

**GOVERNMENT**

**SERVICES**

VOL. 2



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# CENTRAL BANK OF SAMOA

Services:	Cost:
1. Exchange of damaged dollar notes (Tuesdays & Thursdays)	free
2. Educational assistance for students	free

 30441

 Level 1 & 6, Central Bank Building

 [cbs.gov.ws](http://cbs.gov.ws)



# MINISTRY OF FOREIGN AFFAIRS AND TRADE

Services:	Cost:
<p>1. Office of Samoa High Commission/Samoa Consulate General / Office of the Ambassadors of Samoa</p> <ul style="list-style-type: none"><li>• Samoan citizens who require assistance with matters relating to passports, citizenship from overseas are able to consult with said offices in their residing countries</li><li>• Support Services for scholarship students</li></ul>	<p>no fee for administration or assistance services except for passports and citizenship applications.</p>

 21171

 Level 3, FMFMII Building 04 Apia City Boulevard

 [mfat.gov.ws](http://mfat.gov.ws)



Services:	Cost:
<p>1. Enrollment</p> <p>Applying for the first time or for a new programme</p> <ul style="list-style-type: none"><li>certified copy of birth certificate or passport</li><li>certified copies of Samoa School Certificate &amp; SSLC or equivalent</li><li>certified copies of tertiary qualifications (except for qualifications through NUS)</li><li>Research proposal for Master's &amp; PHD's applicants</li><li>Vaccination cards/immunization records</li></ul> <p>For matured applicants;</p> <ul style="list-style-type: none"><li>evidence from employer and/ or trainers of at least two years' relevant experience and/or training (e.g. cv including referees, letter of recommendation)</li></ul>	<p>\$212.00 *subject to change.. (refer to NUS calendar)</p>
<p>2. Uplifting academic documents</p> <ul style="list-style-type: none"><li>transcripts</li><li>re-issuance of Certificates</li><li>past years exam papers</li></ul>	<p>\$12.00 \$12.00 \$0.20 per page</p>
<p>3. Student Support Services</p> <ul style="list-style-type: none"><li>English &amp; Maths Support</li><li>Employment / Career Advisory</li><li>Computer Lab/Study Area</li><li>Social Skills Development</li><li>Students Counselling</li><li>Health Welfare</li></ul>	<p>free</p>
<p>4. Printing Services</p> <ul style="list-style-type: none"><li>A4 full color</li><li>A3 full color</li><li>Re-printing school ID</li></ul>	<p>\$2 per page \$5 per page \$31.00</p>
<p>5. Renting the Fale Samoa for special occasions</p> <p>Renting the gym for special purposes</p>	<p>\$2500.00</p> <p>\$500 per weekday, \$600 during the weekend</p>
<p>6. Payment of fees</p> <ul style="list-style-type: none"><li>tuition fees and enrollment fees paid to the Finance Department</li></ul>	<p>fees vary depending on the cost of each unit/course</p>



## OFFICE OF THE ATTORNEY GENERAL

Services:	Cost:
1. Certification of legal documents	\$2 page



34100



Level 6, TATTE Building



ag.gov.ws



## OFFICE OF THE CLERK OF THE LEGISLATIVE ASSEMBLY

Services:	Cost:
1. Education resources	free
2. Access to information regarding Parliamentary procedures	free
3. Parliamentary House Tours <ul style="list-style-type: none"><li>Submit request letter to Clerk stating the dates and purpose of the visit</li></ul>	free
4. Provide Information on Acts (website)	free



21811



Mulinuu



palemene.ws



## PUBLIC TRUST OFFICE

Services:	Cost:
1. Last Will • submit relevant documents	free
2. Land Owner Management • submit relevant documents	free



21061



Public Trust Office , Matafele



publictrust.ws



## SCIENTIFIC RESEARCH ORGANISATION OF SAMOA

Services:	Cost:
1. Microbiological Tests • Food/ Beverage Samples • Water Samples • Physio-chemical	from \$110.00-\$200.00 from \$60.00-\$200.00 from \$20.00-\$130.00



