



# PROSPECTUS

## 2026





Kia orana – Turou Oro Mai

Welcome to the 2026 Cook Islands Tertiary Training Institute (CITTI) prospectus. I am delighted to provide you with an introduction to the opportunities that await you at our institute.

The decision to pursue further education is significant, shaping personal growth and future pathways. This choice marks an important milestone, whether you are a recent school leaver, a professional seeking formal qualifications, or a dedicated lifelong learner pursuing new knowledge. At CITTI, we understand the significance of your decision. We take this responsibility seriously and commit ourselves to supporting you at every stage of your academic journey.

Our institute's vision is to empower individuals and strengthen the Cook Islands through education. We are dedicated to enhancing both employment prospects and opportunities for further study. As an institution, CITTI serves as a cornerstone for development in the Cook Islands, fostering close partnerships with government agencies, non-governmental organisations, and the wider community. Together, we work to build local capacity and encourage greater participation in learning across all sectors.

Our programs proudly reach the heart of our islands, including the Pa Enea. Accredited courses are currently offered in Rarotonga, extending to our Southern and North Pa Enea. In 2026, we will continue expanding our presence, introducing new programmes that directly reflect community aspirations and address evolving local needs.

Through our diverse range of courses, students can gain practical skills necessary for today's workforce. These skills are often recognised through qualifications that meet high international standards. For many, the reward lies in personal satisfaction and the achievement of mastering something new. Learning at CITTI is a journey of growth, whether your goal is to advance your career, enter new fields, or simply embrace a love of learning.

We invite you to become part of the CITTI story—one that is shaped by curiosity, ambition, and commitment to our Ipekarea. Our staff are ready to support and guide you as you reach for new goals and realise your potential.

We look forward to welcoming you. Let us embark on this journey together, united in the pursuit of knowledge and the ongoing development of our Cook Islands.

Tavini no to tatou Ipekarea,

Mrs Tania Morgan  
**Ministry of Education**

# VISION

To be a renowned provider of quality vocational education training for the people of the Cook Islands

# PURPOSE

To build the knowledge and skills of the people of the Cook Islands

# PROMISE

Learning that works for YOU

# ESSENCE

Changing Lives

# COMMITMENT

We teach the skills you need for the Life YOU want



# VALUES

- ✓ **CONNECTED**
- ✓ **INSPIRING**
- ✓ **TRUSTWORTHY**
- ✓ **TRANSPARENT**
- ✓ **INNOVATIVE**



# YOUR PATHWAY



## Short Courses

Upskilling  
Courses



Accredited  
Short Courses  
Unit Standards



Certificate Minimum of  
**40 credits** at  
Level 1, 2, 3, 4 & 5



## BUSINESS PARTNERSHIPS & SHORT COURSES

- Food Safety
- Food and Beverages Table Service
- Teamwork and Team Building
- Employee Recruitment
- Negotiation Skills
- Barista Skills
- Mental Health First Aid
- First Aid
- Boatmasters Certification (Theory)
- Basic Word Processing
- Intermediate Word Processing
- Basic Spreadsheets
- Intermediate Spreadsheets
- Advanced Spreadsheets
- Outlook Calendar
- Outlook Email
- Basic Power Point
- Google Drive
- Professional Appearance
- Email Etiquette
- Office Etiquette
- Workplace Culture
- Customer Service
- Air BnB – Host Responsibility

# OUR PROGRAMMES

All course fees are based on domestic student entry.

For Non-NZ passport holders, please enquire on 21-471 or email through to [study@citti.edu.ck](mailto:study@citti.edu.ck)

	START	FINISH	FEES	CREDITS
<b>BUSINESS PATHWAYS</b>				
New Zealand Certificate in Business (Team leadership) Level 3	Feb 2026	Nov 2026	\$600.00	48
New Zealand Certificate in Business (Administration & Technology) Level 3 (ONLINE)	Feb 2026	Nov 2026	TBC	60
New Zealand Certificate in Business (First Line Management) Level 4	Feb 2026	Nov 2026	\$600.00	60
New Zealand Certificate in Business (Administration & Technology) Level 4 (ONLINE)	Feb 2026	Nov 2026	TBC	60

