**CHECKLIST FOR THE APPLICATION OF FISH PROCESSING ESTABLISHMENT LICENCE**.

(Tick the appropriate application and check document to provide against its list. Make sure all documents are provided before you hand in. Non-provision of information may mean the slowing down of your application to go through the process)

* **NEW**

*Make sure you have the following:*

* Complete fill-in **Application for Fish Processing Establishment Licence**/Form 1
* Copy of the Certificate of Registration of Titles/Companies.
* Foreign Investment Board Registration Certificate (*only applicable if company is partly or fully foreign owned)*
* Business Plan *(format provided)*
* Proof of Finance *(as declared in the application form).*Bank Account Name and Account Number (All export transactions will occur in only in this account).

**Below will be pending upon approval:**

* IRD Tax Identification Number(TIN)
* Copy of Town Council Licence *(upon request if establishment is in Honiara)*
* Copy of Provincial Business Licence *(upon request if establishment is in any of the provinces)*
* **RENEWAL**

*Make sure you have the following:*

* Complete fill-in **Application for Renewal of Fish Processing Establishment Licence.**
* Copy of the Certificate of Registration of Titles/Companies.
* Foreign Investment Board Registration Certificate (*only applicable if company is partly or fully foreign owned)*
* IRD Tax Clearance
* Brief report on company’s current status.
* Copy of Town Council Licence *(if establishment is in Honiara)*
* Copy of Provincial Business Licence *(if establishment is in any of the provinces)*
* **FOR CORAL:** survey report on the harvest ground *(to be provided by the survey team in MFMR)*