



Government of Barbados

FOR OFFICIAL USE ONLY

IBD Ref.

Date Received

FORM 20

**RENEWAL OF A LICENCE UNDER SECTION 40(4) OR
REINSTATEMENT OF A LICENSEE UNDER SECTION 40(4E)
THE SOCIETIES WITH RESTRICTED LIABILITY ACT,
CAP. 318B OF THE LAWS OF BARBADOS**

Notes on Completion

In completing this form, some of the questions may be inapplicable. In such a case N/A may be stated in the appropriate place along with the reason that the question is inapplicable.

Do not leave any blank spaces. Where a yes/no answer is required, please indicate response by ticking in the relevant box.

If insufficient space has been provided for a reply at any point, please provide the information on a SEPARATE SHEET, and refer to it in the space provided for your response. Please ensure that any sheets are clearly marked with the name of your organisation and referenced to the question.

If any further information or clarification is required, it will be requested during the processing of the application.

Please submit as an attachment any change(s) made to the information provided on the application form.

Please use black ink and BLOCK CAPITALS or TYPESCRIPT for all answers.

ATTACH THE FOLLOWING DOCUMENTS¹

¹ The renewal certificate would not be issued unless all of the relevant documents accompany the renewal form.

- Cheque in favour of the Permanent Secretary, Ministry responsible for International Business.
- Copy of Certification of Amendment (if applicable).
- Copy of Certification of Amalgamation (if applicable).
- Copy of Notice of Change of Registered Address (if applicable)
- Audited Financial Statements (if applicable)

PARTICULARS OF THE APPLICANT

1. Name of Society:

2. Registration number:

3. Licence number

4. Year of last renewal.

5. Was the society name amended within the last year?

6. Was the society amalgamated within the last year?

7. Was the address of the registered office changed within the last year?

8. If YES to no. 7, please provide the contact details of the new address.

Address:	
Telephone number	Fax Number:
Email address:	Website:

9. Contact details of service provider/applicant:

Name:	
Address:	
Telephone number:	Facsimile:
Electronic mail:	Website:

10. Statutory Requirements:

Date of filing last tax return:
Date of filing last financial statements:

11. Number of management persons in Barbados:

Local:
Foreign:

12. Number of other employees in Barbados:

Local:
Foreign:

13. Total salaries paid in Barbados:

14. Other expenses in Barbados:

Travel and Entertainment Fees:

Government fees

Licence fees:

Work permit fees:

Custom duties:

Property taxes:

Others (specify):

Utilities (water, electricity, telephone, Internet and other telecommunication expenses):

Accommodation expenses

Office rent:

Housing expenses:

Professional fees

Legal fees:

Accounting and audit fees:

Director's fees:

Management fees:

Other professional fees (specify):

Other administrative expenses (insurance payments, repair and maintenance cost and office expenses):

Capital Expenditure

Purchase of land and/buildings:

Purchase of vehicles:

Purchase of other fixed assets:

Leasehold or freehold improvements:

DECLARATION

ON BEHALF OF

(Name of Society)

I,

(Name of Declarant)

of

(Full Address of Declarant)

do hereby declare as follows:

- 1) that I am authorised to make this application under the *Societies with Restricted Liability Act, Cap.318B* and Regulations and that having made all reasonable enquiries, the information supplied to the Ministry in connection with this application is, to the best of my knowledge and belief, accurate in all material respects and does not omit any information which might reasonably be considered relevant to the application;
- 2) that I am instructed and verily believe that the society is organised or continued in Barbados under the *Societies with Restricted Liability Act, Cap.318B*, is in good standing and has complied fully with and intends to continue to comply with section 41 of the Act;
- 3) that the applicant will notify the Ministry of any material change in information supplied in the application or of any other matter which occurs during the period in which the application for authorisation is being considered and that thereafter it will comply with its obligations with regard to notification of changes;
- 4) that I have conducted the appropriate due diligence requirements with respect to the society, quota holders and managers named in this application and to the best of my knowledge all such persons are fit and proper to carry on business from Barbados;

