

REGISTERED COMPANIES

APPLICATION FOR THE GRANT OR RENEWAL OF A TRADE & BUSINESS LICENCE

In accordance with the Trade & Business Licencing Law (2018 Revision)

Please submit this form, accompanied by the relevant fee & required documentation to:

The Secretary | Trade & Business Licencing Unit

Department of Commerce & Investment

133 Elgin Avenue, Government Administration Building, Suite 126

George Town, Grand Cayman, Cayman Islands

t: (345) 945.0943

e: info@dc.gov.ky

w: www.dci.gov.ky

Section 18

(8) A person shall not -

- a) in relation to any application submitted pursuant to this section; or
- b) in relation to any information or particulars that the person is required to furnish pursuant to this section make any representation or statement that the person knows is false or misleading in a material particular.

I hereby apply for the: ☐ **GRANT** ☐ **RENEWAL** of a Licence under the Trade and Business Licencing Law (2018 Revision)

A INCENTIVE DETAILS		Name (in block letters):	
BUSINESS TYPE		District: <input type="checkbox"/> BT <input type="checkbox"/> EE <input type="checkbox"/> GT <input type="checkbox"/> NS <input type="checkbox"/> WB <input type="checkbox"/> CB <input type="checkbox"/> LC	
<input type="checkbox"/> MICRO <small>(1-4 employees and up to \$250,000 revenue/yr.)</small>	<input type="checkbox"/> SMALL <small>(Up to 12 employees and up to \$750,000 revenue/yr.)</small>	Annual gross revenue preceding fiscal year: CI\$	
		Total Number of Employees: <i>Including part-time and temporary.</i>	

*Please refer to the Guidance Leaflet before completing this form. This form must be completed in **CAPITAL LETTERS**.*

B APPLICATION			
1. Name of Company:			
2. Trade Name:		3. Company Registration No.	
4. Mailing Address:			
5. Telephone (Main)		(Primary Contact)	(Emergency)
6. Email (Primary)		(Director/Manager)	
7. Nature and Type of Business being conducted:			
8. Exempt Company <input type="checkbox"/> YES <input type="checkbox"/> NO		Non-resident <input type="checkbox"/> YES <input type="checkbox"/> NO	Limited Liability <input type="checkbox"/> YES <input type="checkbox"/> NO
9. Registered Office (Name)		(Address)	

C BUSINESS DETAILS		<i>Please use a separate sheet if required for specific business details to support application</i>	
01. If the business is categorised as Retail/Merchant/Wholesaler, please specify the size of the selling area in sq. ft:			
02. If the business is categorised as Baker, please specify the number of employees:			
03. If the business is categorised as Contractor, please specify the number of employees:			
04. If the business is categorised as Accountant, please specify the number of accountants:			
05. If the business is categorised as Agent, please specify the number of agents:			
06. If the business is categorised as Restaurant, please specify the seating capacity:			
07. Please identify the type of premises of your business: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL			
08. Exact location of Business Premises:		I. Building Name & Number	
II. Street Name & Number		III. District	
III. Block and Parcel			
09. Is this location different from last Year? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Please use separate sheet if required)</i>			
If YES, please provide details:			

C BUSINESS DETAILS (Cont'd)		(Please use separate sheet if required for details with GREEN background)	
10. Shareholder details	Class of Shares held:	% Shares Held:	
Immigration Status:	Name:	Passport number:	
Date of Birth:			
11. Director details:	Name:	Date of Birth:	
Immigration Status:	Passport number:		
12. Has there been a change in shares or directorship? <input type="checkbox"/> YES <input type="checkbox"/> NO			
13. Are any Directors/Shareholders employed by the Cayman Islands Government? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please state Department:			
14. Has Head of Department approval been granted (Government Employees only)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
15. ISIC CODE (internal only)			

D DECLARATION
<p>In making this application I hereby declare that (tick the appropriate box):</p> <p>.....</p> <p>i. <input type="checkbox"/> The applicant has applied for a licence under Local Companies (Control) Law (2015 Revision) if such a licence is required under that Law;</p> <p>ii. <input type="checkbox"/> The applicant is not, under the provisions of the Trade and Business Licencing Law (2018 Revision) or any other law, disqualified from holding the licence sought in this application; and</p> <p>iii. <input type="checkbox"/> The Applicant gives consent to the Department of Commerce & Investment and the Trade & Business Licencing Board to obtain relevant information regarding this application directly from the Cayman Islands General Registry, the Royal Cayman Islands Police Service, the Cayman Island Monetary Authority, the Lands and Survey Department, the Department of Planning or the Department of Health Regulatory Services.</p> <p><i>The Applicant's attention is drawn to the provisions of section 7 of the Local Companies (Control) Law which requires that a return of shareholding be forwarded to the Secretary of the Trade & Business Licencing Board when applying for the Renewal of a Licence (for any company registered more than 12 months).</i></p> <p>Signature _____ Date ____/____/____</p> <p>TO THE BEST OF MY KNOWLEDGE I DECLARE THE CONTENTS OF THIS APPLICATION TO BE A TRUTHFUL STATEMENT</p> <p>Please Note: Failure to provide all relevant information will result in the application being returned to the Applicant. Resubmission of an application will incur a resubmission fee of \$50</p> <p>DCI will use the email address provided to communicate with you on correspondence.</p> <p>If email address changes please send updated email address along with a copy of a CIG-issued ID to info@dc.gov.ky.</p> <p>The company control is held by the shareholders listed in the Annual Returns. This confirms that the effective, benefit and control of the company is not, either directly or indirectly or by reason of any artifice or device, vested in or permitted to pass to any person, other than as specifically shown in the return of shareholders.</p>

E OTHER FEES
<ul style="list-style-type: none"> • Application fee (non refundable) \$75 (Section 18(2)(b)(ix) of the Trade & Business Licencing Law) • Licence fee As set out in respective category in Part B of the Trade & Business Licencing Law • Renewal fee As set out in respective category in Part B of the Trade & Business Licencing Law • Re-submission fee \$50 (Section 18(4) of the Trade & Business Licencing Law) • Expedited licence fee \$400 (In addition to the relevant licence & application fee) (Section 21(5) of the Trade & Business Licencing Law) • Expedited renewal of licence fee \$100 (In addition to the relevant licence & application fee) (Section 21(5) of the Trade & Business Licencing Law) • Amendment fee \$50 (Section 25 of the Trade & Business Licencing Law) • Inspection of Register fee \$10 (Section 32(3) of the Trade & Business Licencing Law) • Non-refundable processing fee (Appeals) \$100 (Section 38(1) of the Trade & Business Licencing Law)

F PENALTIES	In accordance with the Trade & Business Licencing Law (2018 Revision):
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G EXPEDITED APPLICATION	Expedite (Includes fee of CI \$400 in addition to relevant licence fee for grant or CI\$100 in addition to relevant licence fee for renewal.
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