



DEPARTMENT OF ECONOMIC LICENSES

CHECKLIST Business address change

Name of business: _____

- ☐ An application letter addressed to the Minister of Tourism, Economic Affairs, Traffic & Telecommunication, written in English, requesting to change the name of your business.
- ☐ A copy of the most recent business license extension.
- ☐ Proof of the business address change in the form of a copy of 2 of the following:
 - ☐ a recent utilities bill
 - ☐ a lease agreement
 - ☐ a VROMI address confirmation
- ☐ A filled in Client Information form.

The afore-mentioned documents must be submitted to the Department of Economic Licenses, for review. Once the application has met all requirements, the client will receive a payment letter from the Department of Economic Licenses to pay the processing fee of NAF. 150.00 at the Receiver's Office. The processing fee receipt must be submitted to the Department of Economic Licenses as proof of payment.

REVIEWED & CHECKED BY DEPT. OF ECONOMIC LICENSES: _____

DATE: _____



DEPARTMENT OF ECONOMIC LICENSES

Client Information Form

1. Company Name: _____
2. Company Address: _____
3. Commercial Name: _____
4. Type of Business: _____
5. Crib Number: _____
6. Telephone/Cell Number: _____
7. E-Mail address: _____
8. Contact Person: _____

*Department of Economic Licenses
Ministry of Tourism, Economic Affairs, Traffic & Telecommunications
Soualuiga Road #1, Pond Island, Great Bay, Sint Maarten
Tel.: 1 (721) 542 0640, ext. 2164, Email: economiclicenses@sintmaartengov.org*

To make an appointment to submit your documents: <https://appointments.sintmaartengov.org/services>