



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

## **CHECKLIST**

### **APPLICATION FOR LICENSE TO TRADE AS MECHANICAL WORKSHOP**

☐ 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 Use<br/>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         | Factory/Manufacturer License                                 | Labour Department  |                               | Valid                                  |                            |
| 06         | Certificate of Incorporation                                 | IPA                |                               | Local and Foreign Companies            |                            |
| 07         | Company Extract  | IPA                |                               | Local and Foreign Companies            |                            |
| 08         | Certificate of Registration of Business Name.                | IPA                |                               | Valid                                  |                            |
| 09         | Certificate Permitting Foreigners to Operate Business in PNG | IPA                |                               | Applicable for foreign Enterprise      |                            |
| 10         | Land Tax & Garbage Rate                                      | NCDC               |                               | Evidence of payment                    |                            |
| 11         | Copy of license for the previous operator                    | Applicant          |                               | Application if COM/New Ownership       |                            |

Processed by: .....  
Customer Services Officer

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

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

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