# BUSINESS LICENCE & CORPORATE SERVICES QUESTIONNAIRE

This is an intake form for administrative/corporate document preparation and business-licence support. Official Registrar General, Registrar of Companies, Department of Inland Revenue, NIB, and other agency requirements control.

## APPLICANT / OWNER DETAILS

| | |
|---|---|
| **Full Legal Name** | |
| **Nationality** | |
| **Residential Address** | |
| **Telephone / Email** | |
| **NIB No. (if applicable)** | |
| **Existing Company / Business Name** | |

## SERVICE REQUESTED

- ☐ New Business Licence
- ☐ Business Licence Renewal
- ☐ Trade Name
- ☐ Company Formation
- ☐ Foreign Company / Non-Bahamian Owner Support
- ☐ Corporate Filing / Update
- ☐ NIB / Employer Registration Support
- ☐ VAT / Tax Registration Support
- ☐ Other

## BUSINESS DETAILS

| | |
|---|---|
| **Proposed / Existing Business Name** | |
| **Entity Type** | |
| **Business Activity / Services** | |
| **Business Address / Island** | |
| **Mailing Address** | |
| **Telephone / Email** | |
| **Expected Start Date** | |
| **Approx. Annual Turnover** | |

| | |
|---|---|
| Number of Employees | |

## OWNERS / DIRECTORS / BENEFICIAL OWNERS

**List each owner, shareholder, director, partner, or beneficial owner: full name, nationality, address, percentage/role:**

_____
_____
_____
_____
_____
_____

## REGULATORY AND PREMISES INFORMATION

| | |
|---|---|
| Premises owned or leased? | |
| Landlord / Property Owner | |
| Any special licence/permit required for activity? | |
| Prior Business Licence No. (if renewal) | |
| Any outstanding filings/fees known? | |

## DOCUMENTS AVAILABLE

- ☐ Government ID / passport
- ☐ Proof of address
- ☐ Trade name approval
- ☐ Memorandum/articles or constitutional documents
- ☐ Prior business licence
- ☐ Foreign-owner approvals/documents
- ☐ NIB card
- ☐ Lease / occupancy document
- ☐ Certificate of incorporation
- ☐ Register of directors/shareholders
- ☐ NIB/VAT/tax documents
- ☐ Other

_____ _____

**Client Signature** **Date**