



GOVERNMENT OF SAINT LUCIA

**NEW**

**APPLICATION FOR TRADE LICENCE UNDER  
THE TRADE LICENCE ACT- CAP 13.04**

**Of**

**THE REVISED LAWS OF SAINT LUCIA**

**Licence Period:** \_\_\_\_\_

**NOTE**

- a) Application should be forwarded to the:
  - Secretary Trade Licence Advisory Board
  - Ministry 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 nationals need apply.
- c) All currency must be quoted in **East Caribbean Dollars**.
- d) Answers to all questions must be complete and accurate.
- e) Application forms which are not completed will not be processed.
- f) Every License 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. Letter (s) of reference from applicant’s Bank (s)
  - ii. Certificate of Character of majority shareholders (Local and Overseas)
  - iii. Concept note of business activity/ies (1-2 pages).
  - iv. Certified or notarized copy of the Bio page of passport of shareholders and/or directors
  - v. Based on the area of investment (Schedule Two) additional approvals may be required
  - vi. Applicant must be in compliance with all relevant local legislation

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

2. (a) **Intended Business Address**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(c) **Telephone #** \_\_\_\_\_ (d) **Fax #** \_\_\_\_\_

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

(f) **Business Type:**  
**Sole Trader** \_\_\_\_\_ **Partnership** \_\_\_\_\_ **Incorporation** \_\_\_\_\_ **Franchise** \_\_\_\_\_  
**Other (specify)** \_\_\_\_\_

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

NAME	NATIONALITY	DOMICILE	PERCENTAGE OF SHARE CAPITAL

4. State names, nationalities, domicile of **beneficial owners** and percentage of Share Capital.

NAME	NATIONALITY	DOMICILE	PERCENTAGE OF SHARE CAPITAL

5. Provide the following information on each majority share-holder and beneficial owner 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>

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

6. State the amount of Capital to be invested in the enterprise in the 1<sup>st</sup> year.

- (a) **Land** \_\_\_\_\_
- (b) **Building, leasehold improvements** \_\_\_\_\_
  - i) Freehold \_\_\_\_\_
  - ii) Leasehold \_\_\_\_\_
  - iii) Leasehold improvements \_\_\_\_\_
- (c) **Fixed Assets** \_\_\_\_\_
- (d) **Other (specify)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Total (EC\$)** \_\_\_\_\_

7. Provide summary of business activities to be carried out: (Should be further explained in the concept note).

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8. **Employment:**

*Number to be  
Employed in Licencing year*

- a. Nationals \_\_\_\_\_
- b. Non-Nationals \_\_\_\_\_

Individual / Entity: \_\_\_\_\_

**9. (a) Banker's Name and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature of Applicant**

**FOR OFFICIAL USE ONLY**

**Board's Recommendations:**

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**Signature of Chairperson  
Trade Licence Advisory Board**

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**Date**

**Minister's Decision:**

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**Signature of Minister  
Ministry of Commerce, International Trade,  
Investment, Enterprise Development  
& Consumer Affairs**

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**Date**

## 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 citizen of Saint Lucia
- 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
- c. a national of a member State.

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

- (2) Sell any of the articles in paragraph (a) of subsection (1) or
- (3) 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.

Additionally in accordance with the Amendment to the Companies Act No. 10 of 2018:

A “beneficial owner” means a natural person —

- (a) who ultimately owns or controls a company;
- (b) who exercises ultimate effective control over a legal person or legal arrangement, such as a senior manager; or
- c) on whose behalf a transaction or activity is being conducted;