



## **BUSINESS LICENSE APPLICATION PROCEDURE**

### **BAHAMIAN APPLICANTS**

#### **Submission of Application:**

- Application form completed and submitted
- Appendix "A" completed and submitted  
(In the event of partnership, these Forms must be completed by each partner. In the case of a company, these forms must be completed by each Shareholder)
- Non-refundable \$250.00 processing fee (not including VAT)
- Proof of Bahamian Citizenship
- Current Police Record

Please note on pages 6-8 the list of businesses reserved for 100% Bahamian ownership.

#### **CERTIFICATION REQUIREMENTS:**

- Applicant providing **professional services** (i.e. Doctors, Attorneys, Accountants, and Engineers etc.) required to submit letter of recommendation from Qualifying Board or Association.
- Applicant providing **specialized services** (i.e. Auto Mechanics, Cosmetologists, and Welders) required to submit copy of certification.
- Applicant providing **technical services** (i.e. Plumbers etc.) required to submit copy of License from Ministry of Works Department.
- Applicant providing **technical services** (i.e. Electricians etc.) required to submit copy of License from Bahamas Electricity Corporation.
- Applicant providing **construction services** are referred to the Building and Development Services Department (Technical Department) of The Grand Bahama Port Authority, Limited for evaluation and confirmation of required construction skills.
- Applicant for **Residential and Commercial Investor** License (Builder Investor) required to submit proof of ownership of property (i.e. Conveyance) on which investment is to be made.

- Applicant providing **specialty construction services** (i.e. Building Maintenance, Carpentry, Drywall, Painting, Air-condition and Refrigeration, Landscaping and Irrigation etc.) are referred to the Building and Development Services Department (Technical Department) of The Grand Bahama Port Authority, Limited for evaluation and confirmation of required skills.
- Applicant providing **financial services** required to submit proof of license from relevant Government Agency.
- Applicant providing **security and investigation services** required to submit proof of license from relevant Government Agency.

#### **Processing new License Application:**

Once receipt of all required data is confirmed, application is placed on the Licensing Agenda for review/approval by Licensing Committee. The Committee has an approval process of 48 hours.

- The Licensing Committee reviews and approves each application, confirming that basic regulatory hurdles have been met, and satisfying itself that the applicant has the required qualifications or skills to deliver the services for which the license is being sought. The Committee, as required, will also make recommendations as to specific conditions which should apply to a license.
- Letters are prepared and issued the following day, confirming the terms and conditions on which approvals have been granted.

#### **Acceptance of License:**

Upon acceptance of the terms and conditions as confirmed in the Letter of Offer, the following is required:

- Return signed copy of approval letter
- Payment of the first year's license fee (not including VAT)  
In the event the approval reflects a fee range, an inspection of the proposed premises must be carried out to determine the size of the premises in order to quote the annual fee.
- Payment of \$25.00 (not including VAT) for inspection of proposed premises
- A letter of occupancy or Lease Agreement from Landlord.
- Confirmation of Business Trade Name (if any).
- Documents of Incorporation (if Company).

### **Preliminary Processing of License Agreement:**

Before the License Agreement can be prepared the following is required:-

- An Inspection Request is forwarded to the Building and Development Services Department (Technical Department) of The Grand Bahama Port Authority, Limited to determine the following:-
  1. Building zoning compliance
  2. Business zoning compliance
  3. Adequacy and design of space requirements for intended use
- If zoning, adequacy and design requirements are met, the Building and Development Services Department, will confirm its approval. If not met, code deficiencies will be identified for corrections, which may require the submission of plans for review and approval or suitable alternative premises may be submitted for approval.
- **Once premises are approved, the following correspondence is prepared for the applicant:-**

1. A Letter to the Department of Inland Revenue for the applicant to secure a business Trade Name.

The License Agreement cannot be prepared until a Trade Name Registration Certificate is received by the Customer Relations Department.

