

SCHEDULE 1 REPUBLIC OF VANUATU BUSINESS LICENSE APPLICATION FORM¹

For Official Use										
Date Application Received										Fee Due (VT)
Date Receipt Issued ¹										Total Fee Payable
CT N° Issued										Approved Licence No.

¹ Note – a receipt acts as a provisional business license until an official business license certificate has been issued

1. Year

2. **License area** – Identify the municipality or local government for which a business license is being applied by ticking the appropriate box. Please note a separate application is required for each municipality and/or local government in which you conduct business

<input type="checkbox"/>	Port Vila	<input type="checkbox"/>	Luganville	<input type="checkbox"/>	Tafea province	<input type="checkbox"/>	Shefa province
<input type="checkbox"/>	Sanma province	<input type="checkbox"/>	Penama province	<input type="checkbox"/>	Malampa province	<input type="checkbox"/>	Torba province

Section1 General information

3. **Language** – What is your preferred language for all correspondence? (Please tick a box)

<input type="checkbox"/>	English	<input type="checkbox"/>	French	<input type="checkbox"/>	Bislama
--------------------------	---------	--------------------------	--------	--------------------------	---------

4. **Business Name** – Print your full name or the name of the company registered with VFSC

5. **Type of business** – Please select which type of business entity you operate under (Please tick a box)

<input type="checkbox"/>	Sole proprietorship	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Limited company
<input type="checkbox"/>	Other (Please specify)				

6. **Names of shareholders** – For a partnership or company, print the full names of all partners and shareholders

Names	Nationality

7. **Contact details**

Mailing address
Telephone number(s) office
mobile
e-mail address

8. **Contact Person**

--

9. **Trade Names** – If you use trading names different from the one shown above, please identify them here

--

Section 2 Business activities

10. **Type of Application** – tick one box

<input type="checkbox"/>	New	<input type="checkbox"/>	Renewal
--------------------------	-----	--------------------------	---------

10 (a) **For a new application:**

- Identify the commencement date of business activities

--

- If you are a limited company or sole proprietor/partnership, have you attached your Certificate of Incorporation or Business Name Registration Certificate?

<input type="checkbox"/>	n/a	<input type="checkbox"/>	Yes
--------------------------	-----	--------------------------	-----

10 (b) **For a renewal:**

- If you have changed your business name or shareholding/ownership during the last calendar year, have you attached your new Certificate of Incorporation or Business Name Registration Certificate?

<input type="checkbox"/>	n/a	<input type="checkbox"/>	Yes
--------------------------	-----	--------------------------	-----

- Total turnover for the last calendar year as per your VAT return (VT)

--

11. **Business activities to be carried out during the licensing year (Jan-Dec)** – Using the information provided in Appendix A, identify the business categories and activities you will carry out. Identify each location of all physical premises from which you will conduct the business activity. If this is a new application you will be assessed on the minimum fee level pro-rated according to your commencement date. If this is a renewal, you must allocate your total turnover for the last year across your business activities and locations. In instances where your annual turnover for a business activity and location is less than VT 4.0 million, you will be charged the minimum license fee rate. Applications should be made to the municipality or Local Government where the business activity will be conducted. If you are operating in the F category, you must also identify your estimated turnover for the current licensing year.

Business license category	Business activity	Location	Actual turnover last calendar year	Estimated turnover current licensing year	(for office use) License Fee

12. Total Number of Employees:

	Ni-Van	N/C (Non-Citizen)
Full Time:		
Part Time:		

Section 3 Foreign ownership

13. If you are considered a foreign investment under the Foreign Investment Act, have you attached a copy of your foreign investment approval certificate?

<input type="checkbox"/>	n/a	<input type="checkbox"/>	Yes
--------------------------	-----	--------------------------	-----

14. **Foreign owners engaged in the business** – If you ticked “yes” to Q.13, identify the names and positions of all non-citizen owners, principals or partners that are residents in Vanuatu and are engaged in the business

Full name	Position	(for office use) License Fee

15. **Declaration** – I declare that the information given on this form is true and correct.

