

Commercial Licence Application Form



This application form must be duly completed in all fields by all applicants (both new and renewals). The information given by the applicant shall be treated in strict confidence. The Authority can accept or reject any application giving reasons for that decision.

PART I: PARTICULARS OF THE APPLICANT

1. Name of the applicant: _____

2. Contact details:

Physical address i.e. Street _____ Building/ House No. _____ Floor No. _____ Area _____

Postal address: _____ Code: _____ Town: _____

Office Tel. Number: _____ Mobile number: _____

Official Email address: _____

3. Company Registration / Business number _____

4. Name and Nationality of the Directors (for companies only)

(i) _____

(ii) _____

(iii) _____

(iv) _____

PART II: LICENCE APPLICATION

1. Commercial licence applied for: _____

2. How long have been operating in the port? _____

3. Number of staff _____ (Attach list of names and ID numbers)

4. Do you conduct any other business activity in the port?

If yes, state the type of the business.



PART III: REQUIREMENTS FOR LICENSING

Copies of the following documents shall be attached to this application:

1. Certificates of Registration / incorporation
2. Valid insurance Cover:
 - a. WIBA - Proof of cover – policy document or renewal endorsement or cover note from insurance companies
 - b. Motor insurance (Proof of cover – Certificate of insurance)
 - c. Personal Accident cover for individual applicants only (Proof of cover – Policy document or renewal endorsement or cover note from insurance companies)
3. Valid Tax Compliance Certificate for the applicant
4. Valid Police Clearance Certificate for the Director(s)
5. Single Business Permit or proof of payment for the permit
6. Valid lease / tenancy agreement for applicants whose businesses are utilizing the Authority's building / land
7. At least one reference letter from a shipping line (for businesses whose operations have direct interaction with vessels)
8. Non - shipping businesses must also attach recommendation letter from their service consumers.
9. Public Health Licence and medical examination certificate(s) for the premises and staff respectively (for businesses dealing with food and drinks)
10. National Environment Management Authority (NEMA) licence for transportation and waste disposal sites (for businesses dealing with waste management, sludge, waste oil disposal)
11. Energy and Petroleum Regulatory Authority (EPRA) Licence (for bunkering, petroleum products and allied service providers)
12. Private Security Regulatory Authority licence (for security services providers)

PART IV: SECURITY VETTING

Individual applicants or Directors (for companies) or registered officials shall present themselves to the office of the Port Facility Security Officer for vetting upon notification from Commercial & Insurance Services Division.



PART V: DECLARATION

(To be filled by the individual applicant or director or authorized officials).

I _____ ID / Passport No. _____ for
and on behalf of _____ hereby declare that the above information
is true and correct to the best of my knowledge.

Designation _____ Signature _____ Date _____

Official stamp _____

Important notes:

1. Applicants wishing to acquire more than one licence shall be required to fill in separate application forms for each business category.
2. A licence shall be limited to only one business activity. The Authority shall cancel the licence of any holder found in breach of this condition.
3. Applications lacking all the required information and supporting documents will not be considered.
4. A Commercial licence shall be valid for one financial year (from 1st July to 30th June)
5. Before commencement of business operations within the Port premises, employees of the licensee shall be required to undergo Safety induction conducted by the Authority's Safety, Health and Environment Division (SHE)
6. Licence holders shall be required to obtain Port pass to enable them access the Port. Port Pass Applications form is accessible on the Authority's website.
7. Port pass issued to licence holders shall be deactivated at the expiry of the licence on 30th June of each financial year.
8. If it is confirmed that a licensee provided false information during the licence application process, any license granted on that basis shall be revoked
9. Licence holders are bound by all applicable laws, the Authority's rules, regulations and procedures in force and and any directives that may be issued from time to time.