20664



Papauta, Apia



sros.org.ws



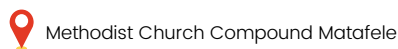
## SAMOA AIRPORT AUTHORITY

Services:	Cost:
1. Spaces for rent at the airport (for restaurants and gift shops) <ul style="list-style-type: none"><li>submit proposal to the General Manager and copy the Manager for Commercial Division</li></ul>	\$57.14 per square foot
2. Information on flight times (website) <ul style="list-style-type: none"><li>Departures &amp; Arrivals</li></ul>	free
3. Parking spaces at the airport	\$5



## SAMOA AIRWAYS

Services:	Cost:
1. Booking flights <ul style="list-style-type: none"><li>consulting airfares</li></ul>	no fee for administration services until booking is made





Services:	Cost:
<p>1. Loans secured with Land Mortgage</p> <p>Applicant must bring;</p> <ul style="list-style-type: none"> <li>• confirmation letter from your employer</li> <li>• current pay slip</li> <li>• copy of valid ID (passport or birth certificate)</li> <li>• latest bank statement</li> <li>• loan statements from bank(s) in which you have debts with</li> <li>• computer folio certificate</li> <li>• land valuation</li> <li>• consent from land owner</li> </ul> <p>Guarantors must bring;</p> <ul style="list-style-type: none"> <li>• confirmation letter from your employer</li> <li>• current pay slip</li> <li>• copy of valid ID (passport or birth certificate)</li> <li>• latest bank statement</li> <li>• signed/ written consent to act as a guarantor</li> </ul>	<p style="text-align: center;">\$50.00 processing fee</p>
<p>2. Loans secured with Personal Guarantees</p> <ul style="list-style-type: none"> <li>• confirmation letter from your employer</li> <li>• current pay slip</li> <li>• copy of valid ID (passport or birth certificate)</li> <li>• latest bank statement</li> <li>• loan statements from bank(s) you have debts with</li> <li>• list of building materials and costs</li> <li>• consent from the family matai for project on customary land</li> </ul> <p>Guarantors must bring;</p> <ul style="list-style-type: none"> <li>• confirmation letter from your employer</li> <li>• current pay slip</li> <li>• copy of valid ID(passport or birth certificate)</li> <li>• latest bank statement</li> <li>• signed/written consent to act as a guarantor</li> </ul>	<p style="text-align: center;">\$50.00 processing fee</p>
<p>3. Rental properties</p> <ul style="list-style-type: none"> <li>• complete application from the office or download form from the website</li> </ul>	<ul style="list-style-type: none"> <li>• 1 bedroom-\$400.00 monthly</li> <li>• 2 bedroom-\$680.00 monthly</li> <li>• 3 bedroom-\$850.00</li> <li>• bond fee-2 months rent</li> </ul>



24615/24630/51888



Samoa Housing Corporation building



samoahousing.ws





# SAMOA PORTS AUTHORITY

Services:	Cost:
1. Handling Dangerous Goods <ul style="list-style-type: none"> <li>all dangerous goods must be reported to SPA</li> <li>declaration certificates must be submitted to MWTI 24hrs prior to arrival of the ship for endorsement</li> <li>shipping agents must ensure that all containers carrying hazardous material shall exhibit a Hazardous Label. They must also ensure that well trained personnel are designated to handle and store dangerous goods</li> </ul>	no fee for handling dangerous goods except for hot work permit fees paid at SFESA



64400



Matautu tai



spasamoa.ws



# SAMOA NATIONAL KIDNEY FOUNDATION

Services:	Cost:
1. Dialysis treatment <ul style="list-style-type: none"> <li>Samoa citizens</li> <li>non-citizens</li> </ul>	\$50.00 per treatment \$600.00 per treatment



32120



NKFS Building Motootua



nkfsamoa.org.ws



# SAMOA QUALIFICATIONS AUTHORITY

Services:	Cost:
1. Careers Advisory Services National Career Day <ul style="list-style-type: none"> <li>Government agencies and stakeholders of SQA are invited every year to participate in the annual career services for students in both Savaii and Upolu</li> </ul>	free



20976



Level 2, TATTE Building



sqa.gov.ws



# SAMOA LAW REFORM COMMISSION

Services:	Cost:
1. Certification of Legal Documents	free

28493

Level 1, FMFMII Building 04 Apia City Boulevard

[samoalawreform.gov.ws](http://samoalawreform.gov.ws)



# SAMOA LAND CORPORATION

Services:	Cost:
1. Space for rent at the market (Salelologa, Savalalo & Vaitele)	fees depend on the number of total products and type
2. Golf course for hiring	\$1000.00 \$50.00 per petroleum golf carts \$35.00 charged golf carts
3. Land for lease • letter to General Manager stating the use of land	fees vary depending on the size of land and its use.

