



**REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY  
EXTRAORDINARY**

No. 6

11<sup>th</sup> January, 2019

Nauru

G.N. No. 15 / 2019

**BUSINESS LICENCES REGULATIONS 2018**

**SL No. 35 of 2018**

Notified: 11<sup>th</sup> January 2019

**Table of Contents**

<u>1</u>	<u>CITATION</u> .....	2
<u>2</u>	<u>COMMENCEMENT</u> .....	2
<u>3</u>	<u>REPEAL OF BUSINESS LICENCES REGULATIONS 2017</u> .....	2
<u>4</u>	<u>APPLICATION FORM</u> .....	2
<u>5</u>	<u>RECORDED IN THE REGISTER OF BUSINESS LICENCES</u> .....	3
<u>6</u>	<u>PARTICULARS REQUIRED FOR BUSINESS REGISTERED UNDER THE ACT</u> .....	3
<u>7</u>	<u>BUSINESS LICENCE</u> .....	8
<u>8</u>	<u>RENEWAL FORMS</u> .....	9
<u>9</u>	<u>APPLICATION FOR TRANSFER OF LICENCE</u> .....	9
<u>10</u>	<u>NOTIFICATION FOR VARIATION OF PARTICULARS</u> .....	9
<u>11</u>	<u>NOTICE OF CESSATION OF BUSINESS</u> .....	9
<u>12</u>	<u>NOTIFICATION FOR LOSS OR DESTRUCTION OF LICENCE</u> .....	9
<u>13</u>	<u>APPLICATION FOR RESTORATION OF BUSINESS LICENCE</u> .....	10
<u>14</u>	<u>BENEFICIAL OWNERSHIP FORM</u> .....	10
<u>15</u>	<u>ANNUAL RETURN</u> .....	10
<u>16</u>	<u>LICENCE FEES</u> .....	10
	<u>SCHEDULE 1</u> .....	11
	<u>SCHEDULE 2</u> .....	55

Cabinet makes these Regulations under section 30 of the *Business Licences Act 2017*:

**1 Citation**

These Regulations may be cited as the *Business Licences Regulations 2018*.

**2 Commencement**

These Regulations come into effect on 15 January 2019.

**3 Repeal of Business Licences Regulations 2017**

The *Business Licences Regulations 2017* are repealed by these Regulations.

**4 Application form**

- a. For the purpose of section 8 of the Act, the prescribed form for an application for a business licence:
  - (a) for an individual, is set out in Form 1 of Schedule 1;
  - (b) for an individual partner of a firm, is set out in Form 2 of Schedule 1;
  - (c) for a corporation as a partner in a firm or trading under a business name registered under the Business Names Registration Act 2018, is set out in Form 3 of Schedule 1;
  - (d) for a corporation trading under its incorporated name, is set out in Form 4 of Schedule 1; or
  - (e) for a trust, is set out in Form 5 of Schedule 1.
- b. Where a partnership comprises of one or more corporations or a corporation and individual, all the partners shall respectively complete the individual or corporation Forms 2 and 3 in Schedule 1 respectively.
- c. The application form for occasional licence shall be in the respective forms as prescribed in sub regulation (1).

## **5 Recorded in the Register of Business Licences**

For the purpose of section 5(3) of the Act the record to be kept and maintained shall be as set out in Form 6 of Schedule 1.

## **6 Particulars required for business registered under the Act**

a. For the purpose of section 7A of the Act:

(a) a person applying for a business licence in case of business which is owned by an individual shall provide:

- (i) the surname and forenames;
- (ii) nationality and if that nationality is not the nationality of origin, the nationality of origin;
- (iii) date of birth;
- (iv) gender;
- (v) usual residential address;
- (vi) correspondence address, if different from address of the business;
- (vii) any other business occupation of such individual;
- (viii) certificate of registration of business name;
- (ix) date the business was first registered;
- (x) general nature of the business;
- (xi) full address of the principal place of business;
- (xii) full address of every other place of business;
- (xiii) telephone number;
- (xiv) email addresses;
- (xv) date of the commencement of the business;

G.N. No. 15 / 2019 (Cont'd)

- (xvi) Tax Identification Number issued under the Revenue Administration Act 2014;
  - (xvii) a certified copy of the Certificate of Business Names under the Business Names Registration Act 2018;
  - (xviii) passport size photographs and identity instrument such as drivers licence, bio page of passport or birth certificate of the individuals registering for the first time; and
  - (xix) annual returns if the business has operated for a period of 12 months as filed under the Business Names Registration Act 2018.
- (b) a person applying for a business licence in the case of a firm shall provide the:
- (i) surname and forenames for each of the partners;
  - (i) nationality and if that nationality is not the nationality of origin, the nationality of origin for each of the partners;
  - (ii) date of birth;
  - (iii) usual place of residence;
  - (iv) respective shares in the business for each of the partners;
  - (v) any other business occupation of each of the individuals who are partners;
  - (vi) certificate of registration of business name;
  - (vii) date the business was first registered;
  - (viii) general nature of the business;
  - (ix) full address of the principal place of business;
  - (x) full address of every other place of business;
  - (xi) telephone numbers;
  - (xii) email addresses;
  - (xiii) date of the commencement of the business;

G.N. No. 15 / 2019 (Cont'd)

