



REQUIREMENTS OF VARIOUS HARVESTING AUTHORITIES/ FIP/ FIC/ PROCESSING PLANTS & LICENCE



REQUIREMENTS

1. **ISSUANCE OF FOREST INDUSTRY PARTICIPANT CERTIFICATE**

a. FOREST INDUSTRY PARTICIPANT

- i. REGULATION FORM 210 (DETAILS TO BE FILLED IN)
- ii. CERTIFICATE OF INCORPORATION
- iii. PERSONAL RESUME FROM PRINCIPAL APPLICANT
- iv. FINANCIAL STATEMENTS FOR PAST 3 YEARS
- v. SUMMARY OF PROPOSED FOREST ACTIVITIES
- vi. DETAIL OF RELEVANT EXPERIENCE EXPERTISE
- vii. TAXPAYER REGISTRATION CERTIFICATE
- viii. APPLICATION FEE

2. **ISSUANCE OF FOREST INDUSTRY CONSULTANT CERTIFICATE**

a. FOREST INDUSTRY CONSULTANT

- i. REGULATION FORM 212(Details to be filled in)
- ii. CERTIFICATE OF INCORPORATION
- iii. SHAREHOLDING STRUCTURE
- iv. PERSONAL RESUME FOR PRINCIPAL OF APPLICANT
- v. TAXPAYER REGISTRATION CERTIFICATE
- vi. APPLICATION FEE

3. **ISSUANCE OF PROCESSING PLANT CERTIFICATE**

a. REGISTRATION OF TIMBER PROCESSING PLANT

- i. COMPLETED REGULATION FORM 230 (DETAILS TO BE FILLED IN)
- ii. IDENTIFICATION OF PLANT, INCLUDING SYSTEM OF OPERATION AND LOCATION
- iii. NAME OF OPERATOR
- iv. MUST BE CERTIFIED BY AN AUTHORIZED OFFICER FROM NFS
- v. APPLICATION FEE

4. **TIMBER AUTHORITY [FIVE (5) DIFFERENT TYPES]**

a. TA 01: DOWNSTREAM PROCESSING, 5,000 m³ & BELOW

- i. REGULATION FORM 156 (DETAILS TO BE FILLED IN)
- ii. APPLICATION FEE
- iii. CERTIFICATE OF INCORPORATION
- iv. MAP AND BOUNDARY DESCRIPTION
- v. COMPLETED FORM 165 (LANDOWNER VERIFICATION FORM)

- vi. COMPLETED FORM 166 (SALES & PURCHASE AGREEMENT)
- vii. UTILIZATION PLAN
- viii. COPIES OF ANY OTHER AGREEMENTS
- ix. IMPLEMENTATION REPORTS FOR EXISTING TAs
- x. APPLICATION FEE

b. TA 02: ROADLINE TA , 12.5 KM & BELOW

- i. REGULATION FORM 158 (DETAILS TO BE FILLED IN)
- ii. CERTIFICATE OF INCORPORATION
- iii. MAP AND DESCRIPTION OF PROJECT
- iv. COMPLETED FORM 165 (LANDOWNER VERIFICATION FORM)
- v. COMPLETED FORM 166 (SALES & PURCHASE AGREEMENT)
- vi. COPIES OF ANY OTHER AGREEMENTS
- vii. IMPLEMENTATION REPORT (EXISTING TA)
- viii. DETAILS OF ROAD DESIGN ALIGNMENT/ PROPOSED STANDARD OF CONSTRUCTION AS PER DEPT. WORKS ROAD MANNUAL
- ix. ENDORSMENT LETTER FORM SECRETARY OF DEPART. OF WORKS
- x. ENDORSMENT LETTER FFOM PROVINCIAL GOVERNMENT ON APPROVAL OF PROPOSED ROAD AND MAINTANCE TO BE TAKEN ONCE BUILT
- xi. SUPPORTIVE LETTER FROM A FINANCIAL INSTITUTE IN PNG
- xii. APPLICATION FEE

c. TA 03, AGRICULTURE TA , 50 HA

- i. REGULATION FORM 160 (DETAILS TO BE FILLED IN).
- ii. CERTIFICATE OF INCORPORATION
- iii. MAP & DESCRIPTION OF PROJECT
- iv. COMPLETED FORM 165 (LANDOWNER VERIFICATION FORM)
- v. COMPLETED FORM 166 (SALES AND PURCHASE AGREEMENT)
- vi. UTILIZATION PLAN
- vii. COPIES OF ANY OTHER AGREEMENTS
- viii. IMPLEMENTATION REPORT (EXISTING TA)
- ix. SUPPORTIVE LETTER FORM A FINANCIAL INSTITUTE IN PNG
- x. APPLICATION FEE

d. TA 04: HARVEST OTHER FOREST PROUDUCTS OTHER THAN PLANTATION MATERIALS

- i. REGULATION FORM 162 (DETAILS TO BE FILLED IN).
- ii. MAP & DESCRIPTION OF PROJECT AREA
- iii. COMPLETED FORM 165 (LANDOWNER VERIFICATION FORM)
- iv. COMPLETED FORM 166 (SALES AND PURCHASE AGREEMENT)
- v. DETAILS OF THE PROPOSED REVENUE BENEFITIS TO LOs FORM THE PROJECT
- vi. DESCRIPTION OF TYPE AND AMOUNT OF FOREST PRODUCE TO BE HARVESTED
- vii. A PLAN FOR UTILIZATION OF THE FOREST PRODUCE TO BE HARVESTED
- viii. COPIES OF ANY OTHER AGREEMENTS
- ix. APPLICATION FEE

e. **TA 05: HARVESTING PLANTATION MATERIAL ON GOVERNMENT, STATE LEASEHOLD, PRIVATE LEASEHOLD OR PRIVATE FREEHOLD**

- i. REGULATION FORM 164(Details to be filled in)
- ii. MAP & DESCRIPTION OF PROJECT AREA
- iii. COPIES OF LEASE AGREEMENTS OR COPIES OF TITLES TO FREEHOLD LAND
- iv. COPIES OF SALES & PURCHASE AGREEMENTS BETWEEN THE APPLICANT & THE PLANTATION OWNERS & LEGAL OWNERS, WHICH RELATE TO THE PURCHASE, HARVEST, PROCESSING OR MARKETING OF PLANTATION MATERIAL FROM THE PROJECT AREA
- v. DETAILS OF THE PROPOSED REVENUE BENEFITS TO LOs FROM THE PROJECT
- vi. DESCRIPTION OF TYPE AND AMOUNT OF FOREST PRODUCE TO BE HARVESTED
- vii. A PLAN FOR UTILIZATION OF THE FOREST PRODUCE TO BE HARVESTED
- viii. COPIES OF ANY OTHER AGREEMENTS
- ix. APPLICATION FEE

5. FOREST CLEARING AUTHORITY

a. **FOREST CLEARING AUTHORITY (AGRICULTURE/ AGRO-FORESTRY/PLANTATION)**

- i. COMPLETED REGULATION FORM 233(Details to be filled in).
- ii. CERTIFICATE OF INCORPORATION (ISSUED BY INVESTMENT PROMOTION AUTHORITY)
- iii. DEVELOPMENT PLAN/EVALUATION REPORT/ CERTIFICATE OF APPROVAL FROM SECRETARY FOR DEPARTMENT OF AGRICULTURE & LIVESTOCK
- iv. COPY OF STATE LEASE/ OTHER DOCUMENTATION RELATING TO TYPE OF LAND TENURE APPROPRIATE FOR THE PROJECT
- v. IMPLEMENTATION SCHEDULE
- vi. COST DETAILS/ CERTIFICATE FROM A FINANCIAL INSTITUTE IN PNG
- vii. MAP AND PROJECT DESCRIPTION
- viii. COMPLETED REGULATION FORM 267 (LANDOWNER VERIFICATION FORM)
- ix. ANY OTHER SUPPORTING LETTERS FROM OTHER AGENCIES ON APPROPRIATE DESIGN AND IMPLEMENTATION OF PROPOSED PROJECT
- x. APPROVAL LETTER FROM HEAD OF CONSERVATION & ENVIRONMENT PROTECTION AUTHORITY
- xi. MANPOWER/ EQUIPMENT/ RELEVANT EXPERTISE
- xii. REPORT BY RESPONSIBLE AGENCY IN TERMS OF PUBLIC HEARING MATTERS
- xiii. COMPLETED REGULATION FORM 268 (SALES AND PURCHASE AGREEMENT)
- xiv. CERTIFICATE OF COMPLIANCE
- xv. ANY OTHER AGREEMENTS
- xvi. APPLICATION FEE

