



BUSINESS LICENCE RENEWAL FORM

(Business Licence Act 1998)

A. Details of Applicant

| | | | |
|--|---|---|---|
| Taxpayer Identification Number [TIN] | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | YEAR OF RENEWAL | <input style="width: 100%;" type="text"/> |
| Registered Name <i>(in Business Licence Certificate)</i> | <input style="width: 100%;" type="text"/> | | |
| Trading Name <i>(if applicable)</i> | <input style="width: 100%;" type="text"/> | | |
| Business Location (Address): | P.O Box | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Phone # |
| | eMail | <input style="width: 100%;" type="text"/> | |

Business Types and Applicable Fees

| | | | |
|---|---|--|--|
| <input type="radio"/> Sole Trader \$282 | <input type="radio"/> Partnership \$282 | <input type="radio"/> Company \$640 | <input type="radio"/> Trust <i>(including Charitable Trust)</i> \$640 |
| <input type="radio"/> Non Profit Organisation \$282 | <input type="radio"/> Special Licence <i>(or Temporary Licence)</i> \$40/Day | <input type="radio"/> Commercial Traveller \$640 | <input type="radio"/> Statutory Body \$640 |

! IMPORTANT: (1) If you are a Company, Trust or Other Legal Arrangements (e.g. Foundation), you **MUST** fill in IR24B form together with this form for Beneficial Ownership information

(2) If you are not a Samoan citizen, you must attach your certified temporary resident permit

B. Additional Information

Update your Tax Information by providing us the following details of your business

| | | |
|---|---|--|
| B1. For a Sole Trader Date of Birth <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> | B2. For a Partnership/Trust Date of Agreement <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> | B3. For a Company MCIL Registration Date <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> |
| B4. Business Activities and Bank Account Information (Applies to All Business Types) | | |
| Business Activity | Location | |
| | | |
| | | |
| | | |
| Bank Account(s) <i>(Main business accounts)</i> | (Bank 1) Name: <input style="width: 100%;" type="text"/> Account Number: <input style="width: 100%;" type="text"/> | |
| | (Bank 2) Name: <input style="width: 100%;" type="text"/> Account Number: <input style="width: 100%;" type="text"/> | |

C. Declaration

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 Licence Act 1998.

| | |
|---|--|
| Name of Authorized Person | I have read and understood my declaration |
| <input style="width: 100%;" type="text"/> | Yes <input type="radio"/> No <input type="radio"/> |
| Designation/Title | |
| <input style="width: 100%;" type="text"/> | |
| Signature | Date <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> |
| <input style="width: 100%;" type="text"/> | |

I. Checklist (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) |
| Business bank statement (at least 3 months) |
| 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) |
| Complete Beneficial Ownership form IR24B (attached with Utility bills recently issued under name of Beneficial owner (e.g. cash power or electricity bill , water bills, telecommunication bills such as internet and phone bills and plans) |
| Updated Foreign Investment Certificate (where applicable) |
| Any other supporting document as reasonably required by the Commissioner. |

OFFICE USE ONLY

STEP 1: TSD Officer to CHECK

Does taxpayer have any Outstanding Returns OR Tax Liabilities?

Yes No

If **NO**, go to **STEP 3**

If **YES**, Refer case to CED. Go to **STEP 2**

TSD Officer:

STEP 2: CED OFFICER TO MAKE ARRANGEMENT WITH TAXPAYER

Has taxpayer settled their Outstanding Returns and Liabilities in full?

If **YES**, go to **STEP 3**, If **NO**, comment below

Yes No

If **No**, make arrangement. Go to **STEP 3**

What Arrangement have you made with Taxpayer? (Note below/RMS Correspondence)

CED Officer:

Approved [ACEO CED]

Date:

Refer back to TSD. Go to **STEP 3**

STEP 3: APPROVAL TO ISSUE BUSINESS LICENSE

CHECKED [ACEO TSD]

Date:

APPROVED [CEO MCR]

Date:

[Issue BL Certificate]

PLEASE SEND THIS FORM TO:

Inland Revenue Services, PO BOX 1877, Apia or Fax to +685-20414. If you need assistance completing this form, please contact us in Apia on +685-20411 or Salelologa +685-51574