



BUSINESS LICENCE RENEWAL FORM

Year of renewal

Surname/Company name

First Name

PO Box Number

Village

Trading Name

Telephone Number

Fax Number

eMail address

Business Type

- Sole Trader \$220
 Partnership \$220
 Commercial Travellers \$500
 Non-Profit Organisation \$220
 Company/Trust \$500

Business Activity (s)

Do you prefer letters in: English Samoan

Declaration

Name of authorized person

Designation/Title

I declare that the above information given on this form is true and correct.

Signature

Date

/ /

OFFICE ONLY

Any Outstanding Returns? Yes No Any Outstanding Arrears? Yes No

If returns/arrears outstanding, TPS Officer to receipt Business Licence fee and withhold Certificate until C&E advise approval to renew has been granted. Refer to C&E to contact taxpayer and arrange full settlement, repayment by instalment arrangement, or immediate filing of returns.

C&E Officer to make note of recovery action agreed with taxpayer in comments box below:

Approval Granted:
ACEO TPS or C&E

Date:

/ /

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