- (xiv) Tax Identification Number issued under the Revenue Administration Act 2014;
  - (xv) a certified copy of the Certificate of Business Names under the Business Names Registration Act 2018;
  - (xvi) certificate of registration of partnership under the Partnership Act 2018;
  - (xvii) passport size photograph and identity instrument such as drivers licence, bio page of passport or birth certificate of the individual partners; and
  - (xviii) annual returns if the business has operated for a period of 12 months filed under the Partnership Act 2018.
- (c) a person applying for a business licence in case of a corporation as a partner in a firm or trading under a business name registered under the Business Names Registration Act 2018:
- (i) corporate name contained in the incorporation certificate;
  - (ii) current incorporation certificate required under the Corporations Act 1972;
  - (iii) the date and place of registration of the corporation;
  - (iv) registered and principal office of the corporation;
  - (v) the full names of directors, address, nationality and date of birth;
  - (vi) the date of appointment of the director;
  - (vii) the full names of the shareholders, their address, date of birth and nationalities;
  - (viii) the date on which the shareholder subscribed to the shares in the corporation;
  - (ix) a statement or nature of interest or shares held;
  - (x) certificate of registration of business name;
  - (xi) date the business was first registered;
  - (xii) general nature of the business;

G.N. No. 15 / 2019 (Cont'd)

- (xiii) full address of the registered or principal place of business;
  - (xiv) full address of any other place of business;
  - (xv) telephone number;
  - (xvi) email addresses;
  - (xvii) date of the commencement of the business;
  - (xviii) Tax Identification Number issued under the Revenue Administration Act 2014;
  - (xix) a certified copy of the Certificate of Business Names under the Business Names Registration Act 2018;
  - (xx) certificate of registration of partnership under the Partnership Act 2018 if the corporation is a partner in a firm;
  - (xxi) passport size photograph and identity instrument such as drivers' licence, bio page of passport or birth certificate of the partners, directors and shareholders in the case of a corporation; and
  - (xxii) annual returns of the business if the corporation has operated for a period of 12 months filed under the Corporations Act 1972.
- (d) a corporation applying for business licence under its incorporated name shall provide the following particulars:
- (i) current incorporation certificate;
  - (ii) the date and place of registration of the corporation;
  - (iii) registered and principal office of the corporation;
  - (iv) the full name of director, address, nationality and date of birth;
  - (v) the date of appointment of the director;
  - (vi) the full name of the Secretary, address, nationality, date of birth and date of appointment;
  - (vii) the full names of shareholders, their addresses, dates of birth and nationalities and, where shareholders are legal persons, a certified true copy or notarised copy of the certificate of registration to be provided;

G.N. No. 15 / 2019 (Cont'd)

- (viii) the date on which the shareholders subscribed to the shares in the corporation;
  - (ix) a statement or nature of interest or shares held;
  - (x) the form of corporation whether holding or trading;
  - (xi) year in which the corporation commenced business;
  - (xii) general nature of the business;
  - (xiii) full address of the registered or principal place of business;
  - (xiv) full address of any other place of business;
  - (xv) telephone numbers;
  - (xvi) email addresses;
  - (xvii) date of the commencement of the business;
  - (xviii) Tax Identification Number issued under the Revenue Administration Act 2014;
  - (xix) a certified copy of the Certificate of Business Names under the Business Names Registration Act 2018;
  - (xx) passport size photographs of the directors and shareholders (if natural persons) in case of a corporation; and
  - (xxi) annual returns provided under the Corporations Act 1972 if trading for 12 months or more.
- (e) a trust registered under the Trusts Act 2018 applying for a business licence shall provide the following particulars:
- (i) certificate of registration of the trust;
  - (ii) date of registration of the trust;
  - (iii) full names, address, occupation, and nationality of the Trustees;
  - (iv) the date of appointment of the trustees;
  - (v) names of the beneficiaries and where applicable the addresses and nationalities of the beneficiaries;
  - (vi) full name, addresses, nationalities of the settlor;

G.N. No. 15 / 2019 (Cont'd)

- (vii) full name, addresses, nationalities of the protector where applicable;
  - (viii) general nature of the business;
  - (ix) full address of the registered or principal place of business;
  - (x) full address of any other place of business;
  - (xi) telephone numbers;
  - (xii) email addresses;
  - (xiii) date of the commencement of the business;
  - (xiv) Tax Identification Number issued under the Revenue Administration Act 2014 for the trust for the purposes of the business;
  - (xv) a certified copy of the Certificate of Business Names under the Business Names Registration Act 2018;
  - (xvi) passport size photograph of the trustees and settlor; and
  - (xvii) annual return of the trust filed under Trusts Act 2018.
- b. A foreign individual, firm, corporation or trust applying for a licence shall in addition to the details contained in sub-regulations (1) (a) to (e) shall provide the following particulars:
- (a) permanent address in the foreign country;
  - (b) tax registration or identification numbers in the foreign country; and
  - (c) an individual name, address, telephone number and email address of a person residing in the Republic who shall be responsible for the conduct of the business in the Republic; and
  - (d) annual return filed in the foreign country of registration of the firm, corporation or trust.

## **7 Business Licence**

For the purpose of section 10 of the Act, the Registrar shall grant a licence in accordance with Form 7 of Schedule 1 and any conditions prescribed under section 11 of the Act.

G.N. No. 15 / 2019 (Cont'd)

## **8 Renewal forms**

For the purpose of section 16 of the Act, the licensee shall make an application for renewal of the licence at least 1 month prior to the expiry date of the licence in Form 8 of Schedule 1.

## **9 Application for transfer of licence**

For the purpose of section 20 of the Act, a licensee who intends to transfer the licence shall:

1. fill the prescribed form for transfer of licence as set out in Form 9 of Schedule 1; and
2. provide the particulars as it applies in the case of an individual, partner, corporation, trust or foreign business.

## **10 Notification for variation of particulars**

- a. For the purpose of section 21 of the Act, the prescribed form for an application for variation of particulars of a business is set out in Form 10 of Schedule 1.
- b. A person applying for the variation of particulars shall:
  1. state the variation of the particulars; and
  2. provide the requisite information or documents required under regulation 5 as if the variation was registered in the first instance.

## **11 Notice of cessation of business**

For the purpose of section 22A of the Act, the notice of cessation of business is set out in Form 11 of Schedule 1.

## **12 Notification for loss or destruction of licence**

For the purpose of section 22B of the Act, where a licence is lost or destroyed, the licensee shall provide by way of a declaration the following particulars:

- (a) name of the licensee;
- (b) name of the business;
- (c) date or year of first registration of the business;

G.N. No. 15 / 2019 (Cont'd)

- (f) reference number;
- (g) Identity instrument such as birth certificates, driver's licence or bio page of passport; and
- (h) address of business.

**13 Application for restoration of business licence**

For the purpose of section 22C of the Act, the application for the restoration of a business licence is set out in Form 12 of Schedule 1.

**14 Beneficial ownership form**

Any person applying for a business licence shall also concurrently complete a prescribed form required to be filed under the Beneficial Ownership Act 2017 and Regulations.

**15 Annual return**

Any person applying for a business licence shall file with the Registrar a certified copy of the annual returns already filed in accordance with section 31.

**16 Licence fees**

The prescribed fees to be paid for the purposes of the Act are set out in Schedule 2.

**SCHEDULE 1**



**REPUBLIC OF NAURU**

**FORM 1**

**BUSINESS LICENCES ACT 2017**

**APPLICATION FORM FOR BUSINESS LICENCE BY AN INDIVIDUAL**

*(Section 8(1), Regulation 4(1)(a))*

*(Please provide  
passport size  
photo as  
identification of  
the owner)*

To the Registrar of Business Licences, Nauru

**1. Details of the business:**

Business name under which the business is or will be carried on	
Nature of business	
State the general nature of the business	
Principal place of business	
Any other place of business	

G.N. No. 15 / 2019 (Cont'd)

Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office	
If any other business owned by the individual ( <i>specify the business name or names</i> )	
<b>Note: To be filled by a foreign individual who is the owner of the business</b>	
Permanent address of the foreigner in the country of registration ( <i>applicable only to foreigners</i> )	
Tax Identification Numbers in the foreign country ( <i>applicable only to foreigners</i> )	

**2. Individual owns other businesses solely or jointly (if more than 1 business use separate page but in the format of this form)**

Business licence of other business owned by the individual	
Address of the other business	
Date of commencement of the other business	
Telephone number	

G.N. No. 15 / 2019 (Cont'd)

**3. Details of the individual who is the owner of the business :**

**(Note: To be filled by both Nauruan who is the owner or a foreigner is the owner of the business)**

Full name of the individual	
Surname	
Forename	
Gender	
Usual residential address	
Correspondence address(if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Contact address	
Email address	
Telephone number	
Tax Identification Number (individual owner)	

**4. Documents**

Attach a copy of the following documents to this form:

- (a) Tax Identification Number issued by Nauru Revenue Office; and
- (b) birth certificate, drivers licence or bio page of passport.

**5. Declaration**

I .....(state name) of .....(address),  
.....(occupation), do solemnly and sincerely declare that (set out matter declared, using numbered paragraphs if it is lengthy):

G.N. No. 15 / 2019 (Cont'd)

And I make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory Declarations Act 1976** conscientiously believing in the statement contained therein to be true in every particular.

Signed by the individual owner of the  
business.....

Name of person filing this form: .....

Declared at.....this.....day of .....20.....

Before me:

(Signature)

(Title)

**NOTE: Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.**

**FORM 2**

**BUSINESS LICENCES ACT 2017**

**APPLICATION FORM FOR BUSINESS LICENCE BY INDIVIDUAL PARTNERS  
FOR A FIRM**

*(Section 8(1), Regulation 4(1)(b))*

To the Registrar of Business Licence, Nauru

**1. Details of the Firm:**

Name	
Business name under which the business is or will be carried on	
Nature of business	
Principal place of business	
Any other place of business	
Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office	
If any other business owned by the individual ( <i>specify the business name or names</i> )	

G.N. No. 15 / 2019 (Cont'd)

**2. Individual partners who own other business (if the partner owns other business):**

Business name of other business owned by the partners	
Address of the other business	
Date of commencement of the other business	
Telephone number	

**3. Details of the individual partner of a firm: (if more than 2 partners use separate page but in the format of this form)**

**PARTNER 1**

*(Please provide passport size photo as identification of partner)*

Full name	
Surname	
Forename	
Gender	
Usual residential address	
Correspondence address(if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	

G.N. No. 15 / 2019 (Cont'd)

Date of Birth	
Contact address	
Email address	
Telephone number	
Tax Identification Number (individual partner)	
Specify share in the firm	
<b>Note: To be filled by a foreign individual partner</b>	
Permanent foreign address of the foreigner in their country of origin <i>(applicable only to foreigners)</i>	
Tax Identification Numbers in the foreign country <i>(applicable only to foreigners)</i>	

**PARTNER 2**

*(Please provide passport size photo as identification of the partner)*

Full name of the individual	
Surname	
Forename	
Gender	
Usual residential address	

G.N. No. 15 / 2019 (Cont'd)

Correspondence address(if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Gender	
Contact address	
Email address	
Telephone number	
Tax Identification Number (individual partner)	
Specify share in the firm	

**4. Documents**

Attach a copy of the following documents to this form:

- (a) Tax Identification Number issued by Nauru Revenue Office; and
- (b) birth certificate, drivers licence or bio page of passport; and
- (c) certificate of registration of partnership under the Partnership Act 2018; and
- (d) certificate of incorporation of a corporation where applicable.

**5. Declaration**

I/We the applicant(s) of the licence. .... (state name) of .....(address), .....(occupation), do solemnly and sincerely declare that (set out matter declared, using numbered paragraphs if it is lengthy):

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory Declarations Act 1976** conscientiously believing in the statement contained therein to be true in every particular.

Name (Partner 1):

.....Signature:.....

Date:.....

G.N. No. 15 / 2019 (Cont'd)

Name (Partner  
2):.....Signature:.....

Date:.....

Declared at.....this.....day of .....20.....

Before me:

(Signature)

(Title)

**NOTE: Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.**

G.N. No. 15 / 2019 (Cont'd)

**FORM 3**

**BUSINESS LICENCES ACT 2017**

**APPLICATION FORM FOR BUSINESS LICENCE BY CORPORATION AS A  
PARTNER IN A FIRM/TRADING UNDER A BUSINESS NAME REGISTERED  
UNDER THE BUSINESS NAMES REGISTRATION ACT 2018**

*(Section 8(2), Regulation 4(1)(c))*

To the Registrar of Business Licences, Nauru

**1. Details of the business:**

Corporate name contained in the incorporation certificate	
Name of corporation under a Business Name registered under the Business Names Registration Act 2018 (if any)	
Current incorporation certificate required under the Corporations Act 1972	
Date and place of registration of the incorporation	
Registered or principal office of the corporation	
Statement or nature of interest or shares the business	
General nature of the business	
Full address of the registered or principal place of business	

G.N. No. 15 / 2019 (Cont'd)

Full address of any other place of business	
Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office for the business	
If any other business owned by the individual ( <i>specify the business name or names</i> )	
Email address	
Telephone number	
<b>Note: If a foreign corporation in addition to the information to be filled above, fill the following particulars</b>	
Permanent address of the foreign corporation in the country of registration	
Tax Identification Numbers of the foreign country	

**2. Corporation has other businesses**

Business name of other business owned by the corporation	
Address of the other business	
Date of commencement of the other business	
Telephone number	

G.N. No. 15 / 2019 (Cont'd)

**3. Details of the Director, Secretary and Shareholders: (if more than 2 Directors use separate page but in the format of this form)**

**DIRECTOR**

*(Please provide  
passport size  
photo as  
identification of  
Director)*

Full name of the individual	
Surname	
Forename	
Gender	
Usual residential address	
Correspondence address(if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Gender	
Contact address	
Email address	
Telephone number	
Tax Identification Number (Director)	
Date of appointment as a director	

G.N. No. 15 / 2019 (Cont'd)

**SECRETARY**

*(Please provide  
passport size  
photo as  
identification of  
the secretary)*

Full name of the individual	
Surname	
Forename	
Gender	
Usual residential address	
Correspondence address(if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Contact address	
Email address	
Telephone number	
Tax Identification Number (secretary)	
Date of appointment as Secretary	

G.N. No. 15 / 2019 (Cont'd)

**SHAREHOLDERS**

Full name including Surname and Forename	Gender	Usual residential address	Date of birth	Address(Correspondence, residential address, contact, telephone number and email address)	Specify share in the corporation	Date on the shareholders subscription to the shares	Tax identification number	Please provide passport size photo as identification of the shareholder

**4. Documents**

Attach a copy of the following documents to this form:

- (a) current incorporation certificate issued under the Corporations Act 1972;
- (b) certificate of registration of business name or certified copy of the certificate of business names under the Business Names Registration Act 2018;
- (c) certificate of registration of partnership under the Partnership Act 2018 (if corporation is a partner in a firm)
- (d) Tax Identification Number issued by Nauru Revenue Office;
- (e) birth certificate, drivers licence or bio page of passport of the Directors and shareholders; and
- (f) annual returns if trading for more than 12 months.

Foreign Corporation in addition to the required documents attached above also attach the following documents to this form:

- (a) foreign corporation an incorporation certificate of a foreign corporation from the country of registration;
- (b) copy of the tax registration or identification numbers in the foreign country issued by the foreign country; and
- (c) annual return filed in the foreign country of registration of the corporation if trading for more than 12 months.

G.N. No. 15 / 2019 (Cont'd)

**5. Declaration (Declare and sign where applicable)  
(Corporation being a partner in a firm)**

I/We the applicant(s) of the licence, .....(state name) of  
.....(address), .....(occupation), do solemnly and sincerely  
declare that (*set out matter declared, using numbered paragraphs if it is lengthy*):

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory  
Declarations Act 1976** conscientiously believing in the statement contained therein to be true  
in every particular.

Name (Director):

.....Signature:.....

Date:.....

Name

(Secretary):.....Signature:.....

Date:.....

Declared at.....this.....day of .....20.....

Before me:

(Signature)

(Title)

**NOTE: Any person making a false statement is guilty of an offence and is liable to  
imprisonment for 5 years.**

**(Corporation trading under its business name registered under the Business Names  
Registration Act 2018)**

I/We the applicant(s) of the licence .....(state  
name).....(address), .....(occupation), do solemnly and sincerely  
declare that (*set out matter declared, using numbered paragraphs if it is lengthy*):

G.N. No. 15 / 2019 (Cont'd)

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory Declarations Act 1976** conscientiously believing in the statement contained therein to be true in every particular.

Name (Director):

.....Signature:.....

Date:.....

Name

(Director/Secretary):.....Signature:.....

.....

Date:.....

Declared at.....this.....day of .....20.....

Before me:

(Signature)

(Title)

**NOTE: Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.**

G.N. No. 15 / 2019 (Cont'd)

**FORM 4**

**BUSINESS LICENCES ACT 2017**

**APPLICATION FORM FOR BUSINESS LICENCE BY CORPORATION TRADING  
UNDER ITS INCORPORATED NAME**

*(Section 8(1), Regulation 4(1)(d))*

To the Registrar of Business Licences, Nauru

**1. Details of the business:**

Corporate name contained in the incorporation certificate	
Date and place of registration of the incorporation	
Registered or principal office of the corporation	
Statement or nature of interest or shares the business	
Form of corporation whether holding or trading	
General nature of the business	
Full address of the registered or principal place of business	
Full address of any other place of business	
Year in which the Corporation commenced business	
Tax Identification Number issued by Nauru Revenue Office for the business	
Email address	

G.N. No. 15 / 2019 (Cont'd)

Telephone number	
<b>Note: If a foreign corporation in addition to the information to be filled above, fill the following particulars</b>	
Permanent address of the foreign corporation in the country of registration	
Tax Identification or Identification Numbers of the foreign country	

**2. Corporation has other businesses (if more than 1 other business use separate page but in the format of this form)**

Business name of other business owned by the corporation	
Full address of the other business	
Date of commencement of any other business	
Telephone number	

**3. Details of the Director, Secretary and Shareholders: (if more than 2 Directors use separate page but in the format of this form)**

G.N. No. 15 / 2019 (Cont'd)

**DIRECTOR**

*(Please provide  
passport size  
photo as  
identification of  
Director)*

Full name of the individual	
Surname	
Forename	
Gender	
Usual residential address	
Correspondence address (if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Contact address	
Email address	
Telephone number	
Tax Identification Number (Director)	
Date of appointment as a director	

G.N. No. 15 / 2019 (Cont'd)

**SECRETARY**

*(Please provide  
passport size  
photo as  
identification of  
the secretary)*

Full name of the individual	
Surname	
Forename	
Gender	
Usual residential address	
Correspondence address (if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Contact address	
Email address	
Telephone number	
Tax Identification Number (secretary)	
Date of appointment as Secretary	

G.N. No. 15 / 2019 (Cont'd)

**SHAREHOLDERS**

Full name including Surname and Forename	Gender	Usual residential address	Date of birth	Address(Correspondence, residential address, contact, telephone number and email address)	Specify share in the corporation	Date on the shareholders subscription to the shares	tax identification number	Please provide passport size photo as identification of the shareholder

**4. Documents**

Attach a copy of the following documents to this form:

- (a) current incorporation certificate issued under the Corporations Act 1972;
- (b) Tax Identification Number issued by Nauru Revenue Office; and
- (c) birth certificate, drivers licence or bio page of passport of the Directors and shareholders;
- (d) annual returns if trading for more than 12 months; and
- (e) certified true copy or notarised copy of the certificate of registration to be provided where shareholders are legal persons.

Foreign corporation in addition to the required documents attached above also attach the following documents to this form:

- (a) foreign corporation an incorporation certificate of a foreign corporation from the country of registration;
- (b) copy of the tax registration or identification numbers in the foreign country issued by the foreign country; and
- (c) annual return filed in the foreign country of registration of the corporation if trading for more than 12 months.

G.N. No. 15 / 2019 (Cont'd)

**5. Declaration**

I/We the applicant(s) of the licence ..... (*state name*) of .....(*address*), .....(*occupation*), do solemnly and sincerely declare that (*set out matter declared, using numbered paragraphs if it is lengthy*):

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory Declarations Act 1976** conscientiously believing in the statement contained therein to be true in every particular.

Name (Director):

.....Signature:.....

Date:.....

Name

(Director/Secretary):.....Signature:.....

.....

Date:.....

Declared at.....this.....day of .....20.....

