

DEPARTMENT: FINANCE AND DEVELOPMENT PLANNING

DIVISION: COMMERCIAL AFFAIRS

1. ISSUANCE OF TRADE LICENSE UNDER TRADE ACT 2003

a) SERVICE DESCRIPTION

Issuance of trade license to the business community

b) HOW DO I OBTAIN THE SERVICE

The customer should have premises to operate the business and bring the following:

- Satisfactory Health Report (council)
- Satisfactory fire report (council)
- Satisfactory physical Planner's report for zoning (council)
- Occupation permit (building controll)
- Copy of Land Board Lease
- Memorandum of lease agreement between lessor and lessee
- Identity card (omang)
- Application form (from commercial office)
- Manager s form (from commercial office)
- Advertisement fees for liquor applications (Goverment Gazette or Daily News)
- Form 2 (List of Directors)
- Certificate of incorporation
- Share Certificates
- Resolution letter from the company authorising representative during the consideration of the application
- 3 Letters from the supplier in case of distributor license

c) HOW DO I APPLY FOR THE SERVICE

Customer should fill in an application form provided by the commercial officer.

d) COST INVOLVED IN OBTAINING THE SERVICE

P 100.00 being non refundable application fee

TYPE OF LICENSE

LICENSE FEE

Auctioneer (15days)

P 150.00

Auctioneer (annual)

P1 200.00

Bookshop