

LIQUOR LICENCE

How to obtain a Liquor Licence for a hotel or guest house:

- Applicant should forward application letter to the Permanent Secretary, Ministry of Commerce.
- Application letter must include:
 - Name of Owner
 - Location
 - Business Registration Certificate
 - Number of Rooms
- The application will be channelled to the Chief Import Monitoring Officer for investigation.



PETROLEUM LICENCE

- Applicant should forward application letter to the Director of Finance.
- The application letter must include:
 - Name of Applicant
 - Location of Proposed Site
 - Land Register/Lease Agreement for Intended Site



ODS LICENCE

The Montreal Protocol (Substances that Deplete the Ozone Layer) Act 10 of 2011 makes provision for a registered individual to import or export an Ozone Depleting Substance (ODS), providing that this person holds a valid ODS licence.

How to obtain an ODS Licence:

- Register with the Department of Sustainable Development **before** importing any Ozone Depleting Substance.
- Submit invoice(s) to the Import Monitoring Unit along with the estimated date of arrival of the shipment.
- Licence is issued within 24-48 hrs.



NOTE: Importers shall not import Ozone Depleting Substances unless that person is a registered importer who holds a valid ODS licence. Licences are issued for a limited quantity determined by the Minister with a quota issued by the National Ozone Unit.



The Import Monitoring Unit
Fourth Floor
Heraldine Rock Building
Castries Waterfront



1(758)468-4250 or 1(758)468-4228



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Ministry of Commerce, Manufacturing,
Business Development, Cooperatives
and Consumer Affairs

IMPORT MONITORING UNIT



ABOUT US

The **Import Monitoring Unit** has responsibility for the administration of:

- 1 External Trade Act Chapter 13.11 (Import Licences)
- 2 Liquor Licence Act Chapter 13.17 (Liquor Licences for Hotels and Guest Houses)
- 3 Petroleum Act Chapter 14.09 (Petroleum Licence)
- 4 Montreal Protocol (Substances that Deplete the Ozone Layer) Act 10 of 2011 (Licence to Import/Export Ozone Depleting Substances)



IMPORT LICENCE PROCEDURE



The External Trade Act Number 13 of 2011 of the Revised Laws of Saint Lucia makes provision for the importation of certain classes of goods into Saint Lucia by obtaining an Import Licence through the Permanent Secretary of the Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs. In order to obtain an Import Licence one can either;

- Apply directly after obtaining a Tax Account Number from the Inland Revenue Department and an Importer's Number from the Customs and Excise Department.
- Apply through a broker.

To complete and submit an application, visit the website: asycuda.customs.gov.lc to do so via the ASYCUDA World Platform.

ASYCUDA
Automated System for Customs Data

Applications for Dry Goods are forwarded directly to the Ministry of Commerce. Applications for Fish, Meat and Fruits & Vegetables are first verified by the Ministry of Agriculture before being forwarded to the Import Monitoring Unit for final approval.

Applicants are required to apply for an import licence and receive a tentative approval prior to the importation of any restricted goods.

The application process takes twenty-four (24) hours. If the application is given a tentative approval, the importer is given a one month period to import the goods. During that period, the importer would have received supporting documents e.g. invoices. These documents are then uploaded to the ASYCUDA World platform for a final approval.

If the application submitted is denied, it means that the importer has not been granted permission to import.

