



BUSINESS LICENCE

APPLICATION CHECK LIST

TYPE OF APPLICATION (TICK ONE)

NEW APPLICATION

RENEWAL APPLICATION

PLEASE FILL OUT FORM AND ATTACH TO ALL APPLICATIONS

Customer Name:		Customer#:	
Business Name:		Licence#:	(for renewals only)

A. NEW APPLICATIONS

STANDARD REQUIREMENTS:

- | | |
|---|--|
| <input type="checkbox"/> Application duly completed and signed | <input type="checkbox"/> Licensing Fee |
| <input type="checkbox"/> SIGTAS Registration Form duly completed and signed | <input type="checkbox"/> Valid Government issued ID |
| <input type="checkbox"/> FSC Business Name Registration and or Certificate of Incorporation | <input type="checkbox"/> Applicable Clearances |
| <input type="checkbox"/> Human Resource Directorate Clearance (if a Public Servant) | <input type="checkbox"/> Proof of Immigration status |

CORPORATION/REGISTERED COMPANY

- | | |
|---|--|
| <input type="checkbox"/> Memorandum & Articles of Association | <input type="checkbox"/> Financial Service Commission (FSC) stamped Annual Return (last filed) or Certificate of Good Standing |
| <input type="checkbox"/> Register of Members/Shareholders | <input type="checkbox"/> Declaration of Trust (If shares are held in trust) |
| <input type="checkbox"/> Register of Directors & Officers | |

B. RENEWALS

STANDARD REQUIREMENTS

- | | |
|---|--|
| <input type="checkbox"/> Application duly completed and signed | <input type="checkbox"/> Valid Work Permit (Self Employed) |
| <input type="checkbox"/> FSC Business Name Registration | <input type="checkbox"/> Licensing Fee |
| <input type="checkbox"/> Register of Members/Shareholders(Registered Companies only) | <input type="checkbox"/> Applicable Clearances |
| <input type="checkbox"/> Financial Service Commission (FSC) stamped Annual Return(last filed) or Certificate of Good Standing | |

C. APPLICABLE CLEARANCES/REQUIREMENTS

- | | |
|---|---|
| <input type="checkbox"/> Environmental Health Clearance | <input type="checkbox"/> Land Register (Commercial Space Rental and Long/Short Term Accommodation Rentals) |
| <input type="checkbox"/> Human Resource Directorate Clearance (if a Public Servant) | <input type="checkbox"/> Education Department Clearance (schools) |
| <input type="checkbox"/> DEMA Clearance (If operating in the National Parks) | <input type="checkbox"/> Agriculture Clearance (including Horseback Riding/Animal husbandry/Farming & Agriculture) |
| <input type="checkbox"/> Planning /Zoning Clearance (Retail, Dry cleaners/Laundromat, Service stations, Auto Repair shops, Carwash, Distillery, Refinery) | <input type="checkbox"/> Boat Master's Licence (Boat Tours/Excursions etc.) |
| <input type="checkbox"/> Land Department Clearance (If operating in the National Parks) | <input type="checkbox"/> Valid Work Permit |
| <input type="checkbox"/> Public Service License(Road Safety) | <input type="checkbox"/> Health Practitioners Board Clearance |
| <input type="checkbox"/> Police Record/Background Check (Security companies and Financial Services businesses not regulated by FSC) | <input type="checkbox"/> Tourist Board Licence (villas with 4 or more rooms) |
| <input type="checkbox"/> Civil Aviation Authority/TCIAA Clearance (Aviation/Parasailing) | <input type="checkbox"/> Designated Non Financial Businesses and Professions (Lawyers, Accountants, Real Estate Agents, Car Dealerships, Jewellery Store) |
| <input type="checkbox"/> Governor's Office (Blasting/Explosives/Pyrotechnic services) | |
| <input type="checkbox"/> Fire Department Clearance (Fire Extinguishing/Bulk Fuel/Service Stations) | |
| <input type="checkbox"/> Ports Authority License (Stevedoring) | |

D. NOTES:

- Applications will not be accepted until all relevant information is received.
- Ten Percent(10%) penalty will be levied on renewal applications received after 30th April.
- The Revenue Department reserves the right to request further documentation and conduct inspections.

FOR OFFICIAL USE ONLY

Data Entered By:	Date:	Incidents/New Attachments:
Application Vetted By:	Date:	
Vetting Notes:		
Application Reviewer:		License Category:
Status: Approved/Deferred/ Denied	Date:	<input type="checkbox"/> Reserved
Conditions:		<input type="checkbox"/> Restricted
		Annual Fee:
		Pro-Rated Fee:
		Print Date: