



# Transfer of licence to another person application

## Supporting information check list

Your application should be accompanied by the following supporting information/documentation:

### Transferor details:

The transferor is the current licence-holder, who is transferring the licence to the transferee.

Is the transferor a person or a company?

#### Person

- ID card or passport

#### Company

- ID card or passport for a director of the company

Where the transferor is a partnership the ID card or passport of all the partners must be submitted.

### Transferee details:

The transferee shall be the new licence-holder.

Is the transferee a person or a company?

#### Person

- ID card or passport

- Business name is registered and up to date with Companies House<sup>1</sup>

#### Company

- ID card or passport for all the directors of the company

- Company is incorporated at Companies House

- Business name is registered and up to date with Companies House<sup>1</sup>

<sup>1</sup> Where the transferee is using a name other than their own to trade (e.g, John Smith trading as JS Plumbing).

Where the transferee is a partnership the ID card or passport of all the partners must be submitted.

### Application Form

- All the relevant sections of application form BL2 are fully completed.
- The application form is dated and signed.

### Consents to transfer (these can be on the same document)

- A confirmation in writing signed by the transferor(s) of their consent to transfer the licence.
- A confirmation in writing signed by the transferee(s) of their consent to be transferred the licence.

### Premises

If the licence is for carrying on the business at a premises.

- A title deed, rental agreement or lease for the business premises that allows the transferee to occupy the premises for a minimum of 12 months.

### Further information

- Check with HM GoG's Central Arrears Unit for monies owed to Government by the Transferor or Transferee.



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The OFT may request further information or documentation to process the application, including information about the transferee's suitable training and/or qualification to carry on the relevant business.

**Please note that this application is only appropriate for use where a licence is being transferred from the existing licence-holder to another person (transfer of the licence). For the recording of any changes to the licence-holder's name or the licence-holder's registered business name [please contact the OFT](#).**

For any queries please contact the OFT: [business.licensing@gibraltar.gov.gi](mailto:business.licensing@gibraltar.gov.gi)