



**MINISTRY OF FINANCE  
Business Licence Division  
BUSINESS REGISTRATION**

**Form A**

*Please read instructions before completing this form. Important details are included in the instructions. Information on this form must be printed or typed. Each agency may request additional information depending on your type of business. (See list of requirements) This form must be accompanied by approval from other government or regulatory agencies where required.*

1.	<b>Applying For:</b>	New Business	Change in Ownership	Change in Location	Change in Name	Change in Corporate Officers	Change in Mailing Address	Occasional	Cease Business	Other	Temporary			
2.	<b>Business Entity Type:</b>	Home Based	Publicly Traded Company	Privately Held Company	Bahamian Owned	Partnership	Limited Liability Partnership	Limited Liability Company	Government Entity					
3.	<b>Trading As:</b>													
4.	<b>Requesting Trade Name:</b>	1.				2.			3.					
5.	<b>Individual/Company/Entity Name &amp; Contacts:</b>						<b>Cellular:</b>		Bahamian		Foreign			
							<b>Telephone:</b>		7.		<b>NIB #:</b>			
							<b>Facsimile:</b>				<b>Control #:</b>			
											<b>Assessment No.:</b>			
8.	<b>Location of Business Operations:</b>	Street Number, Direction (N, S, E, W) and Name				Unit or Apt #		Place of Incorporation or Formation						
9.	<b>E-mail Address:</b>					<b>Website Address:</b>								
10.	<b>Mailing Address:</b>	P.O. Box				Settlement			Island					
11.	<b>Location(s) of Business Operations:</b>	Street Number, Direction (N, S, E, W) and Name				Unit or Apt #		Settlement		Island				
12.	<b>List All Owners, Partners, Corporate Officers, Managers, Members, etc. (If individual ownership, list only one owner.) Attach Additional Sheets if Needed. (If others, please provide on a separate sheet)</b>													
	Last, First, MI :		Residence Address (Street)					NIB #						
	Title		Percent Owned		Settlement		Island		Residence Telephone					
	Last, First, MI :		Residence Address (Street)					NIB #						
	Title		Percent Owned		Settlement		Island		Residence Telephone					
13.	<b>Date Business Started (D/M/Y):</b>				<b>Number of Employees:</b>									
14.	<b>TYPE OF BUSINESS (Please see attached instruction form.)</b>													
15.	<b>DESCRIBE PRODUCT(S) SOLD OR SERVICE(S) PROVIDED</b>													
16.	<b>FINANCIAL INFORMATION</b>													
	<b>Financial Information for Period of Operation in Prior Year:</b>													
	Turnover			Gross Premium			\$							
	<b>Tax Payable:</b>										\$			
17.	<b>I CERTIFY THE INFORMATION PROVIDED IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.</b>													
	<i>**Signatures must be original and that of a responsible party. If a general partnership or joint venture, more than one signature is required. Legal signatures include: sole proprietor-owner, corporate officer, and managing member.</i>													
	<b>**Signature Responsible Party / Original</b>				<b>Print Name And Title</b>				<b>Date (D/M/Y)</b>					
	<b>**Signature Financial Certification (where applicable)</b>				<b>Print Name And Title</b>				<b>Date (D/M/Y)</b>					
<b>FOR OFFICIAL USE ONLY</b>														
<b>Application Completed?</b>		If Yes, State Date:												
		If No, Give Reason												
<b>Checks/Controls Completed by:</b>								<b>Date:</b>						
				<i>(Officer's Name)</i>						<i>(D/M/Y)</i>				
<b>Approval Granted by:</b>								<b>Date:</b>						
				<i>(Officer's Name)</i>						<i>(D/M/Y)</i>				
<b>Comments:</b>														

## BUSINESS REGISTRATION FORM INSTRUCTIONS

Completion of this form will provide the common information needed and/or required by participating government agencies. Important details are included to help you provide the necessary information. It is important to respond to all items. Any omission could cause a delay in processing your registration.

**WHO ACCEPTS THIS FORM?** The Business Licence Division. Also, a Treasury Office, Family Island Administrator accepts the form where there is no Business Licence Division.

**WHAT OTHER INFORMATION MUST I PROVIDE?** When applying to **Business Licence Division:** This form must be accompanied by approval from other government or regulatory agencies where required. Additionally, copies of the passport, birth certificate originals as well as those of parents if one is born after July 1973 and your National Insurance Card.