--

Name of authorized person

--

Signature

--

Date

APPENDIX A – BUSINESS CATEGORIES & BUSINESS ACTIVITIES

Category	Description	Business License Activities
A	Mining, Quarrying and Logging	<ul style="list-style-type: none"> ▪ Mining for minerals ▪ Quarrying and other mining ▪ Logging
B	Manufacturing Industries and Trade	<ul style="list-style-type: none"> ▪ Abattoir and meat packing ▪ Canneries ▪ Oil mill ▪ Bakeries and confectioneries ▪ Manufacture of food products not elsewhere classified ▪ Manufacture of prepaid animal feeds ▪ Distilleries ▪ Breweries ▪ Manufacture of carbonated non-alcoholic beverages ▪ Manufacture of cordials and non- carbonated or non-alcoholic beverages ▪ Manufacture of tobacco ▪ Sawmills, planing and other wood mills ▪ Artifacts and decorative small furnishing ▪ Manufacture of paper, paper products, printer and publisher ▪ Manufacture of chemicals, chemical products ▪ Manufacture of rubber and plastic products ▪ Manufacture of soap and cleaning preparations ▪ Shipbuilders and repairers ▪ Manufacturers of wearing apparels (dressmakers and tailors working alone or employing not more than two apprentices are licensed under category G) ▪ Jewelers ▪ Home manufacturer and purveyors of pies, meat balls, nems and similar prepared foods ▪ Home manufacturer of beverages of all kinds excluding ▪ Air conditioning and refrigeration ▪ Manufacture of cement, lime and plaster ▪ Manufacture of structural and fabricated metal products ▪ Other manufacturers not elsewhere classified
C	Construction Industries and trade	<ul style="list-style-type: none"> ▪ General and specific trade contractors ▪ Artisans working alone (or with up to two apprentices – bricklayers, painters, decorators, jobbing builders, masons, plumbers, welders, fitters, turners) ▪ Computer network installation ▪ Motor vehicle repair shops ▪ Salvaging & Demolishing Services ▪ Other construction industries and trade not elsewhere classified
D1	Import and re-export	<ul style="list-style-type: none"> ▪ Businesses that import and re-export goods without transforming them
D2	Retailers and wholesalers	<ul style="list-style-type: none"> ▪ Retailers ▪ Wholesalers ▪ Butchers ▪ Pharmacists and druggists ▪ Other wholesale and retail merchandising not elsewhere classified
D2(a)	Specialty Shops	<ul style="list-style-type: none"> ▪ Duty Free Shop ▪ Boutique Shop
D3	Hotels, Motels, Restaurants, Cafes, Bars & Other Accommodation Services	
D3(a)	Hotels & Resorts Accommodations	<ul style="list-style-type: none"> ▪ Hotel ▪ Resort
D3(b)	Motels & Self Contained	<ul style="list-style-type: none"> ▪ Motel ▪ Self Contained Units
D3(c)	Unique	<ul style="list-style-type: none"> ▪ Modern Bungalows ▪ Tent Lodge ▪ Clamping ▪ Theme
D3(d)	Holiday Homes	<ul style="list-style-type: none"> ▪ House ▪ Vacation Rental ▪ Short Term Stay Holiday ▪ Cottage ▪ Holiday Lodge

