

Trade & Business Licencing Unit**SOLE TRADER / PARTNERSHIP****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 per 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 APPLICANT DETAILS					
1. Name of Applicant		Last	Middle Initial		First
2. Trade Name					
3. Applicant Date of Birth:					
4. Mailing Address (Business):					
5. Address of Residence:					
6. Telephone:	(Home)	(Cell)			
7. Email:					
8. Nature/Type of business:					
9. Please provide the passport number and immigration status of the applicant and the number of years that the applicant has been legally and ordinarily resident in the Islands (grant applications only):					
10.	Is the Applicant employed by the Cayman Islands Government? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please state Department:				
11.	Has Head of Department approval been granted (Government Employees only)? <input type="checkbox"/> YES <input type="checkbox"/> NO				

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. Block and Parcel		IV. District	

09. Is this location different from last Year? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, please submit an amendment</i>	
10. Partnership details: (grant application only) <i>(Please provide the names, date of birth and passport number and immigration status of each partner and the number of years that the partner has been legally and ordinarily resident in the Islands).</i>	
11. ISIC CODE <i>(internal only)</i>	12. CITES Trader: <input type="checkbox"/> YES <input type="checkbox"/> NO

D DECLARATION	<p>In making this application I hereby declare that (<i>tick the appropriate box</i>):</p> <p>i: A For Applicant who is sole trader: <input type="checkbox"/> I am a Caymanian (this includes persons possessing the right to be Caymanian or holding Caymanian status). <input type="checkbox"/> Evidence Provided.</p> <p>B For Applicant who is in partnership: <input type="checkbox"/> The Applicant is comprised of 60% Caymanian (this includes persons possessing the right to be Caymanian or holding Caymanian status).</p> <p>ii: <input type="checkbox"/> I am not, under the provisions of the Trade & Business Licensing Law (2018 Revision) or any other law, disqualified from holding the licence sought in this application.</p> <p>iii: <input type="checkbox"/> The Applicant gives consent to the Department of Commerce & Investment and the Trade & Business Licensing Board to obtain relevant information regarding this application - directly from the Cayman Islands General Registry, Royal Cayman Islands Police Service, Cayman Islands Monetary Authority, Lands and Survey Department, Department of Planning or the Department of Health Regulatory Services.</p> <p>Signature _____ Date ____/____/____</p> <p style="text-align: center;">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. DCI will use the email address provided to communicate with you on correspondence. If email address changes please send updated email address along with a copy of a CIG-issued ID to info@dc.gov.ky.</p>
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E OTHER FEES	<ul style="list-style-type: none"> • Application fee (non-refundable) \$75 (Section 18(2)(b)(ix) of the Trade & Business Licensing Law) • Licence fee As set out in respective category in Part B of the Trade & Business Licensing Law • Renewal fee As set out in respective category in Part B of the Trade & Business Licensing Law • Re-submission fee \$50 (Section 18(4) of the Trade & Business Licensing Law) • Expedited licence fee \$400 (In addition to the relevant licence & application fee) (Section 21(5) of the Trade & Business Licensing Law) • Expedited renewal of licence fee \$100 (In addition to the relevant licence & application fee) (Section 21(5) of the Trade & Business Licensing Law) • Amendment fee \$50 (Section 25 of the Trade & Business Licensing Law) • Inspection of Register fee \$10 (Section 32(3) of the Trade & Business Licensing Law) • Non-refundable processing fee (Appeals) \$100 (Section 38(1) of the Trade & Business Licensing Law)
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F PENALTIES	<p style="text-align: center;">In accordance with the Trade & Business Licensing Law (2018 Revision):</p>
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G EXPEDITE	<p><input type="checkbox"/> EXPEDITE</p> <p>INCLUDES:</p> <p><input type="checkbox"/> CI \$400 IN ADDITION TO RELEVANT LICENCE FEE (GRANT)</p> <p><input type="checkbox"/> CI \$100 IN ADDITION TO RELEVANT LICENCE FEE (RENEWAL)</p>
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