



# GOVERNMENT OF ANGUILLA

## RENEWAL OF BUSINESS LICENCE APPLICATION

### Applicant Information

1. Name of Applicant / Owner: \_\_\_\_\_  

Anguillian                       Non-Anguillian
2. Taxpayer Identification Number (TIN) #: \_\_\_\_\_
3. Address of Applicant: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_
5. Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Business Details

6. Name of Business: \_\_\_\_\_  

Primary Business                       Secondary Business
7. Commercial Registry # \_\_\_\_\_ Enterprise #: \_\_\_\_\_
8. Type of Business Activity: \_\_\_\_\_
9. Address of Registered Location or Place of Business: \_\_\_\_\_
10. Telephone #: \_\_\_\_\_ Mailing Address: \_\_\_\_\_
11. Website: \_\_\_\_\_ Email: \_\_\_\_\_
12. Name of Landlord (If premise is rented): \_\_\_\_\_
13. Number of Commercial Vehicles registered to Business: \_\_\_\_\_
14. Vehicle Registration numbers assigned to Business: \_\_\_\_\_
15. Number of Employees \_\_\_\_\_
16. Total Annual Turnover (Gross Revenue or Sales) \$EC: \_\_\_\_\_
17. Average Value of Stock \$EC (If goods are held for resale): \_\_\_\_\_

Select the Appropriate Class (Online and/or Physical) which applies:

- Class A: Basic Retail Licence  
 (Supermarkets, Mini Markets, Mobile/ Street Vendors)
- Class B: Department Stores, Boutiques, Furniture, Retail Other
- Class C: Hardware & Wholesale

18. Restaurant Type \_\_\_\_\_  N/A  
 (Please select from the list below)

- a. Hotel, Villa or Guest House Location**
- b. International Cuisine (other than local or Caribbean)**
- c. Local or Caribbean Cuisine**
- d. Mobile Restaurant**

19. Number of Bedrooms (If Hotel, Villa, Landlord Etc.): \_\_\_\_\_ at \$ \_\_\_\_\_  N/A  
 (rate per night)

20. Number of Clients (If Daycare Centre): \_\_\_\_\_  N/A

**Authorized Representative Information**

(See attached information sheet for guidance on how to assign representatives)

1. **Representative Name:** \_\_\_\_\_

Reason for Representation:  Request of Business Owner  Owner is a Non-Resident

Type of representative:  Basic or  General

Tax Representation:  USL  Goods & Services Tax  Business Licence

Contact #: \_\_\_\_\_ Email address: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

**NB: Only ONE representative (either basic or general) can be assigned to the same tax type.**

2. **Legal Representative Name:** \_\_\_\_\_

Reason for Representation:  Request of Business Owner  Owner is a Non-Resident

Contact #: \_\_\_\_\_ Email address: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

**DECLARATION: I solemnly declare that the information provided is true and accurate and that there has been no change in the following:**

- a) Ownership /Shareholding/ Authorized Representatives
- b) Activities
- c) Location
- d) Qualifications of any persons conducting a Trade or Profession under a Sole Proprietorship, or
- e) Any other circumstances which may affect the conditions on which the business license was granted.

**N.B. If there are any proposed changes to the above, a letter must be written to the Business Licensing Board at the Ministry of Economic Development requesting or explaining the change, as applicable. The Board will advise on next steps.**

**Owner's Signature** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

- NB:**
- \*\* ALL Representatives must be registered.**
  - \*\* ALL Companies bearing the suffix LLC. , Inc., Ltd., or Limited Partnerships please attach a copy of your company's Article of Incorporation or Annual Filing Returns (if operating for a period of one (1) year or more).**
  - \*\* ALL Businesses operating as a Partnership or Joint Venture, please attach a copy of your partnership agreement for verification and accuracy of registration.**
  - \*\* If the business is no longer active, please complete an Application for Closure Form.**
  - \*\* ALL outstanding arrears must be paid before the issuance of a Business Licence Certificate on or before 31<sup>st</sup> January. A penalty of 1% of the total arrears shall also be applied, thereafter.**
  - \*\* ALL other relevant Government fees and licences must be up-to-date and valid including Liquor Licences, Food Premises and Food Handlers Licences/ Fire Prevention Certificate of Compliance/ and Work Permits for Non-Anguillians.**

**OFFICIAL USE ONLY:**

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