



Republic of Vanuatu
State Law Office

Financial Intelligence Unit

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VANUATU FIU DUE DILIGENCE CHECKS

As part of this office's ongoing review process of its due diligence service provided to the Vanuatu Citizenship Office's programs (DSP, CIIP & VCP), the Vanuatu Financial Intelligence Unit issues the below stated new internal processes to better manage and safeguard its due diligence procedures. These new internal FIU processes will be in accordance with the currently legislated timeframes and applicable to all new submissions starting on Thursday 16th January 2025.

1. All submissions of client files **MUST** contain all the necessary required documents (Valid Passport Copy with more than 6 months validity, Valid Police Clearance, Notarized Curriculum Vitae, and Government payment receipt) and submitted via email addressed to the **Director of FIU and cc the senior FIU officers and designated staffs assigned to conduct the due diligence checks** (email addresses will be conveyed via our mailing list for current agents).
2. All submissions must be made via email for better record keeping and tracking of the submissions. Your submission will be acknowledged with a reference number for tracking purposes.
Should you wish to hand deliver your client documents a valid explanation must be provided for hard copy submissions, subject to the Director of FIU's prior approval in writing. This is to safeguard tracking reference numbers and response times.
3. In the interim, to enable prompt management of submissions (including backlogs) 2 newly designated staffs have been tasked to conduct the probity checks following

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an internal staff rotation arrangement (email addresses will be conveyed via our mailing lists for current agents).

4. Upon completion of the probity checks conducted by the staffs responsible, checks will be submitted to an internal screening committee consisting of senior FIU staffs who will meet weekly to review these checks, to ensure that all checks results issued are according to the reference issued, minimizing any potential for undue or favourable treatment, including enhanced reviews to increase the integrity of the checks conducted.
5. Once the screening committee has completed its reviews, findings and recommendations will be presented to the Director for sign off on the FIU due diligence letter for Citizenship applicants, within the currently legislated timeframes.
6. All queries, questions and follow-up's of Citizenship submissions and applications will be directed to the Director of FIU.

We anticipate to implement a smarter digital system in the near future, to assist with tracking of checks and manage correspondences between FIU and the approved Citizenship agents.

Should you require further clarification, please contact the undersigned.

Yours faithfully,


Teddy Garae Lulumele
Director FIU



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