24881/24882/24883/26728/28319

Tuanaimato

[samoaland.gov.ws](http://samoaland.gov.ws)



# SAMOA SHIPPING CORPORATION

Services:	Cost:																														
1. Domestic fares (Mulifanua – Saleolooa) <ul style="list-style-type: none"> <li>Passengers               <ul style="list-style-type: none"> <li>Adults</li> <li>Children (2yrs-12yrs)</li> <li>Infants (new born-1yr)</li> </ul> </li> </ul>	<table> <tr> <td></td> <td>One way</td> <td>Return</td> </tr> <tr> <td></td> <td>\$10.00</td> <td>\$20.00</td> </tr> <tr> <td></td> <td>\$5.00</td> <td>\$10.00</td> </tr> <tr> <td></td> <td colspan="2">free</td> </tr> </table>		One way	Return		\$10.00	\$20.00		\$5.00	\$10.00		free																			
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<ul style="list-style-type: none"> <li>Vehicles</li> </ul>	<p>CAT A (10ft-12ft)</p> <ul style="list-style-type: none"> <li>Getz, Suzuki (2drs), Mini Terios (2drs) =\$80.00</li> </ul> <p>CAT B (12ft-15ft)</p> <ul style="list-style-type: none"> <li>Hiace Van, 2WD/4WD Hilux Pickup, Land Cruiser, 4 runner, Ford Sedan, Mazda, 7 Seater, Isuzu Space Cap =\$95.00</li> </ul> <p>CAT C (15ft-18ft)</p> <ul style="list-style-type: none"> <li>Light trucks, Ford (F150, T100), GMC Pickup, Chevy Pickup, American Vans, Kia van 15 seater, Toyota Tundra Space Cap =\$100.00</li> </ul> <p>*double prices for returning trips</p>																														
2. International Fares (Apia-Pago) <ul style="list-style-type: none"> <li>Adults</li> <li>Children (2yrs-12yrs)</li> <li>Infants</li> </ul>	<table> <tr> <td colspan="3">Apia to Pago pago</td> </tr> <tr> <td></td> <td>One way</td> <td>Return</td> </tr> <tr> <td></td> <td>\$90.00</td> <td>\$120.00</td> </tr> <tr> <td></td> <td>\$55.00</td> <td>\$75.00</td> </tr> <tr> <td></td> <td>\$25.00</td> <td>\$35.00</td> </tr> <tr> <td colspan="3">Pago to Apia</td> </tr> <tr> <td></td> <td>One way</td> <td>Return</td> </tr> <tr> <td></td> <td>\$50.00</td> <td>\$65.00</td> </tr> <tr> <td></td> <td>\$30.00</td> <td>\$40.00</td> </tr> <tr> <td></td> <td>\$15.00</td> <td>\$20.00</td> </tr> </table>	Apia to Pago pago				One way	Return		\$90.00	\$120.00		\$55.00	\$75.00		\$25.00	\$35.00	Pago to Apia				One way	Return		\$50.00	\$65.00		\$30.00	\$40.00		\$15.00	\$20.00
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3. Bike Fees <ul style="list-style-type: none"> <li>bicycle</li> <li>motorbike/scooter</li> </ul>	<table> <tr> <td></td> <td>\$10.00</td> </tr> <tr> <td></td> <td>\$30.00</td> </tr> </table>		\$10.00		\$30.00																										
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4. Changing fees (when you miss your scheduled time of travel) <ul style="list-style-type: none"> <li>Vehicle CAT A (9ft-12ft)</li> <li>Vehicle CAT B (12ft-15ft)</li> <li>Vehicle CAT C (15ft-18ft)</li> <li>Vehicle CAT D1 (18ft-21ft)</li> <li>Vehicle CAT D2 (4tons or more than 21ft)</li> </ul>	<table> <tr> <td></td> <td>\$24.00</td> </tr> <tr> <td></td> <td>\$29.00</td> </tr> <tr> <td></td> <td>\$30.00</td> </tr> <tr> <td></td> <td>\$33.00</td> </tr> <tr> <td></td> <td>\$42.00</td> </tr> </table>		\$24.00		\$29.00		\$30.00		\$33.00		\$42.00																				
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5. Cargo <ul style="list-style-type: none"> <li>pieces - kilograms (kg)</li> <li>pallets - kilograms (kg)</li> <li>volume - cubic metre (m3)</li> <li>general container (20') - tonnes (tns)</li> <li>reefer container (20') - tonnes (tns)</li> <li>4WD pick up</li> </ul>	<p>Apia to Pago</p> <p>\$1.10/kg + \$5.00 (handling/BL)            \$1.10/kg + \$15.00 (handling/BL)            \$160.00/m3 + \$15.00 (handling/BL)            \$250.00/tn + \$150.00 (handling/BL)            \$250.00/tn + 35% (baf) + \$150.00 (handling/BL)            NA</p> <p>Pago to Apia</p> <p>\$0.50/kg + \$5.00 (handling/BL)            \$0.50/kg + \$10.00 (handling/BL)            \$125.00 + \$10.00 (handling/BL)            \$200.00 + \$100.00 (handling/BL)            \$200.00/tn + 35% (baf) + \$100 (handling/BL)            \$605.00 + \$100.00 (handling/BL)</p>																														
6. Maritime engineering and fabrication services <ul style="list-style-type: none"> <li>i. Heavy diesel engineering               <ul style="list-style-type: none"> <li>repairing vessel, fishing boats, yachts engines of any type</li> <li>repairing earth moving machinery engines; mobile engineering and welding service heavy diesel</li> </ul> </li> <li>ii. General fabrication               <ul style="list-style-type: none"> <li>ability to fabricate all your steel metal, caste iron metal, aluminum and stainless steel requirements;</li> <li>rolling of mild steel, aluminum and stainless plates (3mm-13mm) for tanks</li> </ul> </li> </ul>	<p>fees vary depending on factors such as weight, length, volume</p>																														

