

Requirements for Application

Registration (Sole Trader and Partnership):

- Application form 100 & 112 (fill out): Note – Name of Taxpayer on form should be the person's name for sole trader and trade name for partnership.
- Copies of monthly sales and purchases ledgers or summary from business start date to current date.
- Copy of owner's social security card
- Copy of certificate of registration (from Company Registry Dept. Chap 247 or 250).
- Copy of proof of bank information – bank statement or letter from bank.
- Applicant to fill out Vendor Form for persons for Sole Trader and Vendor Form for business for Partnership.
- Copy of signed contract (if application is based on a Contractual Agreement).
- NOTE: if the activity is farming (Agriculture), the land documents are required (Title, Lease Agreement, Rental Agreement).

Registration (Company):

- Application form 100 & 112 (fill out): Note – Name of Taxpayer on form should be the trade name.
- Copies of monthly sales and purchases ledgers or summary from business start date to current date.
- Memorandum of association.
- Articles of association.
- List of shareholders/directors.
- Copy of certificate of incorporations (from Company Registry Dept.)
- Copy of proof of bank information – bank statement or letter from bank.
- Applicant to fill out Vendor Form for businesses.
- Copy of signed contract (if application is based on a Contractual Agreement).
- NOTE: if the activity is farming (Agriculture), the land documents are required (Title, Lease Agreement, Rental Agreement).