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**FORM 7**

TRADE ACT

(reg.41 (1))

**APPLICATION FOR TRANSFER OF TRADE LICENCE OR REGISTRATION CERTIFICATE**

**PART A: (transfer between businesses)**

1. **Particulars of Transferor**
2. Name of Business: ………………………………………………………………..
3. Citizen –owned Non-citizen owned Joint venture

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. Nationality of the owner (s) …………………………………………………………..
2. Physical address: ……………………………………………………………………….
3. Postal address: ………………………………………………………………………….
4. Tel/cell: …………………………………………………………………………………..
5. Email address: ………………………………………………………………………….
6. Type of license/Business Registration Certificate: ……………………………..
7. License/Business Registration Certificate No: …………………………………..
8. Presented by: (Full names)……………………………………………………………
9. Applicant’s signature: …………………………………………………………………
10. **Particulars of Transferee**
11. Name of Business: ………………………………………………………………..
12. Citizen –owned Non-citizen owned Joint venture

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. Nationality of the owner (s) …………………………………………………………..
2. Physical address: ……………………………………………………………………….
3. Postal address: ………………………………………………………………………….
4. Tel/cell: …………………………………………………………………………………..
5. Email address: ………………………………………………………………………….
6. Type of license/Business Registration Certificate: ……………………………..
7. License/Business Registration Certificate No: …………………………………..
8. Presented by: (Full names)……………………………………………………………
9. Applicant’s signature: …………………………………………………………………
10. Date of application: ……………………………………………………………………

**Part B (transfer from one premises to another)**

1. **Particulars of Applicant:**
2. Name of Business: ………………………………………………………………..
3. Physical address: ……………………………………………………………………….
4. Postal address: ………………………………………………………………………….
5. Tel/cell: …………………………………………………………………………………..
6. Email address: ………………………………………………………………………….
7. Type of license/Business Registration Certificate: ……………………………..
8. License/Business Registration Certificate No: …………………………………..
9. Presented by: (Full names)……………………………………………………………
10. Applicant’s signature: …………………………………………………………………
11. Date of application: …………………………………………………………………….

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Date application received: ………………………….. Authorizing Officer: ………………

Signature: …………………………….

Station: …………………………………

Stamp: …………………………………..

**Transferor should submit the following documents:**

1. Notice of intention to transfer Trade license/Business Registration Certificate.
2. Certified copy of Omang/Passports for directors and shareholders.
3. Satisfactory Health Inspection report.
4. Zoning report
5. Lease agreement
6. P200.00 application fee
7. Transfer fee of P500.00 upon approval