b. **FOREST CLEARING AUTHORITY (ROAD-LINE)**

- i. COMPLETED REGULATION FORM 243(Details to be filled in)
- ii. CERTIFICATE OF INCORPORATION (IPA)
- iii. DEVELOPMENT PLAN/EVALUATION REPORT/ CERTIFICATE OF APPROVAL FROM

DEPARTMENT HEAD RESPONSIBLE FOR CERTIFYING THAT PROPOSED ROAD ROUTE IS IN ACCORDANCE WITH THE RELEVANT NATIONAL/PROVINCIAL INFRASTRUCTURE PLANS AND THAT FUNDING IS AVAILABLE FOR ROAD MAINTENANCE AFTER CONSTRUCTION

- iv. COPY OF STATE LEASE/ OTHER DOCUMENTATION RELATING TO TYPE OF LAND TENURE APPROPRIATE FOR THE PROJECT
- v. CERTIFICATE FROM DEPT.HEAD RESPONSIBLE FOR WORKS MATTER CERTIFYING THAT THE PROPOSED STANDARD OF CONSTRUCTION AND DESIGN (INCLUDING ALIGNMENT) FOR THE ROAD MEETS THE DEPARTMENT'S STANDARD
- vi. SUPPORTING LETTER FROM PROVINCIAL GOVERNMENT ON APPROVAL AND MAINTENANCE OF ROAD
- vii. IMPLEMENTATION SCHEDULE
- viii. DETAILS OF COST/ CERTIFICATE FROM A FINANCIAL INSTITUTE ON FINANCIAL CAPACITY
- ix. MAP AND PROJECT DESCRIPTION
- x. COMPLETED REGULATION FORM 267 (LANDOWNER VERIFICATION FORM)
- xi. ANY OTHER SUPPORTING LETTERS FROM OTHER AGENCIES ON APPROPRIATE DESIGN AND IMPLEMENTATION OF PROPOSED PROJECT
- xii. ENVIRONMENT PERMIT
- xiii. MANPOWER/ EQUIPMENT/ RELEVANT EXPERTISE
- xiv. REPORT BY RESPONSIBLE AGENCY IN TERMS OF PUBLIC HEARING (DEPARTMENT OF WORKS)
- xv. COMPLETED REGULATION FORM 268 (SALES AND PURCHASE AGREEMENT)
- xvi. CERTIFICATE OF COMPLIANCE
- xvii. ANY OTHER AGREEMENTS
- xviii. APPLICATION FEE

6. **TIMBER PERMITS**

a. **TIMBER PERMIT (NEW)**

- i. REGULATION FORM 116 (DETAILS TO BE FILLED IN)
- ii. ENVIRONMENT PLAN RELATING TO PROPOSED ACTIVITIES UNDER THE PERMIT SOUGHT WHICH HAS BEEN APPROVED (AFTER ALLOCATION PROCESS)
- iii. APPLICATION FEE

b. **EXTENSION OR RENEWAL OF TERM OF TIMBER PERMIT**

- i. REGULATION FORM 120 (DETAILS TO BE FILLED IN)
- ii. A BRIEF SUBMISSION SETTING OUT WHY THE EXTENSION OR RENEWAL IS DESIRED.
- iii. APPLICATION FEE

c. **TRANSFER AMENDMENT OR SURRENDER OF TIMBER PERMIT**

- i. REGULATION FORM 129 (DETAILS TO BE FILLED IN)
- ii. TRUE COPY OF DEED OF ASSIGNMENT FROM THE APPLICANT TO THE TRANSFEREE OF THE APPLICANT'S RIGHTS AND OBLIGATIONS UNDER THE PA

