

## Business Licence extension check list

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

### Applicant details:

Is the applicant 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 applicant is using a name other than their own to trade (e.g, John Smith trading as JS Plumbing).

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

### Notices

- Copy of the Gazette Notice
- Copy of the Newspaper Notice

### Application Form

- Form 2b is fully completed and signed

### Further information

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

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