



GOVERNMENT OF SAINT LUCIA

## RENEWAL

### APPLICATION FOR TRADE LICENCE UNDER THE TRADE LICENCE ACT – CAP 13.04 Of THE REVISED LAWS OF SAINT LUCIA

#### Note

- a) Applications should be forwarded to the:
- Secretary Trade Licence Board  
Department of Commerce, International Trade,  
Investment, Enterprise Development and Consumer Affairs  
4<sup>th</sup> Floor, Heraldine Rock Building  
Waterfront  
*Castries*
- b) Only non national companies and non-Caricom citizens need apply.
- c) All currency must be quoted in **East Caribbean Dollars**.
- d) Please provide complete and accurate answers to all questions.
- e) Application forms which are not completed will not be processed.
- f) Every licence shall be an annual licence and shall expire on 31 December in the year in which that licence was granted and may be renewed thereafter.
- g) All supporting documents and application must be written in English.
- h) The following documents **MUST** be attached:
- i. Certificate of Good Standing for the Company from the Registry of Companies and Intellectual Property.
  - ii. Compliance letters from National Insurance Corporation, Inland Revenue Department and Department of Labour (Work Permit)
  - iii. Applicant must be in compliance with all relevant local legislation.

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1. **Name of Individual or Company** \_\_\_\_\_  
*(Block Capital Letters)*

2. (a) **Business Address (In Saint Lucia):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) **Mailing Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) **Business Type:**  
**Sole Trader** \_\_\_\_\_ **Partnership** \_\_\_\_\_ **Incorporation** \_\_\_\_\_ **Franchise** \_\_\_\_\_

**Other (specify)** \_\_\_\_\_

(d) **Date of Commencement:** \_\_\_\_\_ (e) **Date of First Approval:** \_\_\_\_\_

(f) **Office Telephone #** \_\_\_\_\_ (g) **Cell Phone** \_\_\_\_\_

(h) **Fax #** \_\_\_\_\_

(i) **E-mail Address** \_\_\_\_\_

3. **Nationality of Applicant(s)** \_\_\_\_\_

4. State names, nationalities, domicile of shareholders and percentage of Share Capital.

| <i>Name</i> | <i>Nationality</i> | <i>Domicile</i> | <i>Percentage of Share Capital</i> |
|-------------|--------------------|-----------------|------------------------------------|
|             |                    |                 |                                    |
|             |                    |                 |                                    |
|             |                    |                 |                                    |
|             |                    |                 |                                    |

5. Provide the following information on each applicant and or each Director of the Company applying for a Trade Licence.

| <b>Name</b> | <b>Permanent Address</b> | <b>Nationality</b> | <b>Passport No</b> | <b>Date and Place of Issue</b> | <b>Place and Date of Birth</b> | <b>Particulars of current employment and or business experience</b> |
|-------------|--------------------------|--------------------|--------------------|--------------------------------|--------------------------------|---|
| i)          |                          |                    |                    |                                |                                |   |
| ii          |                          |                    |                    |                                |                                |   |
| iii         |                          |                    |                    |                                |                                |   |
| iv          |                          |                    |                    |                                |                                |   |

**Note:** Additional information can be supplied on a separate page if necessary.

6. **Capital Investments (EC\$)**

| Item                                   | Value To date (EC\$) | Expected During<br>Licensing<br>Period |
|--|----------------------|--|
| <b>Land</b>                            |                      |  |
| <b>Building/Leasehold Improvements</b> |                      |  |
| :Freehold                              |                      |  |
| :Leasehold                             |                      |  |
| :Leasehold Improvements                |                      |  |
| <b>Fixed Assets</b>                    |                      |  |
| <b>Other (Specify below)</b>           |                      |  |
| <b>Total (EC\$)</b>                    |                      |  |

7. Provide summary of business activities to be carried out: (use additional page(s) if necessary)

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8. Give an estimate of revenue for the year for which a Licence is being sought

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9. **Employment:**

|                  | <i>Number currently<br/>employed</i> | <i>Additional number to be<br/>employed in Licensing year</i> |
|------------------|--------------------------------------|---|
| a. Nationals     | _____                                | _____   |
| b. Non-Nationals | _____                                | _____   |

10. Please provide the following information for the period just ended.

| Product/<br>Service | Quantity | Value of<br>Output \$ | Local Sales<br>(EC\$) |       | Export Sales<br>(EC\$) |          |       |
|---------------------|----------|-----------------------|-----------------------|-------|------------------------|----------|-------|
|                     |          |                       | Quantity              | Value | Country                | Quantity | Value |
|                     |          |                       |                       |       |                        |          |       |
|                     |          |                       |                       |       |                        |          |       |
|                     |          |                       |                       |       |                        |          |       |
|                     |          |                       |                       |       |                        |          |       |
|                     |          |                       |                       |       |                        |          |       |
|                     |          |                       |                       |       |                        |          |       |

11 (a) Banker's Name and Address in Saint Lucia:

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Authorized Signature of Applicant

**FOR OFFICIAL USE ONLY**

**Board's Recommendations:**

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**Signature of Chairperson  
Trade Licence Advisory Board**

**Minister's Decision**

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**Signature of Minister  
Department of Commerce,  
International Trade, Investment,  
Enterprise Development and  
Consumer Affairs**

## NOTICE

The attention of persons affected by the Trade Licence Act Cap.13.04 is drawn to the requirements of the following Sections of the Act:

**Section 3 (1)** Subject to the provision of this Act, no person shall, without having first obtained a Trade Licence:

- a. Sell wares, merchandise, wines, spirits, tobacco or goods of sort in any building or place, or
- b. Engage in trade

**trade**” means any operation of a commercial character by which the trader provides to customers for reward some kind of goods or services. (Section 2)

**(2)** Subsection (1) shall not apply to:

- a. A CARICOM National
- b. A company in Saint Lucia that is not under alien control within the meaning of Section 8 of the Aliens (licensing) Act. No. 20 of 2002

**(3)** Subject to provisions of this Act, no person shall, without the approval of the Minister responsible for Commerce

- a. Sell any of the articles in paragraph (a) of subsection (1) or
- b. engage in trade on behalf of:

- i. A person who is not a CARICOM National; or
- ii. A company that is under alien control within the meaning of Section 8 of the Aliens (Licensing) Act. No. 20 of 2002.

**Section 8 (1)** There shall be paid to the Accountant General such a fee as may from time to time be prescribed in respect of each licence issued by the Secretary to the Advisory Board. (Amended by Act 4 of 1997)

**(2)** An Annual fee of such amount as is set forth in the schedule shall also be paid in respect of each licence by the licensee to the Accountant General.

**(3)** The fees prescribed may however be reduced or waived in the public interest by the Cabinet in any case.

**Section 9** Every person who is required by the Act to obtain a licence shall produce that licence to the Secretary to the Advisory Board or a police officer not below the rank of Inspector, if requested to do so by the Secretary to the Advisory Board or such Police Officer.

i) **Section 10** Every licence shall be an annual licence and shall expire on 31 December in the year in which that licence was granted and may be renewed thereafter.

**Section 11 (1)** Every person/company who holds a licence shall have affixed in some conspicuous place of the licenced premises for or in respect of which the licence is issued, a notice stating that he is the holder of the licence and the number of the licence.

**Section 11 (2)** Every person/company who affixes, causes or allows to be or remain a fixed a false licence notice to any premises is guilty of an offence.