



**All Businesses that operate on the Island of Nevis must be duly licensed by the Ministry of Finance and must pay all relevant License fees and Taxes to the Nevis Inland Revenue Department.**

**Requirements for Obtaining a Business License are as follows.**

- All Applications for Business License must be made at the Ministry of Finance, the standard application form that is obtained is to be fully completed and returned to the Ministry along with a valid international picture ID (e.g. Passport or New Type of Drivers License to verify your identity).
- Applicants must be a **NATIVE** of the federation of St. Kitts & Nevis or must hold a valid citizenship certificate, Residency or a valid self employed work permit. (kindly present your documents with form)
- Persons who intend to practice professionally must present to the Ministry of Finance the relevant documents verifying their qualifications and achievements for that particular Business Type. Additionally, recommendations from professional organizations such as the Bar Association are also required in the case of a Lawyer or Law Firms.
- Please note that if the business to be undertaken is to be incorporated or if it is a company, a certificate of Incorporation is to accompany the completed business license application form.
- Businesses that intend to deal with food of any kind/goods to be consumed by the general public require a valid food handler's permit, this should also be submitted. In this case a Health Information Form will be presented and is to be completed and returned to Finance with application. This form would be forwarded to the Ministry of Health who is responsible for inspecting and approving the premises through the Department of Sanitation & Environmental Health once the necessary requirements are met.
- Please note that businesses dealing with food require additional time for processing. This is due to the fact that a valid Health Certificate/Report is needed from the Ministry of Health before approval is given. If a structure is to be/has been erected for the Business; then approval must be obtained from the Department of Physical Planning, Ministry of Communications this also applies to Petrol/Gas Stations/Mechanic Garages/laundry mart , business dealing with water/ fuel disposal.
- Proof of a liquor license is to be provided by those businesses that intend to sell alcoholic beverages or beer.
- It is Mandatory that the Renewal of Business Licenses be done at the Inland Revenue Department during the month of January each year. Payments made after January 31<sup>st</sup> would attract interest at a rate of (1%) per month, plus (5%) penalty charged on all outstanding balances.