		<ul style="list-style-type: none"> ▪ Villa
D3(e)	Guest Houses	<ul style="list-style-type: none"> ▪ Hostel ▪ Backpackers ▪ Bed & Breakfast
D3(f)	Island Bungalows	<ul style="list-style-type: none"> ▪ Island Bungalows
D3(g)	Home Stays	<ul style="list-style-type: none"> ▪ Home Stay
D3(h)	Camp Sites	<ul style="list-style-type: none"> ▪ Camp Site
D3(j)	Restaurants	<ul style="list-style-type: none"> ▪ Restaurant
D3(k)	Cafes	<ul style="list-style-type: none"> ▪ Cafe
D3(l)	Bars	<ul style="list-style-type: none"> ▪ Bar
D4	Take-Away Food Outlets and Catering Services.	
D4(a)	Take-A ways	<ul style="list-style-type: none"> ▪ Take-Away
(D4(b)	Catering Services	<ul style="list-style-type: none"> ▪ Catering Services
D5 Reserve Investments	Open Air Vendors, Mobile shops and door-to-door sales	<ul style="list-style-type: none"> ▪ Open Air Vendors ▪ Mobile Shops ▪ Door-to-door sales
E	Transportation, Storage Facilities and Tourism Services	
E1(a)	Air Transport	<ul style="list-style-type: none"> ▪ Air transport operators and carriers ▪ Airport Agents ▪ Helicopter Charters ▪ Aircraft Charters/Leased ▪ Other Support services to air transport
E1(b)	Sea Transport	<ul style="list-style-type: none"> ▪ Ship and boat owners and operators ▪ Shipping Agent ▪ Seaport agents ▪ Fishing Boat charters ▪ Other Support Services to Sea Transport
E1(c)	Land Transport	<ul style="list-style-type: none"> ▪ Bus Transport Operators ▪ Taxi Transport Operators ▪ Public Transport Operators ▪ Other Road Transport Operator ▪ Other Support Services to Land Transport
E2	Storage Facilities (Transport Support Services)	<ul style="list-style-type: none"> ▪ Storage and warehousing services ▪ Stevedoring and wharf facilities and services ▪ Customs agents ▪ Courier Services ▪ Freight Forwarding Services ▪ Container Freight Services ▪ Other transport support services
E3	Tourism Transportation, Products and Services	
E3(1)	Air Tourism Transports	
E3(1a)	Air Transports	<ul style="list-style-type: none"> ▪ Plane Operator ▪ Helicopter Operator
E3(2)	Sea Tourism Transports	
E3(2a)	Water Transports	<ul style="list-style-type: none"> ▪ Watercraft ▪ Marine & Motorized Water Operator ▪ Other Water Transport
E3(2b)	Yacht or Boat Charters	<ul style="list-style-type: none"> ▪ Yacht Charter ▪ Boat Charter
E3(3)	Land Tourism Transports	
E3(3a)	Tourism Land Transportation	<ul style="list-style-type: none"> ▪ Service Bus ▪ Taxi
E3(3b)	Tours & Transfers	<ul style="list-style-type: none"> ▪ Tour Operator ▪ Transfer Operator
E3(4)	Tourism Tours & Activities	
E3(4a)	Educational & Interest Tours	<ul style="list-style-type: none"> ▪ Education & Interest Tour
E3(4b)	Travel Agency	<ul style="list-style-type: none"> ▪ Outbound Operator
E3(4c)	Inbound Operator	<ul style="list-style-type: none"> ▪ Tour Agent
E3(4d)	Tour Guide	<ul style="list-style-type: none"> ▪ Tour Guide
E3(4e)	Handy Craft & Arts Shop	<ul style="list-style-type: none"> ▪ Handy Craft Shop ▪ Arts Shop
E3(5)	Tour Products (Sea/Water Based Activities)	
E3(5a)	Marine & Water Adventure	<ul style="list-style-type: none"> ▪ Parasailing ▪ Underwater Walks ▪ Fly Boards

