



NATIONAL CAPITAL DISTRICT COMMISSION
COMPLIANCE DIRECTORATE
LICENSING DIVISION

CHECKLIST

APPLICATION FOR LICENSE TO TRADE AS ELECTRONIC SHOP

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

APPLICATION WILL NOT BE ACCEPTED IF CHECKLIST IS INCOMPLETE

No.	Document Name	Responsible	Enclosed/ Indicate	Note	Office Use Only
01	Application FORM.1	NCDC		Completed form, 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 or Consent letter	Landlord		Applicable if change of ownership or tenancy	
05	Radio communication Apparatus License	National Information and Technology Authority (NICTA)		Valid	
06	Certificate of Incorporation	IPA		Local & Foreign Companies	
07	Company Extract	IPA		Local & Foreign Companies	
08	Certificate of Registration of Business Name	IPA		Valid	
09	Certificate Permitting Foreigners to Operate Business in PNG	IPA		Applicable if foreign owned entity	
10	Land Tax & Garbage Rate	NCDC		Evidence of payment	
11	Copy of License for previous operator	Applicant		Application if COM	

Processed by:
Customer Services Officer

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

Checked by:
Co-ordinator – Administration

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