## HEALTH, WELL-BEING & BEAUTY PATHWAYS

New Zealand Certificate in Make-Up & Skincare Level 3

New Zealand Certificate in Sports Coaching Level 3

## HOSPITALITY & SERVICES PATHWAYS

New Zealand Certificate in Cookery Level 4

New Zealand Certificate in Food and Beverage Service Level 3 with strand in Barista and or Café Service

CREDITS

60

40

FEES

\$600.00

TBC

FINISH

Nov 2026

Nov 2026

START

Feb 2026

Feb 2026

Enquiries  
Welcome

Enquiries  
Welcome

Nov 2026

\$1500.00

\$600.00

120

40

TRADES & SERVICES PATHWAYS	START	FINISH	FEES	CREDITS
New Zealand Certificate in Building, Construction and Allied Trade Skills Level 3	Feb 2026	Oct 2026	\$600.00	40
New Zealand Certificate in Carpentry Level 4 - Apprenticeship	Enquiries Welcome	Enquiries Welcome	TBC	320
New Zealand Certificate in Automotive Engineering Level 3	Feb 2025	Nov 2026	\$600.00	120
New Zealand Certificate in Light Automotive Engineering Level 4 - Managed Apprenticeship	Enquiries Welcome	Enquiries Welcome	TBC	200
New Zealand Certificate in Electrical Pre-Trade Level 3	Enquiries Welcome	Enquiries Welcome	\$600.00	120
New Zealand Certificate in Electrical Engineering Theory & Practice Level 4	Enquiries Welcome	Enquiries Welcome	\$600.00	250





# BUSINESS PATHWAYS

<b>Qualification Title</b>	New Zealand Certificate in Business (Administration & Technology) Level 3
<b>Duration</b>	32 weeks
<b>Start Date</b>	February 2026
<b>Level</b>	3
<b>Credit Value</b>	60
<b>Entry Requirements</b>	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
<b>Course Overview</b>	<p>This course is ideal if you want the skills to be able to work confidently in office administration.</p> <p>This gives you the essential skills and knowledge to work or gain employment, in a wide range of general office administration roles in a variety of sectors.</p>
<b>Career Opportunities</b>	<p>Possible job and career opportunities can include:</p> <ul style="list-style-type: none"> <li>• Receptionist</li> <li>• Data entry operator</li> <li>• Front line customer role</li> <li>• Call or contact centre operator</li> <li>• Secretary</li> <li>• Office support worker</li> </ul>
<b>Further Learning Opportunities</b>	Business Administration & Technology Level 4

# BUSINESS: ADMINISTRATION & TECHNOLOGY

<b>Qualification Title</b>	New Zealand Certificate in Business (Administration & Technology) Level 4
<b>Duration</b>	1 year
<b>Start Date</b>	February 2026
<b>Level</b>	4
<b>Credit Value</b>	60
<b>Entry Requirements</b>	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
<b>Course Overview</b>	<p>Learners undertaking this course will be able to:</p> <ul style="list-style-type: none"> <li>• Select and apply business applications and technological devices to provide administrative services to meet business needs</li> <li>• Process comprehensive data, produce detailed information, and perform detailed financial calculations for business purposes</li> <li>• Maintain administrative systems and processes and make recommendations for improvements to meet business needs</li> <li>• Collaborate and contribute to the achievement of team objectives</li> <li>• Select and apply customer service techniques to consistently meet stakeholder expectations</li> <li>• Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills in administration roles, to support the performance of the entity</li> </ul>
<b>Career Opportunities</b>	This qualification will give you the skills and knowledge to be employed in a wide range of general business administration roles in a variety of sectors, including business and cultural or community context

