's License No:*

Driver's Name:*

dd-mm-yyyy

dd-mm-yyyy

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☒ I consent the details provided are true and correct to the best of my knowledge.

Submitted By:

Submitted on:

Daniel

May 12, 2020

PREVIEW

SAVE AND SUBMIT

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After submitted, the Application will be displayed in VNPF Employer Application screen at Pending Verification status. If application submitted incompletely then it will be in Pending submission status.