



IR24S

Taxpayer Identification Number (TIN)

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SOLE TRADER BUSINESS APPLICATION FORM

(Business Licence Act 1998)

Details of applicant

Surname

First Name

Any other name known by (e.g. Matai)

Trading Name (if applicable)

Date of Birth

PO Box Number

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Business Location (Address)

Phone Number

eMail Address

Business activity

Location

1.	
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Business Activity

Location

3.	
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2.

4.

a.) Are you a citizen of Samoa? Yes No If Yes, move to b). If No, you must provide the following:

(i) FIC registration number

(ii) A valid Police report from country of citizenship for proof of good character

(iii) A temporary resident permit to do business

b.) Amount of starting capital? \$

c.) Source of funding?

(Attach evidence of amount e.g bank statement)

d.) Bank Account Information (Please provide information for all the relevant bank accounts)

	Bank Name	Bank Account Name	Bank Account Number
Bank Account 1:	<input style="width: 100%; height: 28px;" type="text"/>	<input style="width: 100%; height: 28px;" type="text"/>	<input style="width: 100%; height: 28px;" type="text"/>
Bank Account 2:	<input style="width: 100%; height: 28px;" type="text"/>	<input style="width: 100%; height: 28px;" type="text"/>	<input style="width: 100%; height: 28px;" type="text"/>
Bank Account 3:	<input style="width: 100%; height: 28px;" type="text"/>	<input style="width: 100%; height: 28px;" type="text"/>	<input style="width: 100%; height: 28px;" type="text"/>

Declaration

Name of authorized person

Designation/Title

I solemnly declare that the information provided in this application are true; and I understand that any misleading or false information will result in ramifications under the Business License Act 1998.

Signature

Date

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All applications are to be made to the Commissioner of Inland Revenue. You must submit with this form the following **mandatory requirements** :

	Valid passport or at least 2 legal form of identification (e.g birth certificate, citizenship certificate, driver's license)
	Site Map of location of your business
	Evidence of capital (e.g. bank statement)
	Confirmation of legal status of land where the business is located (CFC/lease agreement for freehold land and written consent from Sa'o o le aiga or matai looking after the family for customary land)

You must also provide any of the supporting documents below that is relevant to your business activity

	Foreign Investment Certificate, Temporary resident permit & Police Report from country of citizenship (for non-Samoan citizens);
	Qualifications/Credentials (for specialized professions such as auditors, engineers, lawyers, plumbers etc);
	Samoa Tourism Authority Confirmation (for tourist accommodations and related activities);
	Health Compliance Certificate from MOH (for restaurants, fast-food and related activities);
	License from Ministry of Finance (to operate Petrol station);
	Permit from Ministry of Police (for Bingo games);
	Manufacturing license from Liquor Board (to manufacture excisable goods)
	Exhibitor's license from Ministry of Justice & Courts Administration (for TV station, cable TV, cinema etc)
	Fishing license from Ministry of Agriculture and Fisheries (if applicable)
	Generation licence from EPC (generation of electricity for sale)
	Electricity Network Services licence (if applicable)
	Telecommunication license (for telecommunication related activities)
	Permit/clearance from Samoa Fire Emergency Services Authority (installation of fire protection equipment)
	Export license (for slaughterhouses, packing houses and canneries etc)
	License to import, sell and pack poisons from MOH

IMPORTANT TO NOTE!!!

- ◆ Depending on your business activity, our team will conduct an onsite visit of your business premises as part of the application process.
- ◆ You think you will reach \$130,000 in sales in the next 12months? Consider registering for VAGST using the VAGST registration form IR31.
- ◆ Are you going to employ? You must register for Salary & Wages (PAYE) through filling in the Salary & Wage registration form IR11.

OFFICE USE ONLY	Submitted by CSO [Signature]		Date Submitted to ACEO	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		Date Checked by ACEO	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Checked by ACEO [Signature]		Date Approved by CEO	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		Date BL Certificate Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Approved by CEO [Signature]					
	<input type="text"/>					

You can submit this form and supporting documents at our main office at the DBS Building Level 4 for Upolu or at our Salelologa Office.

If you need assistance completing this form, feel free to phone us in Apia on +685 20411 or Salelologa +685 51574 and ask for our Taxpayer Services Division.

For more info, visit our website at www.revenue.gov.ws