<b>Qualification Title</b>	New Zealand Certificate in Business (Introduction to Team Leadership) Level 3
<b>Duration</b>	32 weeks
<b>Start Date</b>	February 2026
<b>Level</b>	3
<b>Credit Value</b>	48
<b>Entry Requirements</b>	NCEA Level 2 or equivalent To be able to complete the various assessments, you must have access to a workplace and be part of a team environment
<b>Course Overview</b>	<p>Do you want to upgrade your team leadership skills? Join our Business Course and gain the hands-on experience required to lead a team and manage projects. You will learn:</p> <ul style="list-style-type: none"> <li>• Effective team performance principles and objectives</li> <li>• Different leadership styles</li> <li>• Communication - written and verbal (including giving feedback in the workplace)</li> <li>• Problem-solving and decision-making for business purposes</li> <li>• Ethics and behaviour expectations within an organizational environment</li> </ul>
<b>Career Opportunities</b>	Supervisory Roles in both Private and Public Sectors Retail, Tourism, Government Departments, Small Business, SOE's, Trust Companies etc
<b>Further Learning Opportunities</b>	First Line Management Level 4 Business Administration and Technology Level 4

# FIRST LINE MANAGEMENT

<b>Qualification Title</b>	New Zealand Certificate in Business (First Line Management) Level 4
<b>Duration</b>	10 months
<b>Start Date</b>	February
<b>Level</b>	4
<b>Credit Value</b>	60
<b>Entry Requirements</b>	<p>To gain admission to the New Zealand Certificate in Business (First Line Management) (Level 4) applicants must meet at least one of the following criteria:</p> <ul style="list-style-type: none"><li>• NCEA Level 2 or equivalent, OR</li><li>• Achieved the New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) or equivalent</li></ul> <p><b>20 years old or over</b></p> <p>If you are 20 years of age or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates you have a reasonable likelihood of success.</p> <p>To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, writing and submitting assessments. It would be beneficial if you are already in a supervisory role within your workplace</p>
<b>Course Overview</b>	<p>In this course you will study:</p> <ul style="list-style-type: none"><li>• internal and external environments</li><li>• leadership styles</li><li>• how communication assists in developing relationships</li><li>• management and performance of a team</li><li>• how to contribute to the achievement of organizational goals.</li></ul>
<b>Career Opportunities</b>	This qualification will give you the skills needed to work as a first line manager. You will be able to be responsible for the performance of others working in the business.
<b>Further Learning Opportunities</b>	New Zealand Diploma in Business (Level 5)



# HEALTH, WELL-BEING & BEAUTY PATHWAYS

# SPORT COACHING LEVEL 3

<b>Qualification</b>	NZ Certificate in Sport Coaching
<b>Start date</b>	February 2026
<b>Duration</b>	17 weeks part time
<b>Credit Value</b>	40
<b>Level</b>	3
<b>Entry Requirements</b>	<p>Applicants must meet one of the following criteria:</p> <ul style="list-style-type: none"><li>• Have achieved NCEA Level 2, or provide evidence of achievement at an equivalent or higher level: or</li><li>• If over 20 and not able to satisfy the academic requirement above, be able to demonstrate an interest in coaching or development of sport</li></ul>
<b>Course Overview</b>	<p>The NZ Certificate in Sport Coaching will provide you with the ability to coach participants at entry level across a range of sports. As a graduate of this qualification, you will be able to:</p> <ul style="list-style-type: none"><li>• Create a supportive sport coaching environment and demonstrate positive side line behaviours for the safety of participants while coaching a chosen sport.</li><li>• Model simple skills and apply general coaching principles and group management techniques to achieve performance outcomes</li><li>• Apply basic injury prevention techniques including warm up and cool down procedures to meet the physical requirements of the chosen sport.</li><li>• Give constructive, specific and positive feedback on performance to achieve outcomes while coaching a chosen sport</li></ul>
<b>Educational Pathway</b>	<p>Graduates of this qualification may be able to further their study with the NZ Certificate in Exercise [Level 4]</p>

# MAKE-UP & SKIN CARE LEVEL 3

<b>Qualification</b>	NZ Certificate in Make Up and Skin Care Level 3
<b>Start date</b>	February 2026
<b>Duration</b>	10 months
<b>Credit Value</b>	60
<b>Level</b>	3
<b>Entry Requirements</b>	NCEA Level 2, or equivalent
<b>Course Overview</b>	<p>If you are interested in learning all the essentials about skin care and make-up, this course is for you. You will learn all of the latest make-up techniques, and how to advise people on their skin care products that will make them look and feel wonderful.</p> <p>You will learn about skin structure, function and skin care products, as well as make-up colour theory, product knowledge and various application techniques.</p>
<b>Career Pathway</b>	<p>Upon graduating you will be good to go for working in the beauty retail sector, or potentially as a skin care and beauty advisor</p> <p>This qualification also paves the way to future study options such as: NZ Certificate in Beauty Therapy [Level 4]</p>



