

THE GRAND BAHAMA PORT AUTHORITY, LIMITED BUSINESS LICENSING DEPARTMENT



BAHAMIAN APPLICANTS

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BUSINESS LICENSE APPLICATION PROCEDURE

BAHAMIAN APPLICANTS

SUBMISSION OF APPLICATION:

- Application forms i/ii completed and submitted
- Appendix "A" and Affidavit of Character Forms completed and submitted
(In the event of partnership these Forms must be completed by each Shareholder.)
- Non-refundable \$250.00 processing fee
- Proof of Bahamian Citizenship
- Submission of Business and Bank References

Please note on pages 6-7 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) 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 or Purchase Agreement) 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) 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 OF NEW LICENSE APPLICATIONS:

Once receipt of all required data is confirmed, application is placed on the Licensing Agenda for review/approval by Licensing Committee. Meetings are scheduled by-weekly to review all business license applications.

- 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 within the following work week, 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:

- Full payment of the first year's license fee.
- Payment of \$25.00 for inspection of approved 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 to determine the following:
 1. Building zoning compliance
 2. Business zoning compliance
 3. Adequacy and design of space requirements for intended use
- If zoning and layout requirements are met, the Building and Development Services Department will confirm its approval. If not met, code deficiencies may be corrected 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 Registrar General's Department 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 Licensing 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 to secure telephone services.
 3. A Letter to the Ministry of Lands and Local Government to secure a Shop License IF THE APPLICANT IS A RETAIL/WHOLESALE BUSINESS (NOT REQUIRED FOR SERVICE BUSINESSES).

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.



BUSINESS LICENSE APPLICATION PROCEDURE

OTHER BUSINESS PROCESSES

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 Licensing Department for consideration by the Licensing Committee.
- The Licensee must be in good standing 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.

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 Licensing Department.
- The Licensee and the proposed Landlord must be in good financial standing 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.
- The steps taken in the preliminary processing of applications are then followed.

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 Company's Articles of Association.
 - (e) An Impression of the Company's Seal.
- The Licensee must be in good standing 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.
- 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.

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, for approval by the Licensing Department.

The Changes may include:-

- (a) Change of business Trade Name
- (b) Change of Company's Name (completion of attached form)
- (c) Addition/Deletion of Partner(s) (completion of attached form)
- (d) Additional square footage is obtained

These request are not required to be submitted to the Licensing Committee, and are processed as long as the Licensee is in good standing.

PROCESSING OF BONDED VEHICLES

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

- A written request with the particulars of the vehicle, year, make, model and VIN number (if available) and confirmation of Customs Bond number and processing fee of \$50 per vehicle requested.
- 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.



BUILDER INVESTOR LICENSE

BAHAMIAN APPLICANTS

Applicants wishing to engage in Real Estate Investment may apply for a License as a Builder Investor (Residential or Commercial Investor) to construct single family, multi-residential, condominium and commercial buildings. Such licenses will be issued for a specific project on specific premises as detailed in the Third Schedule of the License Agreement.

A Builder Investor may act as a Contactor for his specific development project, if licensed as such, having been certified by the Building and Development Services Department as a qualified Contractor and having met all other requirements of Licencing Authorities.

A Builder Investor may act as Project Supervisor for his development project.

The three (3) categories of a Builder Investor's License are as follows:

FOR SINGLE FAMILY HOMES

To carry on the business of a Residential Investor in the Port Area by way of the development, sale, rental or ownership of homes on land beneficially owned by the Grantee PROVIDED that all development be performed by a Licensed Contractor of the Port Authority. This License is issued specifically for the development of the property as defined in the Third Schedule.

FOR MULTI-RESIDENTIAL AND CONDOMINIUM BUILDINGS

To carry on the business of a Residential Investor in the Port Area by way of the development, sale, rental or ownership of multi-residential or condominium buildings on land beneficially owned by the Grantee PROVIDED that all development be performed by a Licensed Contractor of the Port Authority. This License is issued specifically for the development of the property as defined in the Third Schedule.

FOR COMMERCIAL BUILDINGS

To carry on the business of a Commercial Investor in the Port Area by way of the development, sale, rental or ownership of commercial buildings on land beneficially owned by the Grantee PROVIDED that commercial buildings be leased only to Licensees of the Port Authority in good standing AND PROVIDED FURTHER that all development be performed by a Licensed Contractor of the Port Authority. This License is issued specifically for the development of the property as defined in the Third Schedule.



BUSINESSES IN THE PORT AREA RESERVED FOR 100% BAHAMIAN BENEFICIAL 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, PARTS AND ACCESSORIES
TOBACCO PRODUCTS
CONFECTIONARY PRODUCTS
SEAFOOD
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 PET SUPPLIES
MARINE EQUIPMENT AND SUPPLIES
FOOTWEAR AND SUPPLIES
ARTS, CRAFTS AND SUPPLIES
DRUGS, PRESCRIPTION, NON-PRESCRIPTION
LEATHER GOODS
HOUSEHOLD AND INDUSTRIAL CHEMICALS AND SUPPLIES
ART GALLERIES
GASES, MANUFACTURE AND SALES
PAINT AND 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 MAGAZINE PUBLICATIONS

DOMESTIC ADVERTISING AND PUBLIC RELATIONS FIRMS

NIGHTCLUBS AND RESTAURANTS AND MOVIE THEATRES

EXCEPT SPECIALTY, GOURMET AND ETHNIC RESTAURANTS, RESTAURANTS OPERATING IN A HOTEL, RESORT COMPLEX OR TOURIST ATTRACTION.

MINIMUM INVESTMENT OR \$250,000.00 FOR NON-BAHAMIAN INVESTORS.

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.

PROFESSIONAL SERVICES

ACCOUNTANTS, ARCHITECTS, APPRAISERS, ATTORNEYS, AUCTIONEERS, DENTIST, DOCTORS, ENGINEERS, REAL ESTATE BROKERS, REAL ESTATE AGENTS, VETERINARIANS, SURVEYORS.

CLEANERS, DRIVING SCHOOLS, 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, VETERINARIAN SERVICES, OIL INSPECTION, COMPUTER PROGRAMMING, SALES AND SERVICE, PRINTING MATERIAL, RUBBERSTAMP, 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.



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