Once the Trade Name is confirmed, or the applicant confirms that none will be used, the following additional correspondence is prepared for the applicant:-

2. A Letter to Bahamas Telecommunications Company Limited or Cable Bahamas to secure telephone services.
3. A Letter to Department of Inland Revenue to secure a Restaurant/Bar/Liquor License. (NOT REQUIRED FOR RETAIL/WHOLESALE AND SERVICE BUSINESSES).
4. A Letter to Grand Bahama Power Company Limited to secure utility services.
5. A Letter to the Department of Environmental Health Services to secure Certificate of Sanitation (For a Restaurant, Bar, Liquor, Beauty and Barber Salons, Water Depot operations – all establishments that may have sanitary risks).

### **Preparation of License Agreement**

- A formal License Agreement is then issued to the applicant and/or Attorney of record requiring execution and return within 21 days for execution by Company Officers.
- After execution by Company Officers, the original document is forwarded to the applicant with a letter addressed to the Controller of Customs supporting the issuance of a Customs Bond.

## **AMENDMENTS**

### **OTHER BUSINESS SERVICES**

#### **Processing Amendments for Existing Licensees**

- A Licensee may at any time request an amendment to the existing License. If the request is within the same business sector/category, the request may be submitted in writing to the Customer Relations Department of The Grand Bahama Port Authority, Limited for consideration by the Licensing Committee.
- The Licensee must be in good standing or have a formal payment arrangement in order for the request to be considered.
- Upon approval of the amendment request, the process outlined in the Business License Application Procedure will follow, and a Supplemental Amending License Agreement will be issued.
- Processing fee of \$100.00 (not including VAT)

#### **Change of License from Personal to Corporation**

- A licensee requesting the transfer of a License Agreement from a Personal Name/Partnership to a Corporation (limited liability company) are required to complete a transfer of personal license application form, which must be submitted with the following Documents of Incorporation:-
  - (a) Memorandum and Articles of Association.
  - (b) Certificate of Incorporation.
  - (c) Minutes of the Meeting appointing the Present Officers and Directors.
  - (d) A Directors Resolution authorizing the affixation of the Corporate Seal to the License Agreement if same is required in accordance with the Company's Articles of Association.
  - (e) An Impression of the Company's Seal.

- The Licensee must be in good standing or have a formal payment arrangement in order for the request to be considered.
- A request for transfer of Personal License to Corporation is not referred to the Licensing Committee for approval.
- Processing fee of \$100.00 (not including VAT)
- Upon approval of the request, the process outlined in the Business License Application Procedure will follow, and a Supplemental Amending License Agreement shall be issued.

**Please note that a License Agreement cannot be transferred from one limited company to another limited company.**

#### **Transfer of Premises**

- A licensee wishing to relocate after the License Agreement is issued must submit a request in writing, with an accompanying letter from the proposed Landlord to the Customer Relations Department. The following processing fees are required:-  
Inspection fee in the amount of \$25.00 (not including VAT)  
Amendment fee in the amount of \$100.00 (not including VAT)
- The Licensee and the proposed Landlord must be in good financial standing or have a formal payment arrangement with The Grand Bahama Port Authority, Limited in order for requests to be considered.
- A request for transfer of premises is not referred to the Licensing Committee for approval.
- Processing fee of \$100.00 (not including VAT)
- The steps taken in the preliminary processing of applications are then followed. and a Supplemental Amending License Agreement shall be issued.

#### **Other Amendment requests**

Any change to the existing business requested by the Licensee, must be submitted in writing, with a processing fee of \$100.00 (not including VAT), for processing by the Customer Relations Department. These changes may include:-

- a) Change of business Trade Name
- b). Change of Company's Name
- c). Addition/Deletion of Partner(s)
- d). Additional square footage

These requests are not submitted to the Licensing Committee, and are processed as long as the Licensee is in good standing or have a formal payment arrangement.

