

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



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">• Samoan citizens who require assistance with matters relating to passports, citizenship from overseas are able to consult with said offices in their residing countries• Scholarship students overseas usually contact the Bilateral Relations Division for assistance in all areas	<p>no fee for administration or assistance services except for passports and citizenship applications.</p>



21171



Level 3, FMFMI Building 04 Apia City Boulevard



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">certified copy of birth certificate or passportcertified copies of Samoa School Certificate & SSLC or equivalentcertified copies of tertiary qualifications (except for qualifications through NUS)Research proposal for Master's&PHD's applicantsVaccination cards/immunization records <p>For matured applicants;</p> <ul style="list-style-type: none">evidence from employer and/ or trainers of at least two years' relevant experience and/or training (e.g. cv including referees, letter of recommendation)	<p>\$212.00 *subject to change.. (refer to NUS calendar)</p>
<p>2. Uplifting academic documents</p> <ul style="list-style-type: none">transcriptsre-issuance of Certificatespast years exam papers	<p>\$12.00 \$12.00 \$0.20 per page</p>
<p>3. Student Support Services</p> <ul style="list-style-type: none">English & Maths SupportEmployment /Career AdvisoryComputer Lab/Study AreaSocial Skills DevelopmentStudents CounsellingHealth Welfare	<p>free</p>
<p>4. Printing Services</p> <ul style="list-style-type: none">A4 full colorA3 full colorRe-printing school ID	<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">tuition fees and enrollment fees paid to the Finance Department	<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. Written oral opinions on legislation through Committee Services Division	free
2. Access to the Library (per consent from the Clerk)	free
3. Access to information regarding Parliamentary procedures	free
4. information on Parliamentary House tours	free
5. 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">email proposal to the General Manager and copy the Manager for Commercial Division	\$57.14 per square foot
2. Information on flight times (website) <ul style="list-style-type: none">Departures & Arrivals	free
3. Parking spaces at the airport	\$5



23201



Faleolo International Airport



samoairports.com



SAMOA AIRWAYS

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



21261



Methodist Church Compound Matafele



samoairways.com



SAMOA HOUSING CORPORATION

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



24615/24630/51888



Samoa Housing Corporation building



samoahousing.ws



SAMOA PORTS AUTHORITY

Services:	Cost:
<p>1. Handling Dangerous Goods</p> <ul style="list-style-type: none">all dangerous goods must be reported to SPAdeclaration certificates must be submitted to MWTI 24hrs prior to arrival of the ship for endorsementshipping 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	<p>no fee for handling dangerous goods except for hot work permit fees paid at SFESA</p>



64400



Matautu tai



spasamoa.ws



SAMOA NATIONAL KIDNEY FOUNDATION

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



32120



NKFS Building Motootua



nkfsamoa.org.ws



SAMOA QUALIFICATIONS AUTHORITY

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



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



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



SAMOA SHIPPING CORPORATION

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

- bending of round and box section steel & galvanized pipes
- pressing works up to 100 tons
- steel saw cutting for round for bars and hi-beam
- aligning of muffler pipes and tanks

ii. Fitting and Machinery

- rephrasing of aluminum cast iron cylinder heads;
- repairing of worn-out parts
- repairing of rotor disc and brake drums (any vehicle)
- rethread of bolts and nuts (any size)
- aligning of vehicle & vessel shafts up to 3mtrs



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