



**NATIONAL CAPITAL DISTRICT COMMISSION**  
**COMPLIANCE DIRECTORATE**  
**LICENSING DIVISION**

## **CHECKLIST**

### **APPLICATION FOR LICENSE TO TRADE AS MANUFACTURER**

☐ NEW   ☐ CHANGE OF MANAGEMENT   ☐ NEW OWNERSHIP   ☐ ADDITIONAL ACTIVITY

### **APPLICATION WILL NOT BE ACCEPTED IF CHECKLIST IS INCOMPLETE**

| <b>No.</b> | <b>Document Name</b>                                         | <b>Responsible</b> | <b>Enclosed/<br/>Indicate</b> | <b>Note</b>                            | <b>Office<br/>Use Only</b> |
|------------|--------------------------------------------------------------|--------------------|-------------------------------|----------------------------------------|----------------------------|
| 01         | Application FORM.1                                           | NCDC               |                               | Completed, signed and dated            |                            |
| 02         | Physical Planning Approvals                                  | NCDC               |                               | Applicable if land use changes         |                            |
| 03         | Building Authority Approvals                                 | NCDC               |                               | Applicable if structural changes occur |                            |
| 04         | Land Title/Lease Agreement                                   | Landlord           |                               | Valid                                  |                            |
| 05         | Food Safety Management System (HACCP)                        | Applicant          |                               | Applicable for Food Manufacturers      |                            |
| 06         | Factory/Manufacturer License                                 | Labour Department  |                               | Valid                                  |                            |
| 07         | Certificate of Incorporation                                 | IPA                |                               | Local and Foreign Companies            |                            |
| 08         | Company Extract                                              | IPA                |                               | Local and Foreign Companies            |                            |
| 09         | Certificate of Registration of Business Name.                | IPA                |                               | Valid                                  |                            |
| 10         | Certificate Permitting Foreigners to Operate Business in PNG | IPA                |                               | Applicable for foreign Enterprise      |                            |
| 11         | Land Tax & Garbage Rate                                      | NCDC               |                               | Evidence of payment                    |                            |
| 12         | Copy of License for previous operator                        | Applicant          |                               | Applicable if COM/New Ownership        |                            |

Processed by: .....  
Customer Services Officer

Date: ...../...../ 20.....

Checked by: .....  
Co-ordinator – Administration

Date: ...../...../ 20.....