



**DEPARTMENT OF TRADE, INVESTMENT PROMOTION & CONSUMER AFFAIRS
PREMIER'S OFFICE**

TRADE LICENCE APPLICATION CHECKLIST

An application for a Trade Licence should be submitted with a Cover Letter and all supporting documents listed below. The supporting documents and information to be submitted with every application form for the grant of a licence are as follows:

A. Application by Individual(s) (BVI Islander/Belonger)

- Passport Size Photo (2" X 2")
- Proof of Status (BVI Passport "Page 4 or 7 & Photo Page" or Belonger's Card)
- Cover letter giving details of the proposed business
- Qualifications (Certificates & Résumé)

B. Applications by Individual(s) (Non-Belonger)

- Passport Size Photo (2" X 2")
- Two (2) Personal Reference
- Business Reference
- Financial Statement
- Police Record
- Copy of Passport (Picture Page)
- Qualifications (Certificates & Résumé)
- Cover Letter giving details of the proposed business.

C. Applications by Companies

- Cover Letter outlining the operation of the Company
- Incorporation Information (Share Certificate, Registered Members, Register of Directors, Memorandum & Articles of Association, Certificate of Incorporation)
- BVI owned companies' documentation must prove that at least 60% of the shareholders and at least 60% of the directors of the company are BVI Islanders.

NOTE:

- **All documents submitted to the Department as copies must be certified by either a notary public or justice of the peace from within the Virgin Islands.**
- **Please indicate by placing a tick in the appropriate circle, all required documents submitted with your application. Additional requirements are on the back of this form.**

"Your Business Is Our Business"

Government of the Virgin Islands | Admin Drive | Road Town | Tortola | British Virgin Islands
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OTHER REQUIREMENTS & STANDARD CONDITIONS

The Department of Trade, Investment Promotion & Consumer Affairs maintains a list of conditions that are typically upon the grant or renewal of various categories of licences including licences for professional and vocational services. These conditions are subject to change as per legal requirements and/or changes in circumstances in the community.

- A. **Business Name** – A proposed business name must be provided when an application is submitted. (The Department of Trade reserves the right to request a new name)
- B. **Business Address** – Specific address including building name and number, block and parcel number and street number (if available). General addresses such as “Road Town” or West End” are not acceptable.
- C. **Business Inspection** – Certain types of business premises require inspection by one or more government departments or agencies such as Environmental Health Department before licences can be issued.
- D. **Planning Permission** – Planning permission may be required for various types of establishments under the Physical Planning Act CAP 15 of 2005. Additionally, permission is required for an established location where the intended use of the location is significantly different from that for which it was originally granted permission. Applicants should consult with the Town and Country Department to determine whether planning issues must be addressed in the application.
- E. **Residential Address** – The Department will discontinue the use of residential address as a business address due to unwanted infiltration of unauthorised business activities in residential neighbourhoods the consequent planning, safety and health concerns as well as the difficulties associated with monitoring licences. Applicants should therefore endeavour to obtain a business address and location compatible with their proposed activities.
- F. **Home Offices** – In certain limited circumstances home offices are permitted subject to conditions restricting and limiting the scope of activities within the designated address. If an application is made to use an apartment or residential condominium unit as a home office, written approval of the landlord is required to be attached.
- G. **Renting apartment buildings, condominiums, single dwelling homes, and commercial buildings** – A licence is required for owning and renting apartment buildings, condominiums, single dwelling homes and commercial buildings. However, a Licence will not be required for persons to own units of residential rental property which are attached to their private dwelling, where the owner can show that the private dwelling is not itself one of the units of the residential rental property, that the owners occupancy cannot be mistaken as a tenancy and the owner has filed their taxes with Inland Revenue Department.

Where several businesses, professions or trades are carried out on the same premises, individual trade licences would be required, as well as individual licence fees payable to Trade, Investment Promotion & Consumer Affairs.

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