		<ul style="list-style-type: none"> ▪ Glass Bottom Boat ▪ Snorkeling ▪ Kayaking
E3(5b)	Scuba Diving	<ul style="list-style-type: none"> ▪ Scuba Diving Operator
E3(5c)	Traditional Canoe	<ul style="list-style-type: none"> ▪ Traditional Canoe Operator
E3(5d)	Game Fishing Tour	<ul style="list-style-type: none"> ▪ Game Fishing Operator
E3(6)	Tour Products (Land Based Activities)	
E3(6a)	Land Adventures	<ul style="list-style-type: none"> ▪ Zip Line ▪ Zorbing ▪ Blok Art ▪ Quad Bike ▪ Bicycle Tours ▪ Abseiling ▪ Horse Riding ▪ Water fall ▪ Suspended Bridge Tours ▪ Cave Tours ▪ Volcano Tours ▪ Hiking (Bush Trekking)
E3(6b)	Traditional & Cultural Activity	<ul style="list-style-type: none"> ▪ Custom Village ▪ Land Diving ▪ Fire Walking ▪ Custom Dance ▪ Cultural Feast ▪ Traditional Farm Tour
E3(6c)	National Park	<ul style="list-style-type: none"> ▪ National Park Operator
E3(6d)	Conservation Area	<ul style="list-style-type: none"> ▪ Conservation Area Operator
E3(6e)	Other Services	<ul style="list-style-type: none"> ▪ Museum Operator ▪ Other Tourism Support Services
E4	Rental & Hire Services	<ul style="list-style-type: none"> ▪ Vehicle Rental and Hire Services ▪ Plant and Machinery Rental and Hire Services ▪ Equipment Rental and Hire Services ▪ Boat Rental and Hire Services ▪ Other Rental and Hire Services
E4(a)	Rentals	<ul style="list-style-type: none"> ▪ Cars Hire Services ▪ Bicycles Hire Services ▪ Scooters Hire Services ▪ Buses Hire Services ▪ Trucks Hire Services ▪ Quads Hire Services ▪ Tuktuk Hire Services
F1	Commercial Banks	<ul style="list-style-type: none"> ▪ Commercial bank
F2	Other Financial Institutions	<ul style="list-style-type: none"> ▪ Trust Companies ▪ Financial Institutions ▪ Finance and Investment Companies
F3	Insurance Companies	
F3(a)	Domiciled Insurance	<ul style="list-style-type: none"> ▪ Domiciled Vanuatu Licensed Insurance Company
F3(b)	Non Domiciled Insurance	<ul style="list-style-type: none"> ▪ Non domiciled Vanuatu licensed insurance company
F3(c)	Insurance Agents	<ul style="list-style-type: none"> ▪ Insurance agents
F3(d)	Insurance Brokers	<ul style="list-style-type: none"> ▪ Insurance brokers
F4	Other professional and business services	<ul style="list-style-type: none"> ▪ Real estate agent ▪ Property managers ▪ Land and property developers ▪ Legal practitioners ▪ Accounting practitioners ▪ Engineering practitioners and services ▪ Architectural practitioners and services ▪ Surveyors and draftsmen ▪ Core drilling, assaying geological and prospecting support services ▪ Business and financial services and consultants ▪ Book keeping services ▪ Management services and consultants ▪ Advertising and marketing services and consultants ▪ Photocopying and duplicating services ▪ Typing and secretarial services ▪ Language translation and interpreting services ▪ Business security and protective services ▪ Debt collection and credit rating services

		<ul style="list-style-type: none"> ▪ Credit Schemes ▪ Other business and administrative services and agencies
G1	Human and animal health services	<ul style="list-style-type: none"> ▪ Medical practitioners ▪ Dental practitioners ▪ Optometrists ▪ Chiropractors ▪ Osteopaths ▪ Nursing services ▪ Masseurs and physiotherapists ▪ Midwives ▪ Veterinary services
G2	Personal, social and recreational and repair services	
G2(a)	Recreational Services	<ul style="list-style-type: none"> ▪ Night Club & dance hall operator ▪ Show & entertainment operator ▪ Events Coordinator ▪ Cinema and theater operator ▪ Video operator ▪ Compact disc or digital video disk operator ▪ Owners or operators of electric and similar games ▪ Recreational and pleasure grounds and facilities ▪ Recreational sporting and social services
G2(b)	Barber and Beauty Services	<ul style="list-style-type: none"> ▪ Beauty salons and centers ▪ Spa operator ▪ Barbers and hairdressing services ▪ Make-up Artist operator
G2(c)	Educational Services	<ul style="list-style-type: none"> ▪ Riding School ▪ Diving School ▪ Day Care Center ▪ Kinder Garden School ▪ Account teachers and language tuition ▪ Schools and institutions conducted for profit ▪ Subscription libraries ▪ Museum operator
G2(d)	Repairs & Other Services	<ul style="list-style-type: none"> ▪ Typists working alone ▪ Photographers ▪ Photo processing and photographers ▪ Domestic employment agencies ▪ Shopping services ▪ Laundries, Laundromats & dry cleaning ▪ Lawn mowing ▪ Landscaping and nature services ▪ Hire of CD or DVD equipment ▪ Hire of VCR and TV equipment ▪ Hire of Compact disk (CD) or digital video disk (DVD) ▪ Hire of Video cassette, Video cassette recorders and television equipment ▪ Vending machine owners ▪ Upholsterers ▪ Repairs of electrical machines and electronic equipment ▪ Other repair services
I1	Electricity	<ul style="list-style-type: none"> ▪ Electricity generation ▪ Electricity distribution
I2	Telecommunications, telegraphic and communication service companies and providers	<ul style="list-style-type: none"> ▪ National and/or international telephone service providers ▪ Internet Service Providers ▪ Data and transaction processing ▪ Electronic mail, voice mail facsimile services, including store and forward, store and retrieve
I3	Water works, distribution and supply companies and providers	<ul style="list-style-type: none"> ▪ Water works, distribution and supply companies and providers
I4	Radio and television broadcasting companies and providers	<ul style="list-style-type: none"> ▪ Radio broadcasting ▪ Television production, broadcasting and providers ▪ Television providers
J	Artist and Sculptors	<ul style="list-style-type: none"> ▪ Artists ▪ Sculptors ▪ Other related activities
K	Planters, Farmers, Dairymen, Vegetable and Fruit Hawkers, and other Gardeners	<ul style="list-style-type: none"> ▪ Planters ▪ Cattle Farmers ▪ Poultry Farmers ▪ Piggery Farmers

