



GOVERNMENT OF SAINT LUCIA

RENEWAL

APPLICATION FOR TRADE LICENCE UNDER THE TRADE LICENCE ACT – CAP 13.04

Of THE REVISED LAWS OF SAINT LUCIA

Licence Period: _____

Note

a) Applications should be forwarded to the:

Secretary Trade Licence Board
Ministry of Commerce, International Trade,
Investment, Enterprise Development and Consumer Affairs
4th 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) 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. Based on the area of investment (Schedule Two) additional approvals / compliance may be
required.

iv. Reference Letter from local bank

v. Applicant must be in compliance with all relevant local legislation.

1. **Name of Individual or Entity** _____
(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.

NAME	NATIONALITY	DOMICILE	PERCENTAGE OF SHARE CAPITAL

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

NAME	NATIONALITY	DOMICILE	PERCENTAGE OF SHARE CAPITAL

6. Provide the following information on each majority share-holder and beneficial owner applying for a Trade Licence.

Name	Permanent Address	Nationality	Passport No	Date and Place of Issue	Place and Date of Birth	Particulars of current employment and or business experience
i)						
ii						
iii						
iv						

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

7

Capital Investments (EC\$)

Item	Value To date (EC\$)	Expected During Liscensing Period
Land		
Building/Leasehold Improvements		
:Freehold		
:Leasehold		
:Leasehold Improvements		
Fixed Assets		
Other (Specify below)		
Total (EC\$)		

8. Provide summary of business activities to be carried out: (use additional page(s) if necessary)

9. Give an estimate of revenue for the year for which a Licence is being sought

10. **Employment:**

*Number currently
employed*

*Additional number to be
employed in Licensing year*

a. Nationals _____

b. Non-Nationals _____

11. 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

12 (a) **Banker's Name and Address in Saint Lucia:**

Authorized Signature of Applicant

FOR OFFICIAL USE ONLY

Individual/ Entity Name: _____

Board's Recommendations:

Signature of Chairperson
Trade Licence Advisory Board

Date

Minister's Decision

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

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

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.

j) **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.

k) **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;