



WHERE CAN I OBTAIN THE APPLICATION FORM?

The application form can be obtained from the National Printing Cooperation or from the Ministry of Commerce, Business Development, Investment and Consumer Affairs website at:

<http://www.commerce.gov.lc/resources/index/19>

OR APPLY ONLINE AT:

<http://msea.commerce.gov.lc/>



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

Commerce: (758) 453-2383 **** Investment:** (758) 453-2957 **** Consumer Affairs:** (758) 452-6479/452-3141

SEDU: (758) 453-2891 **** Administration:** (758) 452-2627

Fax: (758) 453-7347 **** Email:** mincommerce@gosl.gov.lc **** Website URL:** <http://www.commerce.gov.lc>



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

TRADE LICENCE CERTIFICATE



Website URL: <http://www.commerce.gov.lc>

WHAT DO YOU KNOW ABOUT OBTAINING A TRADE LICENCE??

1. WHAT IS A TRADE LICENCE?



Saint Lucia.

A Trade Licence is a Licence used to regulate trade in Saint Lucia and is approved by the Minister for Commerce Subject to the provisions of the Trade Licence Act, Cap.13.04 of the Revised Laws of



2. WHO NEEDS A TRADE LICENCE?

Any person/company who is not a CARICOM national is considered a foreign national or organization and **MUST** have a Trade Licence to conduct business in Saint Lucia.

3. HOW IS A TRADE LICENCE PROCESSED?

All persons/companies wishing to trade or conduct business in Saint Lucia must submit an application in duplicate on the prescribed forms addressed to the Secretary of the Trade Licence Advisory Board Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs or online via <http://msea.commerce.gov.lc/>

The Secretary will review the forms to ensure that all requirements have been fulfilled.

The application is then considered and deliberated upon by the Trade Licence Advisory Board and recommended to the Minister for approval or non approval. The final decision is then communicated to the applicant by the Secretary of the Trade Licence Advisory Board.

4. WHAT IS THE PROCESS FOR APPLYING FOR A TRADE LICENCE?

New Company

Complete the New Trade Licence Application form in **DUPLICATE** and submit the following attachments:

- Business Registration Documents
- Letter of reference from applicant's Bank(s)
- Certificate of Character of major shareholders/directors (where applicable)
- Concept note of business activities.
- Passport Bio Page of shareholders/directors (where applicable)

Continuing Company/ Renewal

Complete the Trade Licence Renewal Application Form in **DUPLICATE** and submit the following attachments:

- Certificate of Good Standing for the company (from the Registry of Companies and Intellectual Property)
- Compliance letters from National Insurance Corporation, Inland Revenue Department and Department of Labour (Work Permit)

Applicant must be in compliance with all relevant local legislation

Or apply online at:
<http://msea.commerce.gov.lc/>

5. IS THERE A TRADE LICENCE FEE ?

An Annual fee of EC One Thousand Dollars (**EC\$1000.00**) shall be paid to the Accountant General upon approval.

6. IS THERE A TIME PERIOD FOR THE TRADE LICENCE?

Every Licence shall be an **ANNUAL** Licence and shall expire on 31 December in the year in which that Licence was granted. Consequently, an application for renewal **MUST** be submitted to the Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs annually.



7. WHEN DO I OBTAIN THE CERTIFICATE?

The Secretary of the Trade Licence Advisory Board will issue a certificate to the applicant upon receipt of proof of payment.

8. HOW LONG IS THE ENTIRE PROCESS TO OBTAIN A TRADE LICENCE?

Given that all requirements have been met, the entire process can be completed in no more than one (1) month.

