



# Department of Employment

HM Government of Gibraltar

## BUSINESS TRADES AND PROFESSIONS (REGISTRATION) ACT, 1989 REGISTER OF BUSINESS TRADES AND PROFESSION REGULATIONS 1991

### Application for Registration of Business, Trade or Profession

Please complete each section. If any section is not applicable please enter 'NOT APPLICABLE' in that space. Applications must be completed in full and forms containing uncompleted sections will **not** be accepted.

1. Name of Business Trade or Profession \_\_\_\_\_
2. Is the Registering organisation a:  
*(tick as applicable)*  
Company  Partnership   
Sole Trader  Any other\*  \_\_\_\_\_  
*(Please specify)*
3. Company Registration No.: \_\_\_\_\_ *(issued by Companies House)*
4. Business Name Registration No.: \_\_\_\_\_ *(if applicable issued by Companies House)*
5. Name of Partners and/or Directors: \_\_\_\_\_  
\_\_\_\_\_
6. Principle place of business, or, in the case of a company, address of Registered Office \_\_\_\_\_  
\_\_\_\_\_
7. Mailing address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Nature of business \_\_\_\_\_
9. Number of persons employed by Business, Trade or Profession \_\_\_\_\_
10. Every address in Gibraltar at or from which business is conducted (\* List on a separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email: \_\_\_\_\_

Please continue overleaf

I/We declare that to the best of my/our knowledge and belief the particulars given on this form are correct and complete.

If it is a requirement for me/us to have a business licence and I/we have not obtained one, I/we understand that details of my/our application may be sent to the Office of Fair Trading or the relevant licencing body for their action.

I/We acknowledge and understand that it is the responsibility of all Businesses, Trades or Professions to ensure that they have obtained all appropriate licences before commencing operation.

_____	_____
Name	Signature
_____	_____
Position in the Business, Trade or Profession	Date

**Data Protection Act**

Under the Data Protection Act 2004, the Department of Employment reserves the right to collect, store and process personal data for the purpose of providing you with the service(s) that you have requested. This data will remain on file/computer records for as long as administratively necessary and will be destroyed. Personal information about you or your application is private and confidential and will not be disclosed connected with the provision of this service unless you consent, or the law permits or requires it. If you want to see your records please write to the Data Protection Officer, Department of Employment, Unit 75 Harbours Walk, Rosia Road, Gibraltar providing us with your full name and current and previous address.

**The following documentation is required to be submitted in conjunction with the completed form:-**

Company

- i) Certificate of Incorporation of the Company/Business (*issued by Companies House*);
- ii) Business Name Registration Certificate (*issued by Companies House*);
- iii) Particulars of Directors (*as issued by Companies House or Certified True Copy\* issued by lawyers*);
- iv) Proof of address (*e.g. rental agreement, recent utility bill, etc.*);
- v) Any appropriate license(s) (*Original or Certified True Copy\**);
- vi) If the Director is a working Director;
  - a. A Terms of Engagement must be completed;
  - b. An ID Card or Passport must be provided (*Original or Certified True Copy\**);
- vii) If Director is a Non-EU Citizen a Work Permit Application must be completed;
- viii) £69.00 Registration Fee.

\* *Certified True Copies must include the company stamp, signature, name and position of the person certifying within the organisation.*

**All Businesses and Self-Employed Persons are required to register with the Income Tax Office and Department of Social Security before registering with the Department of Employment**

Business/Partnership

- i) Self-Employed Persons' Personal Details Form;
- ii) Business Name Registration Certificate (*issued by Companies House*);
- iii) Any appropriate license(s) (*Original or Certified True Copy\**);
- iv) Gibraltar Trading Address (*recent proof of address required*);
- v) £69.00 Registration Fee.

\* *Certified True Copies must include the company stamp, signature, name and position of the person certifying within the organisation.*

Self – Employed Person

- i) Self-Employed Persons' Personal Details Form;
- ii) Any appropriate license(s) (*Original or Certified True Copy\**);
- iii) Gibraltar Trading Address (*recent proof of address required*);
- iv) £69.00 Registration Fee.

\* *Certified True Copies must include the company stamp, signature, name and position of the person certifying within the organisation.*

**FOR OFFICE USE ONLY**

Registration No.: \_\_\_\_\_ Fee paid £ \_\_\_\_\_

Date of Registration: \_\_\_\_\_ Application checked by: \_\_\_\_\_

Business Licence Application: 

Yes	No	N/A
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(Circle as applicable)