

# Transfer of licence to another person check list

Your form 2d application should be accompanied by the following supporting information:

## 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

- Form 2d is fully completed and signed by the transferor (the persons who is transferring the licence to the transferee).

## Premises

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

- A copy of the title deeds/rental agreement/lease<sup>2</sup> of the premises in the Transferee's name.

<sup>2</sup> Must allow the applicant to occupy the premises for a minimum of 12 months

**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 consult with the OFT's public counter and used form 2e (change of name).**

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