### **Processing of Bonded Vehicles**

A licensee requesting the local purchase or import of bonded vehicles/equipment should submit the following:-

- A written request with the particulars of the vehicle including year, make, model and serial number (if available).
- The Licensee must be in good standing in order for the request to be processed.
- A letter of approval is prepared in support of the request for Customs purposes.
- The processing fee is \$50.00 (not including VAT) per vehicle requested.

### **BUSINESSES RESERVED FOR 100% BAHAMIAN OWNERSHIP:**

#### **\*WHOLESALE AND RETAIL OPERATIONS**

FOOD, DAIRY PRODUCTS AND SUPPLIES

CLOTHING, FABRICS AND ACCESSORIES

ALCOHOLIC AND NON-ALCOHOLIC BEVERAGES

BUILDING MATERIALS AND SUPPLIES

COSMETICS AND BEAUTY SUPPLIES

BOOKS AND PUBLICATIONS

COMPUTER EQUIPMENT AND SUPPLIES

OFFICE EQUIPMENT AND SUPPLIES

AUTOMOBILES, PART AND ACCESSORIES

TOBACCO PRODUCTS

CONFECTIONARY PRODUCTS

SEA FOOD

FLORAL PRODUCTS AND SUPPLIES

CAMERA AND PHOTOGRAPHIC EQUIPMENT

APPLIANCES, PARTS AND SUPPLIES

HOUSEHOLD ITEMS

MUSICAL INSTRUMENTS, EQUIPMENT AND SUPPLIES

FURNITURE

OPTICAL WARE AND SUPPLIES

PERFUME

\*JEWELRY (EXCEPT IF LOCALLY MANUFACTURED BY FOREIGN INVESTORS) -  
(WHOLESALE ONLY)

PLANT NURSERY AND GARDENING SUPPLIES

PETS AND PETS SUPPLIES

MARINE EQUIPMENT AND SUPPLIES  
FOOTWEAR AND SUPPLIES  
ARTS, CRAFTS AND SUPPLIES  
DRUGS, PRESCRIPTION, NON- PRESCRIPTION  
LEATHER GOODS  
HOUSEHOLD AND INDUSTRIAL CHEMICAL AND SUPPLIES  
ART GALLERY  
GASES, MANUFACTURE AND SALES  
PAINT & RELATED PAINTING PRODUCTS  
PARTY SUPPLIES  
MEDICAL SUPPLIES  
WATER TREATMENTS AND SALES  
GAS STATION SUPPLIES

COMMISSION AGENCIES ENGAGED IN THE IMPORT/EXPORT TRADES  
(FOR WHOLESALE OR RETAIL DISTRIBUTION)

REAL ESTATE AND DOMESTIC PROPERTY MANAGEMENT AGENCIES

DOMESTIC NEWSPAPER AND MAGAZINES PUBLICATIONS

DOMESTIC ADVERTISING AND PUBLIC RELATIONS FIRMS

NIGHT CLUBS AND RESTAURANT AND MOVIE THEATRES,  
EXCEPT SPECIALITY, GOURMET AND ETHNIC RESTAURANTS, RESTAURANTS  
OPERATING IN A HOTEL, RESORT COMPLEX OR TOURIST ATTRACTION.  
MINIMUM INVESTMENT OR \$250,000.00 FOR NON-BAHAMIAN INVESTOR

SECURITY SERVICES

CONSTRUCTION COMPANIES

GOVERNMENT AND GRAND BAHAMA PORT AUTHORITY RESERVE THE RIGHT TO  
APPROVE LICENSES TO FOREIGN INVESTORS WHERE SPECIAL INTERNATIONAL  
EXPERTISE IS REQUIRED. LICENSE GRANTED FOR THE DURATION OF THAT NAME  
PROJECT ONLY

PERSONAL COSMETIC/BEAUTY ESTABLISHMENTS.

