



Application for the Grant of a Trade & Business License Section 16 (1) Trade & Business Licensing Law (2002 Revision).

Checklist/Notes to the Applicant

1. Application form duly completed.
2. Requisite Fee – See Schedule of Fees. **Please note the following :-**
 - (i) **Professional** - # 1 & #3 – \$1500 per professional member of the business as defined in the Trade & Business Licensing Order (2002).
 - # 2, #4, #5 & #7 – \$750 per professional member of the business as defined in the Trade & Business Licensing Order (2002).
 - (ii) **Trades & Technical**
 - # 1 – **Baker** – fees are payable according to number of employees.
 - # 7 – **Retailer** – fees are payable according to size of selling area.
 - (iii) **Commerce** - # 2 – **Contractor** - fees are payable according to number of employees
 - # 3 – **Merchants & Wholesaler** – fees are payable according to size of selling area
 - # 4 – **Restaurateur** – fees are payable according to number of seats.
 - (iv) **Industry, Agriculture and Primary Activities**
 - # 4 – Note: Fees are \$2000 per publication
3. If applicant is an individual - Proof that applicant is Caymanian (e.g. copy of birth certificate, status certificate or acknowledgement letter).
4. * Certificate of Incorporation
5. * Memorandum and Articles of Association
6. * Return of Shareholdings
7. * Register of Directors / Officers / Members (including nationality)
8. Approval from Department of Environmental Health - (*where applicable e.g.* Restaurateur, Beauty Salons, Tattoo Artists, Barber Shops etc.)
9. Approval from the Public Service Commission or Head of Department if applicant is a Civil Servant.
10. Approval from Central Planning Authority / Planning Department (*where applicable consult with Planning officer at the Department. of Planning, Tower Building*).
11. If the proposed business is being conducted from a Strata Unit/Apartment, the applicant must provide a written approval from the Strata Committee/Land Lord.

* *Applicable to registered Companies only.*

To avoid unnecessary delays, please ensure that the correct fees and all other relevant documentation accompany your application.