

# **International Trade Zone Licence**

## **Application Form**



### **FINANCIAL SERVICES AUTHORITY**

Bois De Rose Avenue  
P.O. Box 991  
Victoria  
Mahé  
Seychelles

Tel: +248 4380800  
Fax: +248 4380888  
Website: [www.fsaseychelles.sc](http://www.fsaseychelles.sc)  
Email: [enquiries@fsaseychelles.sc](mailto:enquiries@fsaseychelles.sc)

*Version: 22<sup>nd</sup> March, 2022*

# ITZ Licence Application Form

## Instructions for completing the application form

- Applicants are advised to refer to the International Trade Zone Act, 1995 and the International Trade Zone Regulations when completing the application form.
- The form should be completed in English and the answers to ALL questions should be TYPED or written in INK and in BLOCK LETTERS. Any documents submitted in any other language are required to have a certified English translation appended.
- No question should be left unanswered. Where the Applicant believes that a question does not apply, the Applicant should write “**Not Applicable**” or “**N/A**”.
- If there is insufficient space to answer a question, additional information may be provided on an attachment page and identify the continuation of an answer by stating the question number.
- Please ensure that full particulars requested are properly numbered and is relevant to the question asked.
- All dates should be completed in the form: Day / Month / Year.
- The declaration on this form must be signed by a director or other duly authorised person.
- If there are any changes in the information furnished in the application prior to the completion of the review of this application, the Authority should be notified immediately.
- The Authority requires that forms are completed in its entirety. The Authority shall return forms that are incomplete or does not disclose full information and as such, this may result in delays.
- This application form must be accompanied by the documents specified in the check-list.
- Categories of Acceptable Certifiers (the certifier must be independent from the applicant):
  - (i) a judge;
  - (ii) a magistrate;
  - (iii) a notary public;
  - (iv) a barrister-at-law;
  - (v) a Solicitor;
  - (vi) an attorney-at-law; or
  - (vii) a Commissioner of Oaths.
- The completed application form and any supporting material, should submitted to:

The Chief Executive Officer  
Financial Services Authority  
P.O BOX 991  
Bois de Rose Avenue  
Victoria  
Mahé  
Seychelles  
**Attn: International Trade Zone & Hire Purchase Section**

*NOTE: Failure to disclose and submit all necessary information may lead to the Authority rejecting the application*

# ITZ Licence Application Form

## Part A

### 1. Proposed Company Name

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### 2. Contact details of Promoter

Name of Promoter:	
Address:	
Telephone Number:	
Fax:	
Email:	

### 3. Alternate contact of Promoter

Name:	
Address:	
Telephone Number:	
Fax:	
Email:	

### 4. Type of Proposed Activity

Export Services	<input type="checkbox"/>
Light Assembly	<input type="checkbox"/>
Redistribution	<input type="checkbox"/>
Manufacturing	<input type="checkbox"/>
Processing	<input type="checkbox"/>

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## 5. Products

Name	Description

## 6. Investment Size (US\$)

## 7. Investment Type

Owner Equity	Shareholder Equity	Loan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 8. Source of Funds

Name	Description

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**9. Proposed Employment Size**

Locals	Expatriates	Total

**10. Utilities**

Water(m <sup>3</sup> )	Electricity (KW)	Space Required (m <sup>2</sup> )

**11. Average Forecasted Cash Flow (based on 3 year forecast)**

Annual Revenue (US\$)	Annual Domestic Expenditure (US\$)

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## DECLARATION BY PROMOTER

I declare that all information given in this application and in any annexures and supporting documents or other information provided is complete and accurate to the best of my knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

**Signature:** \_\_\_\_\_

### **SIGNED BY OR ON BEHALF OF THE APPLICANT:**

**Name:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

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## Checklist

Below is a checklist which has been designed to assist applicants to ensure that all of the information required by the Financial Services Authority is submitted when making an application for a licence under the International Trade Zone Act, 1995. The Authority may contact the applicant should it require further information.

1. All blank spaces in the Application form has been filled in	<input type="checkbox"/>
2. Processing fee	<input type="checkbox"/>
3. Personal Questionnaire Forms completed by each Director, Shareholder, Beneficial Owner and any other Key individuals of the applicant.	<input type="checkbox"/>
4. Questionnaire Form for Shareholders and Beneficial Owners completed by each shareholder and beneficial owner who do not hold a managerial position in the company	<input type="checkbox"/>
5. Audited financial statements of the applicant for the past 3 years except in the case of an applicant who as incorporated within the last 12 months	<input type="checkbox"/>
6. Proof of source of funds	<input type="checkbox"/>
7. Certified true copies of constitutional documents of the applicant (Memorandum and Articles of Association, Certificate of Incorporation, Particulars of Directors and Secretaries, Register of Shareholders/Members)	<input type="checkbox"/>
8. A detailed business plan <sup>1</sup>	

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<sup>1</sup> The business plan must consist of the company summary, market details, environmental impact assessment, financial summary and parent details company (if applicable). (Refer to Appendix 1 of the International Trade Zone Guidelines).