BEAUTY SALONS, BARBER SHOPS, MANICURIST, MASSAGE PARLOURS AND  
RELATED SCHOOLS

FISHERIES

SCALE FISH, CRUSTACEANS, MOLLUSKS AND SPONGE FISHING OPERATIONS  
IMPORT/EXPORT

TRANSPORTATION:

LAND:

TAXIS, LIVERY, TOUR, PRIVATE CHARTER, PRIVATE SCHEDULE, RENTAL PUBLIC  
TRANSPORTATION, CARS, RENTAL SCOOTERS, BICYCLES

SEA:

INTER-ISLAND PASSENGERS AND CARGO VESSELS.

AIR:

INTER-ISLAND PASSENGERS AND CARGO SERVICES

SERVICES INDUSTRY

AUTOMOBILE CLEANING, AUTOMOTIVE REPAIRS, APPLIANCE REPAIR  
AIRCONDITIONING MAINTENANCE AND REPAIR, AIRCRAFT MAINTENANCE AND  
REPAIR, COURIER SERVICE, BAKERY, BUILDING MAINTENANCE, COMPUTER  
REPAIRS AND PROGRAMMING

SUB CONTRACTORS:

AIR CONDITIONING, ELECTRICAL, PLUMBING, PAINTING, CARPENTRY,  
MASONRY, ROOFING, TILE LAYING, LANDSCAPING, FENCING, AND POOL  
CONSTRUCTION, AND OTHER AREAS WHERE SPECIAL INTERNATIONAL  
EXPERTISE IS NOT REQUIRED.

MECHANICAL/INDUSTRIAL:

WELDING, PIPEFITTING AND INSULATION.

BRIDAL CONSULTANTS, BOOK KEEPING SERVICES, FOOD CATERERS, BUSINESS  
CONSULTANT(LOCAL BUSINESS), CLEANING JANITORIAL AND MAID SERVICES,  
GAS STATIONS, WATER TREATMENT, COLLECTION AGENCY,  
COMMUNICATIONS, CUSTOM BROKERAGE, FUNERAL HOME, CREMATORIUM,  
AND MORTUARY SERVICES, DAY CARE CENTRES, EMPLOYMENT AGENCY, DRY  
CLEANERS, DRIVING SCHOOL, FINE ARTS - PAINTING, MUSIC AND DANCE,  
TAILORING AND DRESSMAKING, ELEVATOR REPAIR, LAND CLEARING,  
EXCAVATION, PEST CONTROL, ROAD BUILDERS, POOL MAINTENANCE, FIRE  
PREVENTION/SAFETY, HEALTH CLUB/FITNESS CENTRE, INTERIOR DECORATION,  
LOCKSMITH, GLASSWORKS, PURCHASING AGENTS, SHIPPING AGENCY, TOUR  
AND TRAVEL AGENCY, WASTE REMOVAL/GARBAGE COLLECTION, WASTE  
TREATMENT, SCRAP METAL RECYCLING, TRUCKING, AERIAL SIGHTSEEING,  
DENTAL AND RELATED SERVICES, MEDICAL LABORATORIES, WATER  
MANUFACTURING, VETERINARY SERVICES, OIL INSPECTION, COMPUTER  
PROGRAMMING, SALES SERVICE, PRINTING MATERIAL, RUBBER STAMP, TROPHY  
AND PLAQUE MANUFACTURING, CUSTOM BROKERS, SIGN PRODUCTION,  
WATER SPORTS ACTIVITIES, SURVEILLANCE AND SECURITY SYSTEMS, CLOTHING  
RETAIL, VENDING MACHINES, VIDEO RENTAL, MOVIE VIDEO PRODUCTION,  
WATCH REPAIR, PLANT NURSERY, PHOTO DEVELOPMENT.

PROFESSIONAL SERVICES

ACCOUNTANTS, ARCHITECTS, APPRAISERS, ATTORNEY, AUCTIONEERS, DENTIST,  
DOCTORS, ENGINEERS, REAL ESTATE BROKERS, REAL ESTATE AGENTS,  
VETERINARIAN, SURVEYORS.