

## REFERENCE LETTER

### A. CUSTOMER DETAILS

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Residential Address:

\_\_\_\_\_

Occupation or Nature of Self Employment: \_\_\_\_\_

Customer Signature:

(to be signed in front of the referee)



If form is required to confirm  
Residential Address  
Affix passport photo here

### B. REFEREE DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

### C. REFEREE STATEMENT

I confirm that I have known \_\_\_\_\_ (customer's name) for \_\_\_\_\_  
year(s) and \_\_\_\_\_ month(s) and the details provided in part A by the customer have been verified  
by me and is true.



Signature and Stamp (where applicable) of Acceptable Referee

Date: \_\_\_\_\_

## REFERENCE LETTER

### LIST OF ACCEPTABLE REFEREES:

1	Justice of Peace, Commissioner for Oaths, Notary Public	Stamp Required
2	Official from a District Government Agency such as the Social Welfare Office, Police Station, Health Centers	Stamp Required
3	District Officer or District Advisory Officer	Stamp Required
4	Town Councillor	Stamp Required
5	Official from the Fiji Sugar Corporation sector office (for sugar cane farmers, laborers)	Stamp Required
6	Roko Tui (Chief Administration Officer) or Assistant Roko Tui or Provincial Administrator at the Provincial Office	Stamp Required
7	Village Headman or Turaga-ni-Koro	Letter of Appointment from Ministry of iTaukei Affairs (if applicable)
8	Religious Leader ( e.g. Talatala or Preacher; Priest; Imam of a mosque; Pundit)	Letter of Appointment from Religious Body
9	Current or former employer	Certificate of Registration with entity ownership details
10	For Minors or Students	
	Parent or Guardian	Birth Certificate of minor
	School Head Teacher or School Principal	School Stamp
	Landlord (for tertiary students who are renting)	Tenancy Agreement

### Note:

- Referee Letter only applies to customers who may have inadequate documents due to their circumstances or background.  
For example, customers who are students, unemployed or customers who are employed in an informal business sector such as rural farmers and seasonal agricultural laborers.
- The Referee can only verify the customers residential address, occupation or nature of self-employment.
- The letter can only be signed by the list of acceptable referees who have known the customer for at least 3 months.