		<ul style="list-style-type: none"> ▪ Dairymen ▪ Stock Breeders ▪ Vegetables & Fruit Hawkers ▪ Market and other Gardeners ▪ Other related Farming Activities
L	Fishermen	<ul style="list-style-type: none"> ▪ Fishing

Annual Fees*

Note – Business Licence (Amendment) ACT No.30 of 2013

Category	Fee (in Vatu)
A, B, C, D, E, G, I	<ul style="list-style-type: none"> ▪ 10,000 for gross turnover of less than 4 million ▪ 20,000 for gross turnover of 4 million to less than 10 million; 50,000 for gross turnover of 10 million to less than 20 million; 100,000 for gross turnover of 20 million to less than 50 million; 250,000 for gross turnover of 50 million to less than 100 million; 500,000 for gross turnover of 100 million to less than 200 million; 1,000,000 for gross turnover of 200 million or more.
D5	<ul style="list-style-type: none"> ▪ 5,000 for gross turnover of less than 4 million ▪ 20,000 for gross turnover of 4 million to less than 10 million; 50,000 for gross turnover of 10 million to less than 20 million; 100,000 for gross turnover of 20 million to less than 50 million; 250,000 for gross turnover of 50 million to less than 100 million; 500,000 for gross turnover of 100 million to less than 200 million; 1,000,000 for gross turnover of 200 million or more.
F1	<ul style="list-style-type: none"> ▪ 7.00% of turnover for the licensing year subject to a minimum fee of 5,500,000
F2	<ul style="list-style-type: none"> ▪ 5.00% on quarterly turnover where income is zero rated and exempted for VAT purposes, subject to a minimum fee of 330,000. ▪ 10,000 for gross turnover of less than 4 million ▪ 20,000 for gross turnover of 4 million to less than 10 million; 50,000 for gross turnover of 10 million to less than 20 million; 100,000 for gross turnover of 20 million to less than 50 million; 250,000 for gross turnover of 50 million to less than 100 million; 500,000 for gross turnover of 100 million to less than 200 million; 1,000,000 for gross turnover of 200 million or more.
F3	<ul style="list-style-type: none"> ▪ 20,000 for gross turnover of 4 million to less than 10 million; 50,000 for gross turnover of 10 million to less than 20 million; 100,000 for gross turnover of 20 million to less than 50 million; 250,000 for gross turnover of 50 million to less than 100 million; 500,000 for gross turnover of 100 million to less than 200 million; 1,000,000 for gross turnover of 200 million or more.
F4	<ul style="list-style-type: none"> ▪ 10,000 for gross turnover of less than 4 million ▪ 20,000 for gross turnover of 4 million to less than 10 million; 50,000 for gross turnover of 10 million to less than 20 million; 100,000 for gross turnover of 20 million to less than 50 million; 250,000 for gross turnover of 50 million to less than 100 million; 500,000 for gross turnover of 100 million to less than 200 million; 1,000,000 for gross turnover of 200 million or more ▪ 5.00% on quarterly turnover where income is zero rated and exempted for VAT purposes
J, K, L	<ul style="list-style-type: none"> ▪ 50,000 for gross turnover of 10 million to less than 50 million; 250,000 for gross turnover of 50 million to less than 200 million; 1,000,000 for gross turnover of 200 million or more.

* See Schedule 1 of the Business License Act (CAP 249) for additional information