



IR24S

SOLE TRADER BUSINESS APPLICATION FORM
(Business Licence Act 1998)

Taxpayer Identification Number [TIN]

DETAILS OF APPLICANT

Surname	<input type="text"/>				
First Name	<input type="text"/>				
Any Other Name Known By (e.g.Matai)	<input type="text"/>				
PO Box Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Birth	<input type="text"/>		
Trading Name	<input type="text"/>				
Telephone Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Fax Number	<input type="text"/>		
eMail Address	<input type="text"/>				

Business Activity (s)	Location	Do you prefer Letters in:
<input type="text"/>	<input type="text"/>	English <input type="radio"/>
<input type="text"/>	<input type="text"/>	Samoaan <input type="radio"/>
<input type="text"/>	<input type="text"/>	

a.) Is the applicant a citizen of Samoa? Yes No
(If you're not a citizen of Samoa, you are required to obtain a Foreign Investment Certificate (FIC) from the Ministry of Commerce Industry and Labour)

b.) FIC registration number

c.) Business financial year end? / / *(if other than 31 December, please ensure to apply for Commissioner's approval before first tax return is filed)*

d.) Amount of starting capital? \$
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e.) Source of funding? *(Provide evidence of amount stated in part d.)*

f.) Bank A/c Number
SCB ANZ BSP NBS

Declaration

Name of authorized person	<input type="text"/>
Designation/Title	<input type="text"/>

I solemnly declare that the information provided in this application are true; and I understand that any misleading or false information will result in ramifications under the Business Licence Act 1998.

Signature Date / /

Other information required:

- If you need to register for **VAGST** please complete a **VAGST Registration Form [IR31]**
- If you need to register for **Salary & Wages**, please complete a **Salary & Wage (PAYE) Registration Form [IR11]**

Have you attached:

All applications are to be made to the Commissioner of Inland Revenue. Please tick the following checklist of additional documents to be provided with this application form:

- Site map of business location;
- Legal form of identification with photo of applicant, shareholders or directors where applicable (e.g. passport/birth certificate/driver's licence);
- Evidence of capital or funding of business (bank statement, etc);
- Foreign Investment Certificate (if applicable);
- \$282.00 per activity for sole trader
- Health Compliance Certificate (for business that involves fast-food and related activities);
- Samoa Tourism Authority Confirmation (for tourist accommodations and related activities);
- Qualifications/Credentials (for specialized professions);
- MoF License to operate Petrol station (if applicable);

OFFICE USE ONLY	Submitted by CSO [Signature]		Date Submitted to ACEO	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Checked by ACEO [Signature]		Date Checked by ACEO	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Approved by CEO [Signature]		Date Approved by CEO	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Date BL Certificate Issued	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please send this form to:

Inland Revenue Services, PO Box 1877, Apia. Fax to +685 20414

If you need assistance completing this form, phone us in Apia on +685 20411 or Salelologa +685 51574