



FORM 7

TRADE ACT

(reg.41 (1))

**APPLICATION FOR TRANSFER OF TRADE LICENCE OR REGISTRATION
CERTIFICATE**

PART A: (transfer between businesses)

1. Particulars of Transferor

- a. Name of Business:
- b. Citizen –owned ☐ Non-citizen owned ☐ Joint venture ☐
- c. Nationality of the owner (s)
- d. Physical address:
- e. Postal address:
- f. Tel/cell:
- g. Email address:
- h. Type of license/Business Registration Certificate:
- i. License/Business Registration Certificate No:
- j. Presented by: (Full names).....
- k. Applicant's signature:

2. Particulars of Transferee

- a. Name of Business:
- b. Citizen – ☐ owned Non-citizen ☐ owned Joint ☐ venture
- c. Nationality of the owner (s)
- d. Physical address:
- e. Postal address:
- f. Tel/cell:
- g. Email address:
- h. Type of license/Business Registration Certificate:
- i. License/Business Registration Certificate No:

- j. Presented by: (Full names).....
- k. Applicant's signature:
- l. Date of application:

Part B (transfer from one premises to another)

1. Particulars of Applicant:

- a. Name of Business:
- b. Physical address:
- c. Postal address:
- d. Tel/cell:
- e. Email address:
- f. Type of license/Business Registration Certificate:
- g. License/Business Registration Certificate No:
- h. Presented by: (Full names).....
- i. Applicant's signature:
- j. Date of application:

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Date application received: Authorizing Officer:

Signature:

Station:

Stamp:

Transferor should submit the following documents:

- 1. Notice of intention to transfer Trade license/Business Registration Certificate.
- 2. Certified copy of Omang/Passports for directors and shareholders.
- 3. Satisfactory Health Inspection report.
- 4. Zoning report
- 5. Lease agreement
- 6. P200.00 application fee
- 7. Transfer fee of P500.00 upon approval