



## RENEWAL

# TRADE & BUSINESS LICENCE APPLICATION CHECKLIST

e: info@dci.gov.ky | w: www.dci.gov.ky

Type of Application (tick one)

INCENTIVE APPLICATION  REGULAR APPLICATION

### PLEASE COMPLETE FORM AND ATTACH TO ALL APPLICATIONS

**Note:** Some information may only be required when applicable depending on the type of business activity. Please confirm with DCI prior to submitting an application.

#### A | REGISTERED COMPANY

- Application Form Completed
- Self Certification Form for evidence of Health Insurance and Pension
- Current Register of Directors/Annual Returns (must be at least 60% Caymanian-owned)
- Current Return of Shareholder/Annual Returns (must be at least 60% Caymanian-owned)
- Head of Department Annual Approval (Government Employees only) - Shareholder(s)/Director(s) *(if applicable)*
- Public Transport Board (PTB) Approval *(if applicable)*
- Outsourced Employee List *(if applicable)*

#### B | REGISTERED COMPANY AMENDMENTS

- Police Clearance Proof Of Status for Shareholders (Birth or Status Certificate and Passport)
- Amendment Fee CI\$50
- Amendment Form
- Change of Directorship (Resolution & Title of Officer)
- Change of Shares (Resolution & New Shareholder Listing)
- Due Diligence for New Directors/Shareholders (or additional on Board's Request)
- Location of Business
- Port Authority Approval (Boats/Vessels) *(if applicable)*

#### C | SOLE TRADER/PARTNERSHIPS

- Application Form Completed
- Self Certification Form for evidence of Health Insurance and Pension
- Head of Department Annual Approval *(Government Employees only)*
- Public Transport Board (PTB) Approval *(if applicable)*
- Outsourced Employee List (T&B Agent Category) Recruitment agency only *(if applicable)*

#### D | SOLE TRADER AMENDMENTS

- Amendment Form
- Amendment Fee CI\$50
- Copy of Lease Agreement or Letter of Intent
- Proof Applicant is Caymanian (Birth or Status Certificate and Passport) if adding additional person
- Police Clearance Certificate\*\*
- Exact Location of Business
- Port Authority Approval (Boats/Vessels) *(if applicable)*

#### KEY

##### \*\* Police Clearance Certificate:

Applicants who **must** submit a Police Clearance Certificate ( valid for maximum of 6 months after the date of issue) are:

- Any applicant that is not legally and ordinarily resident in the Cayman Islands within the last five years (including Caymanians).
- Non-Caymanian applicant except:
- Permanent resident or holder of Permanent Residency and Employment Rights Certificate who have been legally and ordinarily resident in the Islands for five or more years.
- Applicants (including Caymanians) applying for a license falling under business category:
  - Child care – including tutoring
  - Dance classes
  - Afterschool classes
  - Pre-school
  - Babysitting
  - Summer programmes
  - Elderly care
  - Money lending
  - Accounting
  - Wellness services that are specific for children

*Affidavit of no conviction acceptable only from countries that do not issue a police clearance.*