

## LEVY ASSESSMENT ON SALARIES AND WAGES PAID

This Levy Assessment is issued in accordance with the Fiji National University Act 2009 and the provisions of the FNU Levy Order Act.

I..... hereby certify that the **TOTAL GROSS** Salaries, Wages and other emoluments as defined in paragraph 2 of the FNU Levy Order, paid by this company during the period of **January to June 2024** and the Levy assessed thereon are as follows:

EMPLOYER NO.	TOTAL GROSS EMOLUMENTS	LEVY DUE (1%)	DUE DATE <b>30-09-2024</b>  PERIOD (2/ 2024)
NATURE OF BUSINESS	NO. OF EMPLOYEES	PHYSICAL ADDRESS	Use the deposit slip provided below for payment, or alternatively, utilize the same account for online transfers
COMPANY TIN	SIGNATURE	DESIGNATION	

BUSINESS / EMPLOYER NAME: .....

NAME OF PERSONNEL TO BE CONTACTED ON LEVY MATTERS: .....

PHONE: ..... MOB: ..... E-MAIL: .....

**INSTRUCTIONS:**

- Please fill the above details in full.
- The Levy Due is calculated based on 1% of Total Gross Emoluments which includes director's fees, expatriates, officers re-appointed, allowances, payment, casual, part time, cash benefits and contract employees. For those who do not return the completed form with payment by the due date, the Levy Due will be arbitrarily assessed based on a standard formula. All figures submitted are subject to verification by authorized officers according to Section 421 Subsection 3 of the FNU Amendment Act 2010.
- The form must be signed by an authorized company official e.g. Proprietor, Manager, Accountant, Financial Controller or Payroll officer.
- Retain a copy for your own records and any changes in business status should be communicated to the Levy Section in writing.
- **Please provide a copy of the Profit and Loss statement, or screenshot of the periodic summary, or the FNPF contribution summary for verification purposes.**
- **Please send copy of the remittance and deposit slip to [EveryoneLevy@fnu.ac.fj](mailto:EveryoneLevy@fnu.ac.fj) for the purpose of updating your account accordingly.**

**LATE PAYMENT WARNING**

Order 6 of the FNU Levy Order provides that any sum due and unpaid on the due date specified shall bear interest from that date at the rate of one percent per month or any part thereof until paid.

FNU 1 LC

**PROFESSOR UNAISI NABOBO-BABA**  
**VICE CHANCELLOR**

Tear Here.....

**Fiji National University**  
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 (679) 3394000 Website:  
 www.fnu.ac.fj

Email: [EveryoneLevy@fnu.ac.fj](mailto:EveryoneLevy@fnu.ac.fj)

**Direct Deposit Slip**



Branch

Date

Employment ID & Employment Name

Paid in by (Signature)

Teller's Stamp and Initials	Journal Number

\$100
\$50
\$20
\$10
\$5
\$2
\$1
Coins

Cash (FJD)	
Cheques	
Total	

Fiji National University

Please send copy of the remittance and deposit slip to [EveryoneLevy@fnu.ac.fj](mailto:EveryoneLevy@fnu.ac.fj)