



NATIONAL CAPITAL DISTRICT COMMISSION
COMPLIANCE DIRECTORATE
LICENSING DIVISION

CHECKLIST

APPLICATION FOR LICENSE TO TRADE AS FOOD ESTABLISHMENT

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

APPLICATION WILL NOT BE ACCEPTED IF CHECKLIST IS INCOMPLETE

No.	Document Name	Responsible	Indicate/ Enclosed	Note	Office Use Only
01	Application FORM.1	NCDC		Completed, signed and dated	
02	Food Safety Management System(HACCP)	Applicant		Hazard Analysis Critical Control Point	
03	Physical Planning Approvals	NCDC		Applicable if land use changes	
04	Building Authority Approvals	NCDC		Applicable if structural changes occur	
05	Land Title/Lease Agreement	Landlord		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 previous Operator	Applicant		Applicable if COM/New Ownership	

Processed by:
Customer Services Officer

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

Checked by:
Co-ordinator – Administration

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