



**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

No.	Document Name	Responsible	Enclosed/ Indicate	Note	Office Use Only
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.....