

## TRADE AND BUSINESS Sole Trader/Partnership Renewal

### Renewal Application

- Completed application form
- Self-Certification Form for evidence of Health Insurance and Pension

### DUE DILIGENCE

- Current Head of Department Approval (Government Employees Only)

### INDUSTRY SPECIFIC REQUIREMENTS

- Current Medical Practice Commission Board Approval
- Current Public Transport Board (PTB) Approval/Permit
- Current Port Authority Approval (Boats and Vessels)
- Current Outsourced Employee List

### Renewal with Amendment

**\*\* NOTE: Various Amendments are highlighted in the link below. See form for further guidance:**

- Completed Amendment form, see link: <https://www.dci.gov.ky/documents/2020-09-28-11-43-06-TBL-Amendment-Form-v.-Jan.-2020.pdf>
- Amendment fee (CI\$50.00)
- Police Clearance\*\*

#### **\*\*Police Clearances**

- Police Clearances are required for all persons, who fall into the following categories: Child Care – including tutoring, dance classes, afterschool classes, pre-school, babysitting, summer programmes, elderly care, money lending, accounting, and wellness services that are specific for children.

**NOTE- Additional documentation, industry specific, may be requested by the Board as deemed fit.**

*"When you licence your business, we all win."*