Before me:

(Signature)

(Title)

**NOTE: Any person making a false statement is guilty of an offence and liable to imprisonment for 5 years.**

G.N. No. 15 / 2019 (Cont'd)

**FORM 5**

**BUSINESS LICENCE ACT 2017**

**APPLICATION FORM FOR BUSINESS LICENCE FOR A TRUST**

*(Section 8(2), Regulation 4(1)(e))*

To the Registrar of Business Licences, Nauru

**1. Details of the Business:**

Date of registration of the Trust	
Registered or place of business	
Nature of Trust Corporation	
General nature of the business of the trust corporation	
Full address registered or principal place of business	
Any other place of business	
Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office	
Email address	
Telephone number	
<b>Note: If a foreign corporation in addition to the information to be filled above, fill the following particulars</b>	
Permanent address of the foreign trust in the country of registration	
Tax Identification or Identification Numbers of the foreign trust	

G.N. No. 15 / 2019 (Cont'd)

**2. Other businesses of the Trust:**

Business name of other business owned by the Trust	
Address of the other business	
Date of commencement of the other business	
Telephone number	
Tax Identification Number	

**3. Details of settlor**

Provide the following details for each of the settlor who is an individual:

*(Please provide passport size photo as identification of the secretary)*

Full name	
Nationality	
Date of Birth	
Gender	
Residential or business address	
Email address	
Telephone number	
Date appointed	
Tax identification Number	

G.N. No. 15 / 2019 (Cont'd)

**4. Details of trustees who are individuals**

Provide the following details for each of the trustees who are individuals:

Trustee 1

*(Please provide  
passport size  
photo as  
identification of  
the secretary)*

Full name	
Nationality	
Date of Birth	
Gender	
Residential or business address	
Email address	
Telephone number	
Date appointed	
Tax identification Number	

Trustee 2

*(Please provide  
passport size  
photo as  
identification of  
the secretary)*

Full name	
Nationality	
Date of Birth	
Gender	
Residential or business address	
Email address	

G.N. No. 15 / 2019 (Cont'd)

Telephone number	
Date appointed	
Tax Identification Number	

Trustee 3

*(Please provide  
passport size  
photo as  
identification of  
the secretary)*

Full name	
Nationality	
Date of Birth	
Gender	
Residential or business address	
Email address	
Telephone number	
Date appointed	
Tax Identification Number	

**5. Details of corporate trustee**

If a trustee is a corporate entity, provide the following details:

Full legal name	
Jurisdiction of incorporation	
Date of incorporation	
Business address	
Email address	
Telephone number	
Date appointed	
Tax Identification Number	

G.N. No. 15 / 2019 (Cont'd)

**6. Details of beneficiaries**

Provide the following details for each beneficiary who is known or ascertainable:

Beneficiary 1

Full name	
Nationality	
Date of Birth	
Gender	
Residential or business address	
Email address	
Telephone number	

Beneficiary 2

Full name	
Nationality	
Date of Birth	
Gender	
Residential or business address	
Email address	
Telephone number	

Beneficiary 3

Full name	
Nationality	
Date of Birth	
Gender	
Residential or business address	
Email address	
Telephone number	

**7. Documents**

Attach a copy of the following documents to this form:

- (a) trust registration certificate under the Trusts Act 2018;
- (b) Tax Identification Number issued by Nauru Revenue Office; and
- (c) birth certificate, drivers licence or bio page of passport.

G.N. No. 15 / 2019 (Cont'd)

Foreign trust attach in addition to the documents above provide the following documents to this form:

- (a) tax registration or identification numbers in the foreign country;
- (b) Tax Identification Number issued by Nauru Revenue Office; and
- (c) birth certificate, drivers licence or bio page of passport.

**8. Declaration**

I/We the applicant of the licence ..... (*state name*) of .....(*address*), .....(*occupation*), do solemnly and sincerely declare that (*set out matter declared using numbered paragraphs if it is lengthy*):

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory Declarations Act 1976** conscientiously believing in the statement contained therein to be true in every particular.

Name (Trustee):

.....Signature:.....

Date:.....

Name

(Trustee):.....Signature:.....

Date:.....

Declared at.....this.....day of .....20.....

Before me:

(Signature)

(Title)

**NOTE: Any person making a false statement is guilty of an offence and liable to imprisonment for 5 years.**

G.N. No. 15 / 2019 (Cont'd)

**FORM 6**

**BUSINESS LICENCES ACT 2017**

*(Section 5(3) and Regulation 5)*

**REGISTER FOR BUSINESS LICENCE**

Business	Name of Licensee	Nauru Business Licence (NBL)	Tax Identification Number for Business

**FORM 7**

**BUSINESS LICENCES ACT 2017**

*(Section 5(3) and Regulation 7)*

**BUSINESS LICENCE**

*(Name and address of individual/firm/corporation/trust) is / are hereby licensed to operate a (nature of business) at (registered and principal place of business).*

This licence is valid for one year from date of issue and is subject to the following conditions:

- (a) A copy of this licence must be displayed in a prominent place at the business premises of the licensed business;*
- (b) The licence or certified copy of the Licence shall be produced upon demand by an authorised person;*
- (c) The operator must comply with all laws of Nauru;*
- (d) This licence is not transferable;*
- (e) Failure to renew this licence on time may result in a maximum \$10,000 fine and may also incur additional fines and penalties.*

The following authorised officers may inspect business licences and such assistance must be afforded to them.

