



## SCHEDULE 1

### BUSINESS LICENSE APPLICATION FORM

1

Year

2

**LICENSE AREA** - Select the area council for which a business license is being applied for in the box below. Please note, a separate application is required for each location where you conduct business.

**Area Council Code**

3

**Type of Application** - Tick one Option

☐ New

☐ Renewal

4

**Commencement Date**

5

**Business Name** Print your full name or Name of Business as Registered with VFSC

6

**Name of Licensee(s)** - Proprietor of business

7

**Premises Licensed** - A separate license is required for each premises

**Name**

**Village**

**Council**

8

**Payment Option**

☐ Single Installment

☐ 4 Quarterly Installment

## BUSINESS INFORMATION

9 **Language** What is your preferred language for all correspondence? (Please Tick)

<input type="radio"/> Bislama	<input type="radio"/> English	<input type="radio"/> French
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10 **Tax Identification Number**

11 **Type Of Business** Please select which type of business entity you operate under (please tick one)

<input type="radio"/> Yu wan ( Sole proprietorship)	<input type="radio"/> Partnership (Yu wetem wan defren man bageken)	<input type="radio"/> Limited Company (Wan Kampani)	<input type="radio"/> Others – Write Below
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12 **Trade Names** If you use trade names different from the one above, identify them here

13 **Contact Person**

14 **Contact Details**

Mailing Address

PO Box  Telephone

Village  Mobile

Tribe  Office

Area Council

Email Address

15 **Names Of Shareholders** For partnerships or company, print full name of all partners and shareholders

FULL NAMES	NATIONALITY
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- 16 Foreign Ownership** - Identify the names and positions of all non-citizen owners, principal or partners that are residents in Vanuatu and are engaged in business.

Full Name	Position	Nationality

**17 Registrations**

It is requirement in Tafea Province that all business enterprises employing staffs must provide copy of their employer certificates.

VNPF Employer Certificate Number

VAT Registration Number

☐ VAT Exempted

VIPA Registration Number

VFSC Registration Number

- 18** For **NEW APPLICATION** attach copy of your certificate of incorporation or Business Name Registration Certificate

- 19** For a **RENEWAL**, if you have changed your business name or shareholding/ownership during the last calendar year attach a copy of your new certificate of incorporation or Business Name Registration Certificate.

- 20** If you are a **foreign investor** under the Foreign Investor Act, attach copy of your foreign investment approval certificate.

## LICENSING FEE INFORMATION

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**Business Activities** to be carried out during the licensing year (Jan 1<sup>st</sup> - Dec 31<sup>st</sup>) - For Local Businesses from Tafea Province, refer to Appendix A of this Licensing Schedule, whereas for foreign investors refer to Appendix A of Schedule 1 of the Business License Act of the Republic of Vanuatu.

Business License Category	Business Activity	Location	Actual Turnover last Calendar Year	Estimated Turnover Current Licensing Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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### Declaration

I declare that the information given on this form is true and correct

Name of authorized person

Signature

Date

17

### Additional Notes

<b>OFFICE USE ONLY</b>	
Date Application Received	<input type="text"/>
Approved License No.	<input type="text"/>
Date of Issue	<input type="text"/>
Issued By	<input type="text"/>
Condition of Issue	<div style="border: 1px solid black; height: 120px; width: 100%;"></div>

	Activity License Fee	Foreign Investor Fee
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

Total Fee Payable

Due Date	Fee Amount	Receipt No	Receipt Date
31 January	<input type="text"/>	<input type="text"/>	<input type="text"/>
30 April	<input type="text"/>	<input type="text"/>	<input type="text"/>
31 July	<input type="text"/>	<input type="text"/>	<input type="text"/>
31 October	<input type="text"/>	<input type="text"/>	<input type="text"/>