



Government of Barbados

FOR OFFICIAL USE ONLY

IBD Ref.

Date Received

**FORM 2**

*(Regulation 3)*

**RENEWAL OF A LICENCE AS AN INTERNATIONAL BUSINESS COMPANY  
OR REINSTATEMENT OF A LICENSEE UNDER THE  
INTERNATIONAL BUSINESS COMPANIES ACT,  
CAP. 77 OF THE LAWS OF BARBADOS**

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*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 DOCUMENTS<sup>1</sup>**

- 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 Company:

2. Registration/Incorporation number:

3. Licence number:

4. Year of last renewal:

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

 YES NO

6. Was the company amalgamated within the last year?

 YES NO

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

 YES NO

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

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

I,

.....  
..... of .....

do hereby declare as follows:

- a. that I am authorised to make this application under the *International Business Companies Act, Cap. 77* 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;
- b. that I am instructed and verily believe that the company will not carry on any kind of international business other than that disclosed in the application or for which it is licensed under the *International Business Companies Act, Cap. 77*;
- c. that the company is not a company described in section 7(2) of the Act, it continues to satisfy the requirements of section 8 of the Act and intends to continue to comply with the requirements of the Act;
- d. that the applicant has notified the Ministry of any material change in the information supplied in the application or of any other matter which occurred during the period in which the application for authorisation is being considered and that it will continue to comply with its obligations with regard to notification of changes;
- e. that I have conducted the appropriate due diligence requirements with respect to the company, shareholders, officers and managers named in this application and that to the best of my knowledge all such persons are fit and proper persons to carry on business from Barbados;
- f. that I have conducted the appropriate due diligence with respect to the company, directors, shareholders, officers and managers named in this application and that to the best of my knowledge all such persons have not participated in any money

laundering activity, neither have the company, shareholders, officers and managers made any funds, financial assets or economic resources or financial or other related services available, directly or indirectly, for the benefit of persons who have committed or attempted to commit or facilitated or participated in the commission of terrorist acts within the meaning of the *Anti-Terrorism Act, 2002*.

The applicant authorises the Ministry to take such enquiries, as it may consider necessary in connection with this application.

Declared this                                      day of                                      20     .

**Name of Declarant**