<ul style="list-style-type: none"> <li>bending of round and box section steel &amp; galvanized pipes</li> <li>pressing works up to 100 tons</li> <li>steel saw cutting for round for bars and hi-beam</li> <li>aligning of muffler pipes and tanks</li> </ul> <p>ii. Fitting and Machinery</p> <ul style="list-style-type: none"> <li>rephrasing of aluminum caste iron cylinder heads;</li> <li>repairing of worn-out parts</li> <li>repairing of rotor disc and brake drums (any vehicle)</li> <li>rethread of bolts and nuts (any size)</li> <li>aligning of vehicle &amp; vessel shafts up to 3mtrs</li> </ul>	
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20935



Matautu tai, Apia



SSC.WS



## SAMOA SHIPPING SERVICES

Services:	Cost:
1. Offer employment opportunities for local sea-farers on-board international vessels	**must qualify from Maritime School + requirements
2. Cargo handling	tariff varies depending on the weight, volume of confinement (refer to SSS tariff & charges)
3. Shipping agency • stevedoring	refer to SSS tariffs and charges



20790



Fugalei Street Apia



sssltd.ws



## SAMOA SPORTS FACILITIES AUTHORITY

Services:	Cost:
1. Aquatic Centre	full hire (12pm - 5pm Mon - Fri, Sun) (9am - 5pm Sat) = \$3450.00 faleoo (big) = \$60.00 faleoo (small) = \$40.00 swim - \$5 per kid \$10 pp adult
2. Gym (hire for private functions)	Gym 1: \$3450.00 (actual day of the event) New Gym: \$4600.00 (actual day of the event) Set up days prior to day of the event: \$570.00 per day



33774



Aquatic Centre Tuanaimato



ssfa.ws