



SUVA CITY COUNCIL

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## BUSINESS LICENSE RENEWAL FORM

### YEAR 2012

**Business Name** : \_\_\_\_\_

**Account Number** : \_\_\_\_\_

**Renewal Checklist**

- 2 copies of Business Registration Certificate
- 2 copies of FTIB Certificate (if Foreign Investor)
- 2 copies of TIN Registration letter (FRCA)
- 2 copies of Health License if operating a Restaurant, Takeaway, Refreshment Bar, Butcher, Nightclub, Hair Salon or any food handling Business.
- Directors names and contacts including 2 copies of their photo ID's(Passport/Drivers License/FNPF card or any other valid photo ID)
- 2 copies of Consent Letter from landlord (if renting)
- 2 copies of Liquor License (if applicable)
- 2 copies of NFA certificate
- 2 copies of OHS Letter
- 2 copies of permit to store Controlled Substance (Form 4 or 7) or Clearance notification from Department Of Environment (Air Condition & Refrigeration Only)

**NOTE: RATES ARREARS TO BE PAID IN FULL (ALL PROPERTY OWNERS IN SUVA BOUNDARY HAVE TO CLEAR RATES ARREARS BEFORE TENANTS ARE ISSUED WITH A VALID LICENSE)**

***(PLEASE COMPLETE THE ABOVE BEFORE SUBMITTING FOR BUSINESS LICENSE RENEWAL)***

**For Office Use Only**

**Rates**

Assessment # \_\_\_\_\_ Rates Cleared : \_\_\_\_\_

Officer: \_\_\_\_\_ Date : \_\_\_\_\_

**Business License Processed**

Officer: \_\_\_\_\_ Date : \_\_\_\_\_

Original Copy Of Business License received By: \_\_\_\_\_ Date : \_\_\_\_\_