- ENTERED INTO BETWEEN THE APPLICANT AND PNGFA (CONDITIONAL UPON THE TRANSFER OF THIS PERMIT TO THE TRANSFEREE;
- iii. BRIEF SUBMISSION SETTING OUT WHY THE TRANSFER IS DESIRED
 - iv. APPLICATION FEE

7. LICENCE

a. NEW LICENCE

- i. REGULATION 177(Details to be filled in)
- ii. PARTICULARS PRESCRIBED IN REGULATION FORM 179
- iii. APPLICATION FEE

b. EXTENSION OF LICENCE

- i. REGULATION FORM 191 (Details to be filled in)
- ii. A BRIEF SUBMISSION SETTING OUT WHY THE EXTENSION IS SOUGHT
- iii. APPLICATION FEE

8. CHECKLIST OF STEPS REQUIRED TO BE TAKEN BEFORE A TIMBER PERMIT CAN BE GRANTED

1. LANDOWNER AWARENESS CAMPAIGN CONDUCTED BY NATIONAL FOREST SERVICE.
2. THE AUTHORITY PURSUANT TO A FOREST MANAGEMENT (FMA) ACQUIRES THE TIMBER RIGHTS IN THE FOREST MANAGEMENT AREA (SECTION 56 (1) OF THE FOREST ACT.
3. THE CONSENT OF THE CUSTOMARY OWNER TO THE LAND IS OBTAINED PURSUANT TO SECTION 57 OF THE ACT BY THE EXECUTING OF THE FMA.
4. THE FMA CONTAINS A CERTIFICATE FROM THE RELEVANT PROVINCIAL FOREST MANAGEMENT COMMITTEE (PFMC) THAT THERE HAS BEEN CONSENT BY THE CUSTOMARY OWNERS AND THEY GIVE A CERTIFICATE OF AUTHENTICITY OF THE TENUR OF THE CUSTOMARY LAND AS REQUIRED BY SECTION 58.
5. AS REQUIRED BY SECTION 56 (2) THE MINISTER THEN APPROVES THE FMA.
6. THE AUTHORITY IN ACCORDANCE WITH ANY DIRECTIONS GIVEN TO IT BY THE PFMC (SECTION 62(4) CARRIES OUT DEVELOPMENT OPTION STUDIES (DOS).
7. THE NATIONAL FOREST BOARD PROVIDES TO THE MINISTER AND THE PFMC TRUE COPIES OF THE DOS. (SECTION 62(4)).
8. DRAFT PROJECT GUIDELINES ARE PREPARED BY THE PFMC AFTER CONSULTATION WITH THE OWNERS OF THE FOREST RESOURCE AND THE PROVINCIAL GOVERNMENT, WHICH ARE THEN SUBMITTED TO THE BOARD (SECTION 63(2)).
9. IF DRAFT GUIDELINES ARE IN ORDER, BOARD WHO THEN ISSUES FINAL GUIDELINES APPROVES THEM (SECTION 63(2)).
10. THE BOARD THEN ADVERTISES (A) THE FOREST DEVELOPMENT PROJECT (SECTION 64) OR (B) CONSIDERS PROPOSALS WITHOUT ADVERTISEMENTS

(SECTION 64(3)).

