



DEPARTMENT OF ECONOMIC LICENSES

CHECKLIST Business & Director License

Directors of foreign nationality with foreign residence address

Name of business: _____

- An application letter addressed to the Minister of Tourism, Economic Affairs, Traffic & Telecommunication, written in English, requesting a business and director(s) license, including the business address as well as the name, date of birth, place of birth and residential address of the director(s).
- A copy of the Deed of incorporation.
- A copy of the business' Crib number declaration from the Inspectorate of Taxes.
- A copy of the Chamber of Commerce excerpt.
- A filled in Client information form.
- One (1) of the following documents as proof of the business address:
 - ☐ VROMI address confirmation
 - ☐ utility bill (in name of company)
- Two (2) of the following documents as proof of the business / branch address:
 - ☐ lease agreement ☐ utility bill
 - ☐ tax assessment
- A valid colored copy of the director(s) passport.
- A valid colored copy of the police record of the director(s) of foreign nationality (no older than 6 months)
- A copy of the diplomas/certificates of director(s) (only needed in cases of specific expertise).

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 Nafls. 150.00 per request at the Receiver's Office.

REVIEWED & CHECKED BY DEPT. OF ECONOMIC LICENSES: _____

DATE: _____



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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
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To make an appointment to drop off documents: <https://appointments.sintmaartengov.org/services>*