



MTED

Ministry of Trade and Economic Development

**TEC-PCREEE JOINT TRAINING ON SUSTAINABLE ENERGY BUSINESS START-UPS AND
MENTORING 3rd August 2021**

Presenter: Ilaisaane Tu'itupou & Sione Lautaha

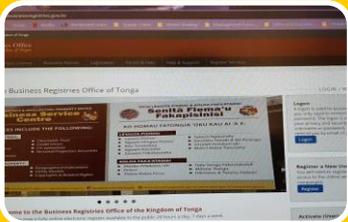
Presentation Outline



About MTED



Business Registry Office



Requirement for Registration of Electrical Contractors

- Registration Process & Online Process

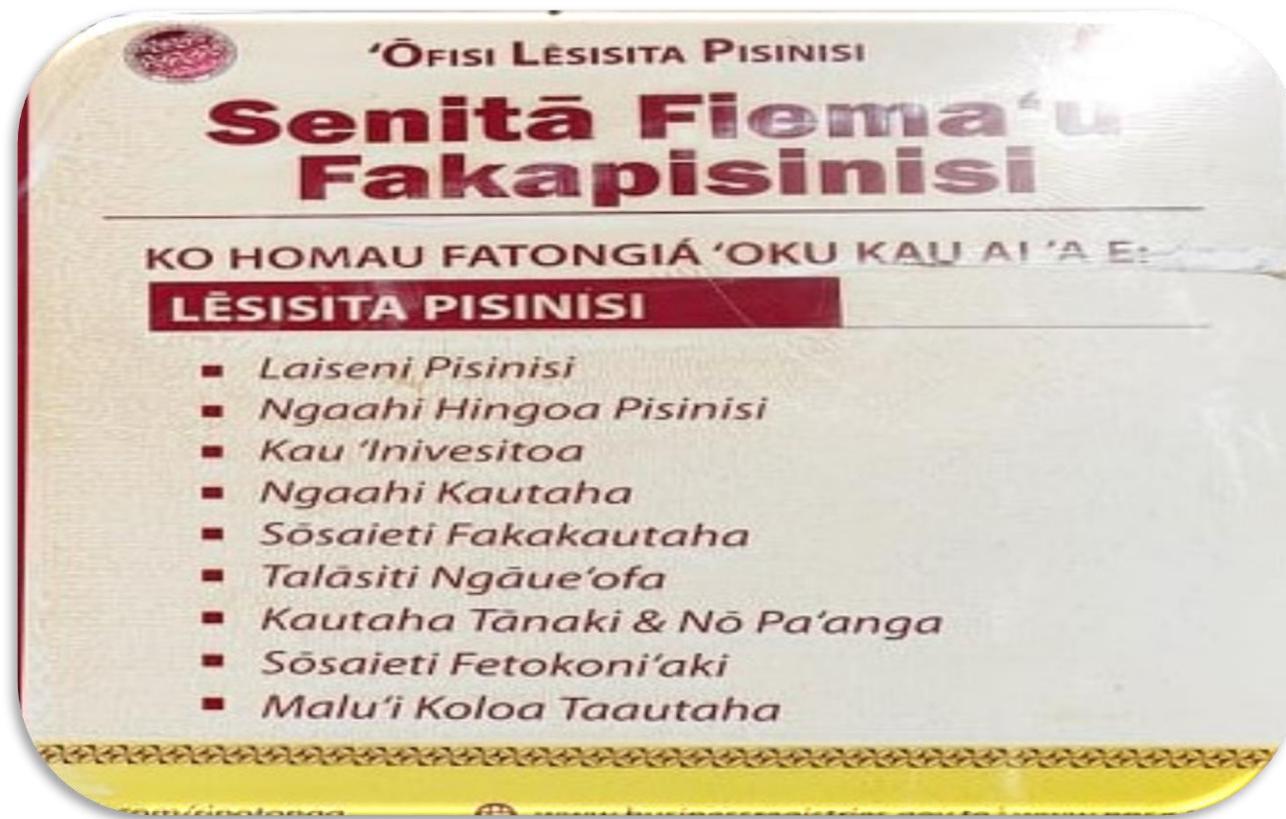
Ministry of Trade and Economic Development (MTED)

- **Misiona:** Commitment to strengthen partnerships with all stakeholders to effectively and efficiently deliver our services (Tukupu ke fakamalohií á e va fengaueáki mo e ngaahi kupe fekau'aki ki he potungaue ki hono fakapapauí óku vave mo lelei e fakahoko á e potungaue)
- **Visone:** The Leader in enabling private sector growth & development (Takimuá potungaue í hono fakafaingamalieí á e tupulekina moe langa fakalalakaka ó e sekitoa taau taha)



- TRADE • LABOUR • CONSUMER AFFAIRS • BUSINESS SUPPORT
- BUSINESS REGISTRY & INTELLECTUAL PROPERTY

Business Registry Office Services



Requirement for registration of Electrical Contractors

- Basic Requirement (Fiema'u Tu'upau)
- Specific Related Requirement (Ngaahi Fiema'u Felave'i mo e Natula 'o e Ngaue Fakapisinisi 'oku fakahoko)

Business Registries & Intellectual Property Office, Kingdom of Tonga Page 1 of 1

Form 1 | Application for business licence
Section 7, Business Licence Act 2002

Note
If there is insufficient space on the form to supply the information required, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly in BLOCK letters.

