

**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	
TIN 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
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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)				

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
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14. **Foreign owners engaged in the business** - If you ticked "yes" to Q 13, identify the names and positions of all non-citizen owners, principles 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.

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Name of authorized person

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Signature

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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 ▪ Manufacturing of wooden furniture, fixtures and fittings ▪ 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 ▪ Kava Bar ▪ 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 ▪ Pharmacies and druggists ▪ Other wholesale and retail merchandising not else where 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

		<ul style="list-style-type: none"> ▪ Cottage ▪ Holiday Lodge ▪ 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(i)	Restaurants	<ul style="list-style-type: none"> ▪ Restaurant
D3(j)	Cafes	<ul style="list-style-type: none"> ▪ Cafe
D3(k)	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 operations and carriers ▪ Airport Agents ▪ Helicopter Charrters ▪ 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(2)	Land Toursim 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 Cuide
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 ▪ 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

		<ul style="list-style-type: none"> ▪ Typing and secretarial services ▪ Language translation and interpreting services ▪ Business security and protective services ▪ Debt collection and credit rating services ▪ 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 repairs 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 ▪ Driving 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
I2	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 ▪ 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 4million 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