# HOSPITALITY PATHWAYS

# COOKERY LEVEL 4

<b>Qualification</b>	NZ Certificate in Cookery [Level 4]
<b>Start date</b>	Enquiries Welcome
<b>Duration</b>	1.5 - 2 years
<b>Level</b>	4
<b>Credit Value</b>	120
<b>Entry Requirements</b>	NZ Certificate in Cookery – Level 3 ; or equivalent
<b>Course Overview</b>	This programme will have you combining real world experience in the work place whilst gaining knowledge, skills and techniques in our modern training kitchens
<b>Career Pathway</b>	We aim to provide competent employees for the hospitality sector who are able to work as chefs in intermediate positions producing complex dishes in a commercial kitchen
<b>Further Educational Pathway</b>	New Zealand Diploma in Cookery (Advanced) [Level 5]

# FOOD & BEVERAGE LEVEL 3

<b>Qualification</b>	NZ Certificate in Food & Beverage (Café Strand) [Level 3]
<b>Start date</b>	July 2026
<b>Duration</b>	20 weeks
<b>Credit Value</b>	40
<b>Level</b>	3
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent ; OR A desire to work in the café industry
<b>Overview</b>	This course enables you to pursue a professional career in cafés. In particular, the programme is designed to meet the needs of those who want to enter the hospitality industry with a customer/guest service focus, with additional café style food preparation and cookery skills
<b>Career Pathway</b>	Graduates may be employed as service personnel in cafes and unlicensed restaurants, bars or clubs, restaurants which provide table and/or buffet services, establishments which cater to functions, or baristas in hospitality establishments, or a crew member in a quick service restaurant



# TRADES & SERVICES PATHWAYS

# AUTOMOTIVE ENGINEERING

<b>Qualification</b>	NZ Certificate in Light Automotive Engineering [Level 4] Managed Apprenticeship
<b>Start date</b>	Enquiries Welcome
<b>Duration</b>	2 - 3 years
<b>Level</b>	4
<b>Credit Value</b>	200
<b>Pre-Requirement</b>	<ul style="list-style-type: none"><li>• NZ Certificate in Automotive Engineering Level 3 or equivalent</li><li>• Work placement in the Automotive Industry</li></ul>
<b>Overview</b>	<p>Are cars your passion? Then take the next step to turn your dream career into reality.</p> <p>Technology may be changing but skilled automotive engineers who are tech-savvy and know their way around a vehicle, will continue to be in demand.</p> <p>Learn how to diagnose car problems, service and repair, and get up to speed with the latest automotive technologies and new generation hi-tech, hi-spec vehicles. You could also be working on a range of other light automotive vehicles, such as motorbikes, boats and campervans.</p> <p>This Level 4 course teaches you the skills and knowledge you need to become fully qualified as an automotive engineer.</p>
<b>Additional Information</b>	During the Managed Apprenticeship period of your study you must be employed in a light automotive engineering workshop, which is operating at a commercially acceptable industry standard.

# BUILDING & CONSTRUCTION

<b>Qualification</b>	NZ Certificate in Building, Construction & Allied Trades Skills [Level 3]
<b>Start date</b>	February 2026
<b>Duration</b>	28 - 30 weeks
<b>Level</b>	3
<b>Credit Value</b>	40
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent ; OR NZ Certificate in BCATS Level 2
<b>Overview</b>	If you are in the building industry or ready to enter in to the industry, this course will further the knowledge needed for success
<b>Career Pathway</b>	Graduates of this programme will have the skills and knowledge to obtain entry-level roles and apprenticeships in building, construction, and allied trades' sectors.
<b>Further Educational Pathway</b>	NZ Certificate in Carpentry [Level 4] - Apprenticeship