**WHO MAY USE THIS FORM?** Any person or company who is: registering a current business, opening a new business; opening additional locations; changing locations; changing owners, corporate officers or members; or changing a mailing address.

**WHERE IS THIS FORM AVAILABLE?** This form is available at the Business Licence Division and local government agencies or by visiting the website: <http://forms.bahamas.gov.bs/>.

### LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THE BAHAMAS BUSINESS REGISTRATION - PLEASE COMPLETE IN ENGLISH.

**3. Trading As:** Enter the name as it will be known to the public and for which you are currently registered as with the Registrar General Department.

**4. Requesting Trade Name:** Identify three possible options for your business name in order of preference.

**5. Individual/Company/Entity Name:** Enter the name as registered.

**7. Bahamian/Foreign, National Insurance & Assessment Numbers:** Identify your status-Bahamian or Foreign. Enter your Assessment Number. If you are extending the period of validity of your Business Licence, use your current Control number. If you are the owner of the property on which your business is located, use the assessment number relevant to the property. Provide your Business National Insurance number.

**8. Location(s) of Business Operations:** Enter the complete location of the business including suite numbers, apartment numbers, house number, street name, and direction (N, S, E, and W). Detail if the building is wooden or stone and whether it is single or has two stories. If there are additional locations please attach a list of all locations.

**12. List All Owners, Partners, Corporate Officers, and Members:** Include the full name, home address (street, area/settlement, island, P. O. Box), National Insurance number, date of birth, title, percentage of business owned, and telephone number. If the business is incorporated, list all corporate officers. If the business is a partnership, list all partners. If the business is comprised of two corporations or other entities, list the officers/members/partners, etc. for each entity. *Attach additional sheets if needed.*

**14. Type of Business:** Indicate all that apply to your business.

<input type="checkbox"/> Service	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Music & Dance	<input type="checkbox"/> Environmental	<input type="checkbox"/> Health Services
<input type="checkbox"/> Retail	<input type="checkbox"/> Fishing/Fish Farm	<input type="checkbox"/> School	<input type="checkbox"/> Discharge	<input type="checkbox"/> Mortgage Brokers
<input type="checkbox"/> Gaming	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Contractor	<input type="checkbox"/> Petroleum Industry	<input type="checkbox"/> Not for Profit
<input type="checkbox"/> Wholesale	<input type="checkbox"/> Transportation	<input type="checkbox"/> Hazardous Material	<input type="checkbox"/> Gasoline Station	<input type="checkbox"/> Insurance
<input type="checkbox"/> Vendor	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> Agriculture/Animal	<input type="checkbox"/> Telecommunication	<input type="checkbox"/> Profession
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Home Based	Husbandry	<input type="checkbox"/> Financial Institutions	-----
		<input type="checkbox"/> Mixed Farming	<input type="checkbox"/> Medical Supplies	<input type="checkbox"/> Other
				-----

**15. Describe Product(s) Sold or Service(s) Provided:** Describe your business activities, goods, products, or services in the Bahamas that represent sales or revenues. Example: Retail sale of major appliances (refrigerators, stoves, washers, dryers & air conditioners).

**16. Financial Information:** Check the box which applies to your type of business followed by the amount. *Turnover* pertains to standard business operations. *Gross Premiums* relate to assessment for Insurance Taxes. Businesses are required to file financial information annually.

**17. Signature Instructions:** Original signatures are required. Legal signatures include: sole proprietor-owner, corporate officer, and managing member. No digital or photocopied signatures are permissible.

### Prerequisites From Other Government or Regulatory Agencies

To determine if your type of business requires additional government and regulatory approval please review the attached Guide for Requirements for Licence.