11. THE PROJECT PROPOSAL ARE THEN: (A) LODGED WITH THE MANAGING DIRECTOR BY PLACING THEM IN THE TENDER BOX (SECTION 66(2)). OR (B) LODGED WITH THE MANAGING DIRECTOR DIRECTLY WHEN THE BOARD HAS DETERMINED TO CONSIDER PROPOSALS WITHOUT ADVERTISEMENT.
12. THE MANAGING DIRECTOR THEN REFERS THE PROJECT PROPOSALS TO THE PPMC FOR EVALUATION (SECTION 67 (2)).
13. THE PPMC EVALUATES THE PROJECT PROPOSALS AGAINST SPECIFIC CRITERIA AS SET OUT IN THE ACT WITH THE ASSISTANCE OF THE NATIONAL FOREST SERVICE (NFS) (SECTION 67 (2)).
14. THE PPMC MAY INVITE THE PROPONENTS TO PROVIDE EITHER AT INTERVIEW OR BY WRITTEN SUBMISSIN FURHTER INFORMATION IN ORDER TO CLARIFY OR ELABORATED ON PROPOSALS (SECTION 68).
15. THE PPMC THEN SUBMITS TO THE BOARD A DETAILED REPORT OF ITS EVALUATION AND RECOMMENDATION AS TO PROPONENTS (IF ANY) WITH WHOM FURTHER NEGOTIATIONS SHOULD PROCEED (SECTION 69).
16. THE BOARD THEN CONSIDERS AND CONSULTS WITH THE MINISTER ON THE PPMC REPORT AND RECOMMENDATIONS (SECTION 70(1)(A)).
17. THE MINISTER THEN PROVIDES HIS COMMENTS TO THE BOARD (SECTION 70(1)(A) & (B)).
18. THE BOARD IN CONJUNCTION WITH THE PPMC THEN SETS THE PARAMETERS WITH WHICH SUCH NEGOTIATIONS SHOULD BE CONDUCTED AND ASSISTS THE PPMC IN SETTING UP A NEGOTIATION COMMITTEE (SECTION 70(1) C & D).
19. THE BOARD THEN DIRECTS THE PPMC WHICH PROPONENTS (IF ANY) THAT THE PPMACE SHOULD ENTER INTO FURTHER NEGOTIATIONS WITH A VIEW TO NEGOTIATING A PROJECT AGREEMENT. THE MINISTER’S COMMENTS ARE ALSO PROVIDED TO THE PPMC (SECTION 70(2)).
20. THE PPMC THEN NEGOTIATES A PROJECT AGREEMENT AND SUBMITS THE FINAL DRAFT OT THE BOARD. ONLY ONE DRAFT PROJECT AGREEMENT (PA) IS ULTIMATELY SUBMITTED TO THE BOARD (SECTION 71).
21. THE BOARD THEN CONSIDERS THE FINAL DRAFT PROJECT AGREEMENT AND IF NOT SATISFIED THAT THE DRAFT PROJECT AGREEMENT MAKES ADEQUATE PROVISIONS FOR ALL ASPECTS OF THE PROJECT THEN THE DRAFT PROJECT AGREEMETN IS RETURNED TO THE PRMC WITH DETAILS OF THOSED MATTERS REQUIRING FURTHER NEGOTIATIONS (SECTION 72).
22. WHEN THE DRAFT PA HAS BEEN RETURNED TO THE PPMC, THE PPMC THEN

CARRIES OUT FURTHER NEGOTIATIONS AS NECESSARY AND SUBMITS TO THE BOARD A FURTHER FINAL DRAFT PROJECT AGREEMENT FOR A CONSIDERATION BY THE BOARD.

