



**NATIONAL CAPITAL DISTRICT COMMISSION
LICENSING DIVISION**

APPLICATION FOR TRADE LICENSES

APPLICATION CHECKLIST

NOTE: Applicant to assess and complete checklist
prior to lodgment of the application

APPLICATION WILL NOT BE ACCEPTED UNTIL CHECKLIST IS COMPLETED

Completed by Applicant	Completed by Commission	DOCUMENTATION		NOTES Office Use Only	
		Name of Document	Issuing Authority		
		01	Completed Application Form properly signed and dated	NCDC Reg. Services	
		02	Physical Planning Approval	NCDC Reg. Services	
		03	Building Authority Approval	NCDC Reg. Services	
		04	Certificate of Incorporation	IPA	
		05	Certificate permitting Foreigners to conduct Business in PNG	IPA	
		06	Land Title/Lease	Dept of Lands /Land Lord	
		07	Certificate of Annual Returns	IRC	
		08	VAT Registration No.	IRC	
		09	Factory, Warehouse, Inflammable Liquids Licence	Dept of Labour	
		10	Pharmacy Licence	Dept of Health	
		11	Statutory Declaration	Courts or JP's	

Processed by: _____ (Name) Date: ____/____/____
Customer Services Officer

Checked by: _____ Date: ____/____/____
Co-ordinator Admin. Services