

What is a Business & Occupation Licence?

A Business & Occupation Licence, also referred to as a B&O, is a Government-issued certificate that businesses must obtain in order to conduct business legally within Saint Christopher & Nevis.

Who needs a Business and Occupation Licence?

The Licences on Business Act 2009, states that, subject to certain exceptions, persons carrying on business, commercial, or professional activities in the Federation of Saint Christopher & Nevis without a valid Business & Occupation Licence will be operating his/her business illegally and will be committing an offence punishable, on summary conviction, by a fine not exceeding \$150 XCD, or imprisonment not exceeding three months, or both.

Who is exempt?

The provisions of the Act do not apply to: -

- Agencies of the Government.
- Any corporation able to prove that it has been formed for any purpose connected with social or public welfare, the public services, religion, charity, education, art, or science and that it applies its income and profits solely for promoting these purposes.
- Transactions involving a charitable or benevolent purpose;
 - Persons occupying a stall or stand in any public market established by Government or by a local Government Council, and paying market fees.
 - Persons selling any fresh fish, milk, fruit, vegetables, ground provisions, vegetable roots or other vegetables.
 - Insurance Companies and Insurance Agents registered under the Insurance Act.

- Financial Institutions are registered under the Banking Act.
- Travelling Agents and Pedlars as defined in the Travelling Agents and Pedlars Licences Act.

If you are in doubt whether or not you or your organisation qualifies for an exemption you should contact the Inland Revenue Department (IRD). (See contact details on the back panel).

How do I get a Business & Occupation Licence?

You should first make an application for a Business & Occupation Licence to the Business Registry at the Ministry of Finance, located at Golden Rock.

You will be required to present:

- A valid passport or birth certificate and
- Any other Government-issued ID.

Rejected applicants can appeal the decision.

How much does it cost?

There are different rates for different types of businesses. The Ministry of Finance has provided a table of classifications for all professions, trades and business activities, as follows: -

\$ 2,000	\$ 1,500	\$ 1,000	\$ 500	\$ 200	\$ 100	\$ 20
A	B	C	D	E	F	G

(You will be informed about the fee you will be required to pay - i.e. a minimum of \$20 or a maximum of \$2,000 - according to the nature of your business).

What happens after the approval of the Business & Occupation Licence?

If your application is approved, a representative from the IRD will contact you to schedule a Customer Advisory Visit with the Department to complete the registration process.

- Upon arrival at the IRD, you must present two (2) valid photo identifications (IDs). For partnerships, IDs must be presented for each partner, and in the case of a company, two IDs must be presented for each owner/director of the company.

- A registration form must be completed and signed by an authorised signatory of the business and a payment must be made to the Inland Revenue Department.
- You will then receive your Business & Occupation Licence Certificate, which will enable you to commence business legally.
- You will also be advised of the taxes that you are liable to pay, how they are calculated, and the due date of these taxes.

How do I pay?

The IRD accepts the following methods of payments:

- Cash
- Cheques (Payable to the Accountant General)
- Debit & Credit Cards (Master & Visa Card)
- Wire Transfers
- Our Payments Division is open from 8am to 3pm

How long is the licence valid?

A Business & Occupation Licence is valid until the 31st of December of each year. All business owners in the Federation of St. Kitts & Nevis must renew their Business & Occupations Licence on or before the 31st of January of the following year.

If the 31st January falls on a weekend or a holiday, payment will be due on the next business or working day, without interest or penalty.

Can I transfer my Business and Occupation Licence to my family members or a partner?

No. A licence is not transferable to any other entity or person. Each business owner must apply for their own licence.

Can I register or renew my Business and Occupation Licence electronically?

No. This service is not yet offered online. We do encourage you to take advantage of our other online services and visit our website regularly for Department updates. We will notify all customers when this services become available.

What are benefits of having a Business & Occupation Licence?

- You will be able to conduct business in St. Christopher and Nevis legally.
- You will be in a better position to obtain financial assistance from lending institutions, since most institutions conduct business verification checks with the IRD.
- When applying for visas, this document can be used as proof of a reputable and legally registered business in the Federation of St. Christopher and Nevis.

What will happen if I fail to meet the legal requirements?

Failure to renew your licence on time will result in the following:

- Interest at the rate of 12% per annum
- Penalty of \$50 for each day the licence remains unpaid

Where can I find more information about Business and Occupation Licences?

Further information is available on the IRD's website, www.skniird.com or you can call or visit the IRD's office.



SAINT CHRISTOPHER AND NEVIS INLAND REVENUE DEPARTMENT

BUSINESS AND OCCUPATION LICENCE

This brochure has been prepared by the Saint Christopher and Nevis Inland Revenue Department. If after reading you require additional information, see contact details on back panel.

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St. Kitts and Nevis Inland Revenue Department



**Building Our Nation
Through Responsible
Tax Administration**