Powers of authorised officers are attached to this business licence.

(a)

(b)

Registration valid from:

*(Not to exceed 12 months)*

G.N. No. 15 / 2019 (Cont'd)

**FORM 8**

**BUSINESS LICENCES ACT 2017**

*(Section 16,*

*Regulation 8)*

**RENEWAL OF LICENCE**

**1. Details of the business (individual/firm)**

Business name under which the business is or will be carried on	
Nature of business	
State the general nature of the business	
Principal place of business	
Any other place of business	
Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office	

**2. Details of the business (corporation)**

Corporate name contained in the incorporation certificate	
Name of corporation under a Business Name registered under the Business Names Registration Act 2018 (if any)	
Date and place of registration of the incorporation	

G.N. No. 15 / 2019 (Cont'd)

Registered or principal office of the corporation	
Statement or nature of interest or shares the business	
Full address of the registered or principal place of business	
Full address of any other place of business	
Date of commencement of the corporation	
Tax Identification Number issued by Nauru Revenue Office for the business	
If any other business owned by the individual ( <i>specify the business name or names</i> )	
Email address	
Telephone number	

**3. Details of the business (Trust)**

Date of registration of the Trust	
Registered or place of business	
Nature of Trust Corporation	
General nature of the business of the trust corporation	
Full address of the registered or principal place of business	
Any other place of business	

G.N. No. 15 / 2019 (Cont'd)

Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office	
Email address	
Telephone number	

**4. Variation of particulars**

If there has been any variation of particulars please state the change at least 1 month prior to the expiry date of the licence

<b>Former particulars</b>	<b>New particulars</b>

The following authorised officers may inspect business licences and such assistance must be afforded to them.

**5. Inspection of documents**

The authorised officers may inspect business licences and such assistance must be afforded to them.

**It is an offence under section 25A to obstruct an authorised officer.**

**6. Documents**

Attach a copy of the following documents to this form:

- (a) annual return filed under the relevant laws applicable to individual, firm, corporation, trust or foreign business;

G.N. No. 15 / 2019 (Cont'd)

(b) any document that are relevant to the variation of particulars if applicable;

**7. Declaration**

I/We .....(state name) of .....(address),  
.....(occupation), do solemnly and sincerely declare that (set out matter declared  
using numbered paragraphs if it is lengthy):

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory  
Declarations Act 1976** conscientiously believing in the statement contained therein to be true  
in every particular.

Signed by (where applicable):

Individual owner.....

Partner 1:..... Partner

2: .....

Director: .....

Director/Secretary:.....

Trustee 1:..... Trustee

2:.....

Name of person filing this form: .....

Declared at.....this.....day of .....20.....

Before me:

(Signature)

(Title)

**NOTE: Any person making a false statement is guilty of an offence and liable to  
imprisonment for 5 years.**

G.N. No. 15 / 2019 (Cont'd)

**FORM 9**

**BUSINESS LICENCES ACT 2017**

*(Section 20, Regulation 9)*

**APPLICATION FOR TRANSFER OF LICENCE**

Business Licence to be transferred	
Business Reference Number (Business Licence Number )	

**1. Transferor**

Full name of the individual	
Surname	
Forename	
Gender	
Usual residential address	
Correspondence address(if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Residential address:	
Contact address	
Email address	
Telephone number	
Tax Identification Number (individual owner)	

G.N. No. 15 / 2019 (Cont'd)

Business name under which the business is or will be carried on	
Nature of business	
State the general nature of the business	
Principal place of business	
Any other place of business	
Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office	
If any other business owned by the individual ( <i>specify the business name or names</i> )	
<b>Note: To be filled by a foreign individual who is the owner of the business</b>	
Permanent address of the foreigner in the country of registration ( <i>applicable only to foreigners</i> )	
Tax Identification Numbers in the foreign country ( <i>applicable only to foreigners</i> )	

G.N. No. 15 / 2019 (Cont'd)

**2. Transferee**

Full name of the individual	
Surname	
Forename	
Gender	
Usual residential address	
Correspondence address (if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Residential address:	
Contact address	
Email address	
Telephone number	
Tax Identification Number (individual owner)	
Business name under which the business is or will be carried on	
Nature of business	
State the general nature of the business	
Principal place of business	
Any other place of business	

G.N. No. 15 / 2019 (Cont'd)

Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office	
If any other business owned by the individual ( <i>specify the business name or names</i> )	
<b>Note: To be filled by a foreign individual who is the owner of the business</b>	
Permanent address of the foreigner in the country of registration ( <i>applicable only to foreigners</i> )	
Tax Identification Numbers in the foreign country ( <i>applicable only to foreigners</i> )	

**3. Declaration**

I/We the applicant(s) of the licence..... (*state name*) of .....(*address*), .....(*occupation*), do solemnly and sincerely declare that (*set out matter declared using numbered paragraphs if it is lengthy*):

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory Declarations Act 1976** conscientiously believing in the statement contained therein to be true in every particular.

Signed by the person filing this form.....

Name of person filing this form:\* .....

Date:.....

**NOTE: Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.**

**FORM 10**

**BUSINESS LICENCES ACT 2017**

*(Section 21, Regulation 10)*

**APPLICATION FOR VARIATION OF PARTICULARS**

To: The Registrar of Business Licences, Nauru

I/We \_\_\_\_\_ and ( \_\_\_\_\_ ) apply for the following change in the particulars of my/our business carried on under the business licence.

