

Therefore your total outstanding fee will be VT36,000.

In the event I lose or misplace my business licence, how much would it cost me to get a reprint?

A business licence reprint will cost you VT1,500.

What are the requirements for a change in business name?

1. You need to register the new business name with VFSC.
2. Inform us in writing and attach the following documents:
 - Original business licence certificate.
 - Copy of the new business name certificate.
 - Copy of the approved VIPA certificate (foreign investors only).
3. The change will cost you VT1,500 and you will be issued a new custom tax (CT) number.

How do I get an additional category in my business?

1. Submit an application with the appropriate documents as referred to in Table 1.1
2. Foreign investors are required to provide a copy of the VIPA variation approval.
3. The cost of the additional category will be charged on a pro-rata if the application is submitted during the year and will be assessed as follows;

Category * No. of months / 12
D2 * 6 / 12
10,000 * 6 / 12
=VT5,000

What are the requirements for transfer of ownership?

- 1..Submit a business licence application form with following documents;

- The original business licence certificate.
- Letter from previous owner authorizing the transfer of ownership.
- Sale and Purchase Agreement.
- Copy of the new VFSC certificate.
- Depending in the nature of the business, additional documents may be required (Refer to Table 1.1).

2. Foreign investors are also required to submit the following documents:

- VIPA variation approval for existing investors.
- VIPA approval certificate for new investors.

3. The change will cost VT1,500; if the previous owner agrees to transfer the business licence fee to the new owner.

4.If not the fees will be charged as a new business on pro rata basis.(Refer to Table 1.1)

What do I need to do if there is a change in the type business entity?

1. Submit a business licence application form with the following documents;

- The original business licence certificate.
- Copy of the new VFSC certificate.
- Foreign investors are also required to submit VIPA variation approval.

2. The change will cost you VT1,500 and you will be issued a new custom tax (CT) number.

What do I need to do if there is a change in the business location and how much would it cost?

1. For a change in the business location, you need to;

- Inform us in writing
- Surrender the original business licence certificate

2. Foreign investors are also required to submit VIPA variation approval

3. The change will cost you VT1,500

Do I need a business licence for a new outlet?

1. Submit a business licence application form with the following documents;

- Copy of VFSC certificate if a new trade name is used.
- Depending on the nature of the business, additional documents may be required (Refer to Table 1.1).

2. Foreign investors are also required to submit VIPA variation approval

3. The fee for the new outlet will be charge on a pro-rata if the application is submitted during the year and will be assessed as follows;

Category * No. of months / 12
D2 * 6 / 12
10,000 * 6 / 12
=VT5,000

For further information contact Inland Revenue office, Taxpayer Services Section using the details below:

TAXPAYER SERVICES

Rue carnot street
PMB 9012
Port Vila, Vanuatu

Phone: +678 33090 , 33091 ,
Voip:2317
Email: irtps@vanuatu.gov.vu
Web: <http://customsinlandrevenue.gov.vu>

Rue Higginson street, Luganville,
Santo, Phone: 33760/36306

Lenakel, Tanna
Phone: 88059



BUSINESS LICENCE



(name of applicant) hereby apply for a
the trademark of (asson)

Business licence

Do I need a licence to establish a business in Vanuatu?

Any individual(s) or company that intends to carry out any business activity for the sole purpose of making profit must obtain a business licence (BL). Business licence is administered under the Business Licence Act No.19 of 1998.

How do I obtain a Business Licence?

1. Complete a business licence application form with the following documents:

- A Business Name (Trade Name) Certificate or a Certificate of Incorporation (Limited Company) from Vanuatu Financial Service Commission (VFSC). **It is not required** if you intend to trade under your name.
- Depending on your business nature, you may be asked to submit additional documents if required (Refer to Table 1.1).
- Application forms are available at the Taxpayer Services Office in Port Vila, Luganville and Lenakel or it can be accessed from the website: <https://customsinlandrevenue.gov.vu>

2. Foreign investors are also required to submit Vanuatu Investment Promotion Authority (VIPA) Approval Certificate.

Table 1.1 categories that require additional documents

Category	Business Activity	Required Documents
Category D3	- Hotels - Motels - Restaurants - Cafes - Bars - Other Accommodation services	- Copy of Department (DOT) permit for tourism related activities. - Municipal permit for

		food and drink related services
Category E1 (a)	- Airport Transport Operators	- Valid Aviation Certificates
Category E1 (b)	- Sea Transport Operators	- The following can be obtained from the Department of Ports & Harbor: - <i>Certificate of Registry</i> - <i>Manning safety Certificate</i> - <i>Sea Worthy Certificate</i>
Category E3	- Tourism Transportation - Products & Services	- Copies of updated municipal permit books for transport providers - Copy of DOT permit for tourism providers and tourism products and services
Category F4	- Other Professional and Business services - <i>Legal Practitioners</i>	- Approval for unconditional admission as a legal practitioner from Law Council. This applies for new applications only
Category G1	- Human & Animal Health services - <i>All Human health practitioners that fall under this category</i>	- Health Practitioners Board Certificate from Ministry of Health

	(Refer to page 7 of Business Licence application form)	
Category G2©	Educational services - <i>Kinder Garden School</i> - <i>Account teacher & Language Tuition</i> - <i>Schools and Institutions conducted for profit</i>	- Certificate from Ministry of Education-Kinder-Garden - Secondary school - Certificate from Vanuatu Qualifications Authority (VQA) - Tertiary Level

What do I need to renew my business licence?

1. Completed business licence application form.
2. Attach the following documents:
 - A valid copy of VIPA Certificate for foreign investors only.
 - A valid Business Name (Trade Name) Certificate that can be obtained from Vanuatu Financial Service Commission (VFSC). **But this is optional;** if you wish to trade under your name then the business trading name certificate is not required.
3. Depending on your business nature, you may be asked to submit additional documents if required.

How much does a new business licence cost?

1. A basic fee of VT10,000 is charged on each business activity under each category except for activities under categories J,K and L.
2. The same fee will also apply for each location

3. Fees will be charged on a pro-rata basis for applications that are lodged during the year.
4. For example, if you lodge a new business licence application in the month of June.

BL = Category fee * Remaining No. of Months / 12

$$= D2 * 6 / 12$$

$$= 10,000 * 6 / 12$$

$$= VT5,000$$

How much does it cost to renew a business licence?

1. For renewals, business licence fees are charged according to the previous years gross turnover.
2. If there is more than one category being renewed, the business licence fees will be charged on the turnover of each category. For example, if you operate a business with two categories—C (Construction) & D2 (Retail shop) and your total turnover is VT6 Million.

Your BL fees will be charged as follows:

- Separate the total income—C (VT 1Million) & D2 (VT5Million).
- C—VT10,000 + D2—VT20,000 = VT30,000.
- Refer to fee schedule on page 8 of the application form for turnover and corresponding fees.

Turnover: VT0—VT3,999,999 = VT10,000
VT4,000,000—VT9,999,999 = VT20,000

3. Where a new category is added during renewal, a basic fee of VT10,000 will be charged.

Are there any penalty fees for late business licence renewals?

1. A penalty fee of 10% will be charged every month on the principal fee.

Eg. If your principle BL fee is VT30,000 and you're late by 2 months, the penalty will be 30,000 * 20%(for two months) = VT6,000