Ministry of Finance  
Business Licence Division  
Guide for Requirements for Business Licence

Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Accountants	Bahamas Institute of Chartered Accountants	326-6619	Practicing Certificate/Licence	Annual
Accounting	Qualifications		Certificate(s)	
Aircraft Maintenance Services	Dept. Civil Aviation - Flight Services Section	377-7116	Licence	Annual
Air Charter	Department of Civil Aviation	377-7281	Charter Permit	Annual
Airlines	Department of Civil Aviation	377-7281	Licence	Annual
Architects	Professional Architects Board	326-3112	Licence	Annual
Auto Body Repairs/Auto Mechanic	Ministry of Public Works & Transport	322-4831	Garage Licence	Annual
Businesses Using a Trade Name	Business Licence Unit	322-5200		
Businesses which need Proof of Bahamian Status	Passport Office - Ministry of Foreign Affairs	325-2814	Passport	
	Registrar General Department	322-3316	Birth Certificate	
Bank & Trust Companies	Registrar General Department	322-3316	Certificate of Incorporation	Annual
	Central Bank of The Bahamas	302-2600	Bank Licence/Letter	Annual
Boat Rentals	Port Authority	326-7354	Boat Registration/Certificate	Annual
Bookkeeping	Qualifications		Certificate(s)	
Building Contractors <i>General</i>	Ministry of Public Works - Building Division	322-4831	Three (3) Reference Letters	
Commercial Fishing (Boats Over 20ft Only)	Department of Fisheries	393-1777	Fishing Permit	Annual
	Port Authority	326-7354	Boat Registration Licence	Annual
Computer Systems - Web Page Design/Repairs/Systems Technology			Qualifications	

Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Customs Brokers	Customs Department	326-4401	Brokerage Licence	Annual
Dry Cleaners/Laundromats	Business Licence Unit	322-5200	Business Licence	Annual
	Department of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
Electrical Contractors	Bahamas Electricity Corporation	302-1000	Electrical Licence	Annual
	Ministry of Works			
Engineers (Electrical, Structural) Other Mechanical	Bahamas Electricity Corporation /Engineer Board	322-4821		
	Qualifications			
Farming	Department of Agriculture	325-7502	Letter of Approval/Permit	Annual
Financial Services Providers & Corporate Services	Securities Commission	397-9100	Licence	Annual
Fireworks/Fireworks Display	Ministry of Works	322-4830	Permit	Annual
	Ministry of National Security	356-6792	Permit	Annual
Food Vendor **	Department of Environmental Health Services	322-8048	Letter of Approval	Annual
	Royal Bahamas Police Force	322-1647	Vendors Permit	Annual
	Ministry of Works (if on Government Property)			
Foreign Businesses	Registrar General Department	322-3316	Certificate of Incorporation	Annual
	National Economic Council/Office of the Prime Minister	327-5826	Letter of Approval	One Time
Funeral Homes	Business Licence Unit	322-5200	Business Licence	One Time
	Department of Environmental Health Services	322-8048	Certificate of Sanitation	Annual
Game Room Operation (Billiard Tables)	Business Licence Unit			
	Ministry of Tourism	302-2000	Approval	One Time
Gas Service Stations	Petroleum Dealer		Letter of Approval	One Time
	Business Licence Unit			One Time
Guard Dog Operator	Ministry of Agriculture & Fisheries	325-7505	Letter of Approval	Annual
	Kennel Inspection			

Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Heavy Equipment Operator	Road Traffic Department	325-3323	Licence Disc	Annual
	Ministry of Works	322-4831	Letter of Permit	Annual
Home Based Businesses	Department of Physical Planning	322-3316	Letter of Approval	One Time
	Qualifications/Reference			
Home Based - <i>BY ORDER, Sales or Services</i>	Department of Physical Planning	322-7551	Letter of Approval	One Time
	Qualifications/Reference			
Home Based - <i>Food By Order</i>	Department of Environmental Health Services	322-4830	Letter of Approval	Annual
Hotels & Guest Houses	Ministry of Tourism	302-2000	Hotel Licence	Annual
International Business Companies (IBC's)	Registrar General Department	322-3316		
Insurance Companies	Insurance Commission	328-1068	Licence	Annual
Insurance Brokers/Agents	Insurance Commission	328-1068	Licence	Annual
Investment Fund Dealers/Administrators	Securities Commission	356-6291	Licence	Annual
			Registration	One Time
Jet Ski Operators	Port Authority	326-7354	Licence	Annual
Land Surveyors	Department of Lands & Surveys	322-2328	Licence	Annual
Lawyers	Chief Justice	322-7624	Admittance Certificate to The Bahamas Bar	One Time
Limited/Incorporated Companies	Registrar General Department	322-3316	Certificate of Incorporation	One Time
			Annual Fee Registration Payment	Annual
Liquor Stores	Business Licence Unit	322-5200		Annual
LP Gas Companies	Ministry of Public Works	322-4831	Registration/Licence	Annual
	Business Licence Unit			
Mail Boats	Port Authority	326-7354	Boat Registration	Annual
Manufacturer of Bottled Water	Business Licence Unit	322-5200		
	Department of Environmental Health Services	322-8048	Certification of Sanitation	Annual
Marinas/Dock Facilities	Port Authority	326-7354	Licence	Annual

Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Medical Professionals	Hospital & Health Care Facilities Licensing Board	326-0536	Licence	Annual
Medical Professionals <i>Doctors</i>	Ministry of Health	502-4700	Medical Licence	Annual
Medical Professionals <i>Dentists</i>	Ministry of Health	502-4701	Dental Licence	Annual
	Bahamas Dental Council	326-0554		
Motor Vehicle/Scooter Rental	Road Traffic Department	325-3323	Franchise Fee Payment	Annual
Non-Resident Companies	The Central Bank of The Bahamas	302-2600	Exchange Control Letter	Annual
	Registrar General Department	322-3316	Certificate of Incorporation	One Time
Nursery & Pre-Schools	Ministry of Education	322-8140	Letter	Annual
Pest Control	Department of Environmental Health Services	322-8048	Letter	Annual
Pharmacy	Business Licence Unit	322-5200		
	Ministry of Health (Bahamas Pharmacy Council)	502-4700/ 326-0566	Pharmaceutical Licence	Annual
Plant Nursery	Department of Agriculture	325-7502	Approval	
Plumbers	Ministry of Public Works	322-4831	Plumbers Licence	One Time
Real Estate Sales	Real Estate Association	325-4942	Licence	Annual
Restaurants	Business Licence Unit	322-5200	Business Licence	Annual
	Environmental Health Services	322-8048	Certificate of Sanitation	Annual
Road Builders	Ministry of Works	322-4831	Letter of Permit	
Scrap Metal Dealers	Ministry of Works	322-4831	Letter	
	Department of Environmental Health Services		Letter	
Seafood Vendors**	Ministry of Works	322-4831	Letter of Approval/Stall	Annual
Arawak Cay/Montague/Potter's Cay & Farmers Market	Department of Marine Resources	393-1777	Fisheries Permit	Annual
	Environmental Health Services	322-8048	Letter of Approval	
Straw Vendors	Ministry of Public Works	3596-6792	Letter of Approval/Stall	Annual

Nature of Business	Government Ministry/ Department or Other Regulatory Agency Requirement	Phone Contact	Type of Approval, Permit, Licence, Certificate or Letter of Approval	Frequency of Prior Approval Renewal
Taxi Service	Road Traffic Department	325-3323	Franchise Letter	One Time
Telecommunications (Internet/cable/radio/TV)	Utilities Regulations & Competition Authority	322-4437	Approval/Licence	Annual
	Ministry of Tourism	302-2000	Licence	Annual
Timeshare Properties	Investment Board/Office of The Prime Minister	356-5956		
	®Developers		Approval	One Time
	®Marketing		Approval	One Time
	®Management		Approval	Annual
Tour Buses/Jitney	Road Traffic Department	325-3323	Franchise Licence	Annual
Travel Agencies/Tour Company	International Association Travel Agents		Letter	Annual
Trucking Services	Road Traffic Department	325-3323	Licence Dusc	Annual
	Ministry of Public Works	322-4831	Letter of Permit	Annual
Vendors - <i>Private Property</i>	Property Owner		Letter	One time
	Royal Bahamas Police Force	322-1647	Vendors Permit	Annual
	Department of Environmental Health			
Vendors - <i>Public Property</i>	Ministry of Works			
	Ministry of Public Works	322-4831	Letter	Annual
	Royal Bahamas Police Force			
Water Sports	Department of Environmental Health			
	Port Authority	326-7354	Registration	Annual
Welders	Ministry of Public Works	322-4831	Letter	

**\*\*Government Approval depends on where the vendors operate.**

Section 3.(6) Where an application is made in respect of a regulated business, the application shall be accompanied by a grant of approval in writing made under the other law regulating that business.

Section 4.(4)A licence in respect of a regulated business granted under any other law regulating that business shall be deemed to include a condition that such licence is of no effect if the holder of the licence is not a licensee under this Act.