# BUILDING & CONSTRUCTION

<b>Qualification</b>	NZ Certificate in Carpentry [Level 4]
<b>Start date</b>	Enquiries Welcome
<b>Duration</b>	3 - 4 years
<b>Level</b>	4
<b>Credit Value</b>	320
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent with industry placement
<b>Overview</b>	This course is designed to provide the building and construction industry with trained people who have achieved the practical skills and knowledge required to construct, repair and install building structures to the level required of a commercially competent carpenter.
<b>Career Pathway</b>	Graduates of this qualification will be qualified carpenters and may apply for the Carpentry class of the Licensed Building Practitioner (LBP) scheme to become a Licensed Building Practitioner.
<b>Further Educational Pathway</b>	<ul style="list-style-type: none"><li>• New Zealand Certificate in Construction Trades Supervision [Level 5]</li><li>• New Zealand Diploma in Construction Management [Level 6] with strands in Construction Management and Quantity Surveying</li></ul>

# ELECTRICAL ENGINEERING

<b>Qualification</b>	NZ Certificate in Electrical Pre-trade [Level 3]
<b>Start date</b>	Enquiries Welcome
<b>Duration</b>	18 – 24 months
<b>Level</b>	3
<b>Credit Value</b>	120
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent ; with strengths in mathematics and physics desirable
<b>Overview</b>	<p>Start your electrical engineering training with the New Zealand Certificate in Electrical Pre-Trade (Level 3) (NZCEP). This pre-trade programme is a great first step in electrical training as you enter into an apprenticeship arrangement with an employer.</p> <p>You will learn and develop Level 3 competencies such as:</p> <ul style="list-style-type: none"><li>- Fault diagnosis and testing techniques</li><li>- Safe practices</li><li>- Electrical legislation</li><li>- Installation and maintenance of electrical equipment</li><li>- Communicating with stakeholders on electrical and related matters</li></ul>
<b>Career Pathway</b>	Graduates of this qualification will be able to enter an electrical apprenticeship as a first year apprentice.
<b>Further Educational Pathway</b>	New Zealand Certificate in Electrical Engineering [Level 4] New Zealand Certificate in Electrical Trade [Level 4] Higher level qualifications in other electrical fields

# ELECTRICAL ENGINEERING

<b>Qualification</b>	NZ Certificate in Electrical Engineering Theory and Practice
<b>Start date</b>	Enquiries Welcome
<b>Duration</b>	2 - 3 years
<b>Level</b>	4
<b>Credit Value</b>	250
<b>Pre-Requirement</b>	NZ Certificate in Electrical Engineering Level 3; or equivalent
<b>Overview</b>	<p>Continuation of your electrical engineering training with the New Zealand Certificate in Electrical Engineering Theory and Practice – Level 4.</p> <p>You will learn and develop Level 4 competencies such as:</p> <ul style="list-style-type: none"><li>- Fault diagnosis and testing techniques</li><li>- Safe work practices</li><li>- Demonstrate knowledge and apply Electrical Legislation</li><li>- Installation and maintenance of electrical equipment</li></ul>
<b>Career Pathway</b>	<p>Graduates of this qualification will in the context of the wider electrical industry as a commercially competent registered electrician, be able to:</p> <ul style="list-style-type: none"><li>• Install, commission, and maintain electrical systems and equipment, including electrical protection.</li><li>• Carry out fault diagnosis and testing of electrical systems and equipment.</li><li>• Monitor and maintain safe working; procedures, practices, and environment, and identify and control hazards in the workplace.</li><li>• Apply electrical and relevant non-electrical legislation governing the work of electricians.</li><li>• Install and maintain electrical machines and control systems.</li><li>• Install and maintain electrical equipment in special electrical situations.</li><li>• Work ethically and professionally within the electrical industry, as a commercially competent registered electrician, including maintaining current competency and communicating with stakeholders on electrical and related matters.</li><li>• Able to work within the electrical industry as an electrical apprentice, including maintaining current competency and communicating with stakeholders on electrical and related matters under supervision</li></ul>
<b>Further Educational Pathway</b>	<p>You will have the option to progress into further education, such as the</p> <ul style="list-style-type: none"><li>- Diploma in Electrical Engineering</li><li>- Bachelor of Engineering Technology</li></ul>



# APPRENTICESHIP PROGRAMMES

Enrolment into any Apprenticeship programme with the Cook Islands Tertiary Training Institute will require learners to be employed in the respective industry. A strong relationship between the learner, the employer and CITT/EIT tutors is paramount throughout the duration of the Apprenticeship programme.