Business Name	
Business Reference Number (Business Licence Number )	

Former particulars	State reasons for change

New particulars	

**Declaration**

I/We the applicant of the business licence ..... *(state name)* of .....*(address)*, .....*(occupation)*, do solemnly and sincerely declare that *(set out matter declared using numbered paragraphs if it is lengthy)*:

G.N. No. 15 / 2019 (Cont'd)

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory Declarations Act 1976** conscientiously believing in the statement contained therein to be true in every particular.

Signed by the person filing this form.....

Name of person filing this form: \*.....

Date:.....

**NOTE: Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.**

\*If the person filing this form is not owner of the business, provide the following details for that person:

Full name	
Nationality	
Date of birth	
Gender	
Residential or business address	
Email address	
Telephone number	

G.N. No. 15 / 2019 (Cont'd)

**FORM 11**

**BUSINESS LICENCES ACT 2017**

*(Section 22A, Regulation 11)*

**NOTICE OF CESSATION OF BUSINESS**

**TO** the Registrar of Business Licences,  
Nauru

I/We (and ) , hereby give notice that  
I/We/ the late (state name of person who carried on the business) will:

(a) temporarily not carry on business .....(*specify the period of  
cessation*) and will commence business again ..... (*specify time to  
resume*); or

(b) permanently no longer carry on business ..... (*state the date*). -

under the registered business ..... (*state the business licence number*).

I/We give this notice as individual owner, partner of a firm, Director/Secretary of a  
Corporation/ Trustee of a Trust (*state the names of persons who carried on the business*).

Name:

Date:

Signed:

*(Individual owner/Partner of a Firm/Director or Secretary of a Corporation/Trustee of a  
Trust)*

G.N. No. 15 / 2019 (Cont'd)

**FORM 12**

**BUSINESS LICENCES ACT 2017**

*(Section 22C, Regulation 13)*

**APPLICATION FOR RESTORATION OF LICENCE**

To the Registrar of Business Licences, Nauru

I/We..... (and ), hereby request for the restoration of licence and state that the following are the particulars of the business which I/We are carrying on or intend to continue to carry on in Nauru under a licence:

Full name of the individual	
Surname	
Forename	
Usual residential address	
Correspondence address(if different from address of the business)	
Nationality ( if the nationality is not the nationality of origin, specify the nationality of origin)	
Date of Birth	
Gender	
Residential address:	
Contact address	
Email address	
Telephone number	
Tax Identification Number (individual owner)	
Business name under which the business is or will be carried on	
Nature of business	

G.N. No. 15 / 2019 (Cont'd)

State the general nature of the business	
Principal place of business	
Any other place of business	
Date of commencement of the business	
Tax Identification Number issued by Nauru Revenue Office	
If any other business owned by the individual ( <i>specify the business name or names</i> )	
<b>Note: To be filled by a foreign individual who is the owner of the business</b>	
Permanent address of the foreigner in the country of registration ( <i>applicable only to foreigners</i> )	
Tax Identification Numbers in the foreign country ( <i>applicable only to foreigners</i> )	

State the reasons why the licence should be restored:

.....

.....

.....

.....

.....

**Declaration**

I/We the applicant of the licence (*state name*) of .....(*address*), .....(*occupation*), do solemnly and sincerely declare that (*set out matter declared using numbered paragraphs if it is lengthy*):

G.N. No. 15 / 2019 (Cont'd)

And I/We make this solemn declaration by virtue of the **Oaths, Affirmations and Statutory Declarations Act 1976** conscientiously believing in the statement contained therein to be true in every particular.

Signed by the person filing this form.....

Name of person filing this form: \*.....

Date:.....

**NOTE: Any person making a false statement is guilty of an offence and liable to imprisonment for 5 years.**

\*If the person filing this form is not the owner of the business, provide the following details for that person:

Full name	
Nationality	
Residential or business address	
Email address	
Telephone number	

G.N. No. 15 / 2019 (Cont'd)

**SCHEDULE 2**

**FEEES**

	<b>Nature of application</b>	<b>Section of Act</b>	<b>Fee</b>
1	Fee for inspection of the Register	<i>Section 5(2)(a)</i>	\$25
2	Fee for a certified copy of entries in the Register and Certificate	<i>Section 5(2)(b)</i>	\$25
3	Application for new business licence	<i>Section 8(2)</i>	\$300
4	Application for occasional business licence	<i>Section 14(3)(c)</i>	\$85
5	Application for renewal of a business licence	<i>Section 16(1)(c)</i>	\$300
6	Late application fee for renewal of licence made in less than 30 days of the expiry of a licence	<i>Section 16(2)(b)</i>	\$100
7	Late application fee for renewal of licence after the expiry of a licence	<i>Section 16(2)(c)(i)</i>	\$200
8	Application fee for transfer of licence	<i>Section 20(2)</i>	\$250
9	Application fee for variation of particulars of licence	<i>Section 21(1)</i>	\$200
10	Duplicate copy of licence which is lost or destroyed	<i>Section 22B</i>	\$100
11	Application for restoration of cancelled licence	<i>Section 22C</i>	\$250