

TRADE AND BUSINESS LICENSING BOARD Request and Notice Form

Company or Business Name _____

Reference and Licence Numbers _____

I AM/WE ARE HEREBY REQUESTING THE BOARD'S CONSENT AS FOLLOWS:

Shareholdings and Directors Changes *(Trade and Business Licensing Act Section 24(6))*

Change of Company Name _____

Shareholders (Transferor/Transferee) _____

Directors/Officers (Appointments/Resignations) _____

Extending the scope of the licence _____

Supporting documents are be required i.e. Certificate of Name Change, or updated Registers. A cover letter detailing the nature of the changes and extenuating circumstances may accompany this form.

Charge over company shares *(Trade and Business Licensing Act Section 24(3))*

Borrower/Chargor _____

Lender/Chargee _____

Percentage of Shares _____

Charge requiring changes to the Articles of Association? Yes No

Note: Any subsequent sale, transfer, charge, or disposal of any part of a person's interest or a chargee exercising the power of sale must also comply with Section 24 and have the Board's prior written approval.

Penalties Fee Waiver *(Trade and Business Licensing Act Section 23(2))*

Licence Expiry Date _____

Penalty Amount Due _____

Reason for Late Renewal _____

Provide the details of the extenuating circumstances on this form (and additional paper or a letter, if needed) and any relevant evidence.

Note: *Penalty fees start to accrue 28 days after the licence expires at 25% of the licensing fee for every month or part thereof until the equivalent of 100% is due. The Board will grant the renewal if it approves the waiver. If the Board refuses the waiver request, the Board will defer the application for complete payment and comply with Sections 23(3) and (4).*



Cease License *(Trade and Business Licensing Act Section 27)*

This business is no longer in operation and I would like to cease the current license/certificate. Effective Date: _____

***Note:** A licensee shall, within thirty days of voluntarily ceasing to carry on a trade or business, give notice in writing to the Board and surrender the licence which shall be deemed to be invalid from the date the licensee ceased to carry on the trade or business or such other date as may be determined by the Board.*

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 material particular.

I hereby certify that the aforementioned is true.

PRINT NAME

SIGNATURE

DATE

POSITION IN BUSINESS/COMPANY

Form: 27-Sep-2023