For Office Use Only
Document Number

Place barcode here

1. Business Name

Basic Requirement (Fiema'u Tu'upau)

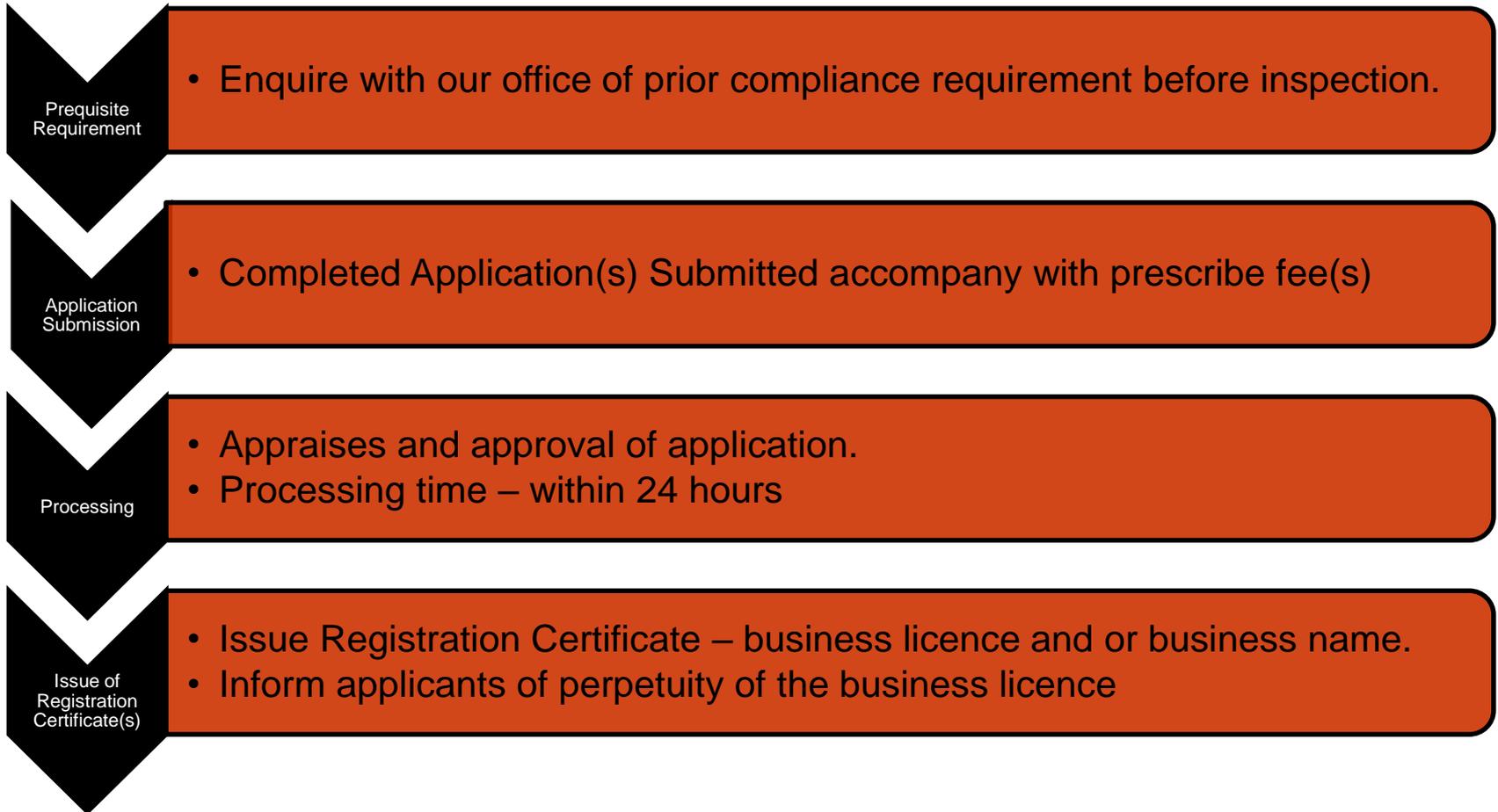
- Form 1 Application for Business Licence Registration (Fakafonu Foomu Lesisita) - Online/Manual
- Owner(s) ID – Copy of the passport (Bio Data page)
Or National ID Card
- Application Fee (Totongi Lesisita)
 - Manual - \$115 & Online - \$57.50 (CT inclusive)