23. WHERE THE BOARD IS SATISFIED THAT THE PROJECT AGREEMENT OR FURTHER FINAL DRAFT PROJECT AGREEMENT MAKES ADEQUATE PROVISIONS FOR ALL ASPECTS OF THE PROJECT, THEN THE BOARD IS THEN REQUIRED TO CONSULT WITH;
 - (A) THE CUSTOMARY OWNERS WHO ARE PARTIES TO THE FMA;
 - (B) THE PROVINCIAL GOVERNMENT FOR THE PROVINCE IN WHICH THE AREA COVERED BY THE PROJECT AGREEMENT IS SITUATED; AND
 - (C) THE MEMBER/ MEMBERS OF THE PARLIAMENT FOR THE PROVINCE AND THE ELECTORATE (S) IN WHICH THE PROVINCE AND THE ELECTORATE (S) IN WHICH THE AREA COVERED BY THE AGREEMENT IS SITUATED OF THE “INTENTIONS OF THE BOARD” IN RECOMMENDING THE ALLOCATION OF A TIMBER PERMIT OVER OR IN RELATION TO THE FMA AREA (SECTION 59).
24. THE MINISTER FOR PROVINCIAL AND LOCAL LEVEL GOVERNMENT AFFAIRS IS THEN REQUIRED TO CONSULT WITH THE PG IN THE PROVINCE / PROVINCES WHERE THE NATURAL RESOURCE IS SITUATED ARE REQUIRED TO LIAISE FULLY WITH THE LANDOWNERS IN RELATION TO THE RESOURCE DEVELOPMENT OF THE NATURAL RESOURCE IS SITUATED ARE REQUIRED TO LIAISE FULLY WITH THE LANDOWNERS IN RELATION TO THE RESOURCE DEVELOPMENT OF THE NATURAL RESOURCES.
25. THE BOARD THEN OBTAINS APPROVAL OF THE MINISTER OF FINANCE TO EXECUTE THE PROJECT AGREEMENT (SECTION 61(2) OF THE PUBLIC FINANCE MANANGEMENT ACT).
26. THE BOARD THEN EXECUTES THE PA ON BEHALF OF THE AUTHORITY (SECTION 72(B) (I)).
27. AFTER THE BOARD AND THE PROPONENT EXECUTE THE PROJECT AGREEMENT, THE BOARD THEN MAKES A RECOMMENDATION TO THE MINISTER FOR FORESTS TO GRANT A TIMBER PERMIT TO THE FOREST INDUSTRY PARTICIPANT BEING THE PROPONENT WHO IS A PARTY TO THE PROJECT AGREEMENT (SECTION 72 (B) (II)).
28. IF THE MINISTER FOR FORESTS ACCEPTS THE BOARD’S RECOMMENDATION, HE THEN INVITES THE PROPONENT TO MAKE AN APPLICATION FOR A TIMBER PERMIT (SECTION 73 (1)).
29. IF THE MINISTER FOR FORESTS DOES NOT ACCEPTS THE BOARD’S RECOMMENDATIONS, HE MAY REFER THE MATTER BACK TO THE BOARD WITH

REASONS FOR HIS NON-ACCEPTANCE OF THE RECOMMENDATIONS FOR RECONSIDERATION BY THE BOARD (SECTION 73).

30. THE BOARD IS OBLIGED TO RECONSIDER THE MINISTER FOR FORESTS' REFERRAL BACK TO IT, AND THEN THE BOARD MAKES A FINAL RECOMMENDATION TO THE MINISTER (SECTION 74).
31. IF THE BOARD'S FINAL RECOMMENDATIONS SUBMITTED TO THE MINISTER ARE ACCEPTED THEN THE MINISTER FOR FORESTS INVITES THE PROPONENT TO MAKE AN APPLICATION FOR A TIMBER PERMIT (SECTION 73 (1)).
32. IF THE MINISTER FOR FORESTS DOES NOT ACCEPT THE BOARD'S RECOMMENDATIONS, HE IS OBLIGED TO REFER THE MATTER TOGETHER WITH THE BOARD'S RECOMMENDATIONS AND HIS REASONS FOR NOT ACCEPTING IT TO THE NATIONAL EXECUTIVE COUNCIL (NEC) (SECTION 75(2)).
33. THE NEC MAY THEN EITHER ACCEPT OR REJECT THE PROJECT PROPOSALS AND THE MINISTER MUST THEN COMPLY WITH ANY DIRECTION GIVEN BY NEC AND ADVISE THE BOARD OF THE DIRECTIONS.

IF THE NEC DIRECTION IS TO ACCEPT THE RECOMMENDATION OF THE BOARD, THEN THE MINISTER MUST INVITE THE PROPONENT TO MAKE A FORMAL APPLICATION FOR A TIMBER PERMIT AND WITHIN 30 DAYS THEREAFTER GRANT A TIMBER PERMIT (SECTION 76).

34. IF THE NEC DIRECTION IS TO REJECT THE RECOMMENDATION OF THE BOARD, NEC MUST THEN DIRECT THE MINISTER TO REFER THE MATTER BACK TO THE BOARD AND FOR TO EITHER;
 - A) NEGOTIATE SUCH TERMS AND CONDITIONS IN THE PROJECT AGREEMENT AS ARE SPECIFIED BY NEC AS REQUIRING RE-NEGOTIATIONS; OR
 - B) RE-ADVERTISE THE FOREST DEVELOPMENT PROJECT (SECTION 76 (4)).ISSUANCE OF TIMBER PERMITS TO THE DEVELOPER (SECTION 73 (1)).