



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
  - Ministry of Commerce, Business Development,  
Investment and Consumer Affairs
  - 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 Applicant (s)** \_\_\_\_\_  
(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 Licensing 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 employed</i>	<i>Additional number to be employed in Licensing year</i>
a. Nationals	_____	_____
b. Non-Nationals	_____	_____

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

Product/ Service	Quantity	Value of Output \$	Local Sales (EC\$)		Export Sales (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  
Ministry of Commerce, Business  
Development, Investment 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

(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.