## **NZ CERTIFICATE IN CARPENTRY (LEVEL 4)**

This certificate offers a new way of looking at your carpentry apprenticeship. You'll earn as you learn with on-the-job training, day release courses and night classes to ensure you end up with the best carpentry skills and qualification. The NZ Certificate in Carpentry (Level 4) will prepare you for a prosperous future in building and construction whether working for yourself or someone else

## **NZ CERTIFICATE IN LIGHT AUTOMOTIVE ENGINEERING (LEVEL 4)**

The NZ Certificate in Light Automotive Engineering (Level 4) is a nationally recognised qualification. Night school and block courses will be delivered at our Arorangi campus as part of the programme. These are designed for the apprentice to complete work that they cannot fulfil at their place of employment.

## **NZ CERTIFICATE IN COOKERY (LEVEL 4)**

This programme will have you combining real world experience in the work place whilst gaining knowledge, skills and techniques in our training kitchens.

## **NZ CERTIFICATE IN ELECTRICAL ENGINEERING (LEVEL 4)**

Gain the skills and knowledge you need to work independently as a commercially competent electrician. This programme is studied in conjunction with an apprenticeship and is ideal for people who have placement within industry.



# CONTINUING EDUCATION

SERVING OUR COMMUNITY

Are you interested in learning new skills?

Is there something you've always wanted to learn?

Do you like meeting new people?

The CITTI Continuing Education program is designed to encourage life long learning for the adult community.

**Contact the friendly staff at CITTI for more information**

Stay up to date with our upcoming courses by liking and following our Facebook page



cookislandscitti



studycitti.edu.ck



+682 21471



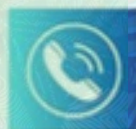


# BUSINESS PARTNERSHIPS

CITI Business Partnerships are designed to provide tailor made training opportunities for businesses/Government entities in the Cook Islands.

Talk to us today and see how we can take care of your training needs.

**CONTACT THE FRIENDLY STAFF AT CITI FOR MORE INFORMATION**



+682 21471



[study@citti.edu.ck](mailto:study@citti.edu.ck)

**Serving our Community**

# DUAL PATHWAY PROGRAMMES



## HOW ARE THE DUAL PATHWAY PROGRAMMES AND NCEA LEVEL 2 & 3 CONNECTED?

Dual Pathway programmes, and the subjects that are studied at school, are designed to help students achieve NCEA Levels 2 or 3. They are also designed to help students gain credits for their chosen Vocational Pathway.

## WHY SHOULD STUDENTS ENROL IN A DUAL PATHWAY COURSE?

There are a number of great reasons why students should enroll in a dual pathway programme:

- Get a head start on a career while achieving NCEA Levels 2 or 3
  - Experience what tertiary study is really like
- Sample a tertiary subject without having to commit to full-time tertiary study
- Develop a clear pathway into further study and a higher level qualification for the future

## HOW SHOULD STUDENTS APPLY?

If students want to be considered for a Dual Pathway programme, they will ideally be a Year 12 or 13 student in 2026. Year 11 students may be able to enroll by special arrangement between the Cook Islands Tertiary Training Institute and secondary schools

Typically, a student will have:

- Achieved NCEA Level 1
- Demonstrated a commitment to learning and have support from the family
- Support from the college for entry into a Dual Pathways programme

Principals are more than welcome to enquire with the Cook Islands Tertiary Training Institute to talk through the Dual Pathway courses on offer for 2026.

# WHERE TO ENROL

## RAROTONGA

CITTI - Hospitality and Services Campus  
Ngatangiaa, Rarotonga, Cook Islands  
Phone +682 226 28

CITTI - Trades and Technology Campus  
Arorangi, Rarotonga, Cook Islands Phone +682 214 71

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## OUTER ISLANDS CAMPUSES (PA ENUA)

AITUTAKI – Amuri  
Phone +682 31212

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## ATIU | MANGAIA