Specific Related Requirement

(Ngaahi Fiema'u Felave'i mo e Natula 'o e Ngaue Fakapisinisi 'oku fakahoko)

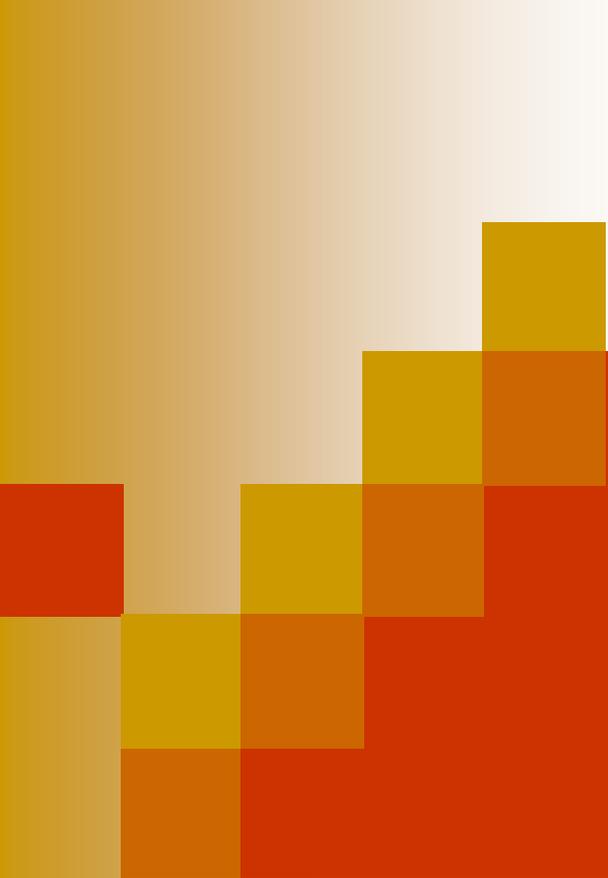
- **Electrical Contractors Licence (Registration Certificate)**
 - Qualification on Electrician
 - Experience a minimum of 10 years
 - Must pass examination
 - Contact person – Meleseini Folau, phone: 23-632
- **BRO(Business Registry Office) Inspection**
 - Must contact our office to fill in Inspection form and to confirm time of inspection.
- **Business Name Registration**
 - Form 1 Application for Registration of Business Name
 - Fee: Manual - \$57.50 & Online – 28.75 (CT inclusive)

Registration Process



Application Form Details

No.	Requirement	Details needs to be noted and provided
1.	Business Name	Must determine what name to use on the business licence. If one decides to use any other name other than their own name then they are required to register that name under the Registration of Business Name Act.
2.	Details of Owner(s)	<p>Must provide the true name and business address of each person or entity that has an ownership or other control interest in the business to be transacted under the business name.</p> <ul style="list-style-type: none"> - NATURAL PERSON: If the owner(s) is a natural person, you must provide their true legal name and other pertinent information. - REGISTERED ENTITIES: If the owner(s) is an entity registered with the Registrar, you must provide the exact registered name and the registration number. If the owner(s) is a partnership or unregistered organization, you must provide the true legal name and address of each partner and managing person.
3.	Beneficial Owner	Must show his/her name (surname first), and full residential address
4.	Ownership Structure	Must identify business ownership structure
5.	Ownership Composition	Must identify business ownership structure
6.	Addresses	<p>PRINCIPAL PLACE OF BUSINESS: Must provide the primary address at which business is conducted. It must be specific street/location. A PO Box is not allowed.</p> <p>ADDITIONAL PLACES OF BUSINESS: Must list down all additional locations at which business will be conducted.</p>
7.	Business Activity	Must identify the proposed activity or activities of the business.
8.	Sector Specific Requirements	If you are engaged in certain business activities you may be required to obtain other governmental approvals, permits or satisfactory inspection results. By submitting this application for business licence you certify under penalty of law that all such governmental approvals, permits or satisfactory inspection results have been obtained or will be obtained prior to commencing business.
9.	Foreign Investor	NOTICE: If applicant is a foreign investor then a Foreign Investment Certificate is required before the issuance of a business licence.
10.	Signed by Authorised Persons	Application must be signed by the owner or authorized person(s)



Online Registration Process

Website:

<https://www.businessregistries.gov.to>

Maintaining of Business Licence

Renewal

- Annually renewal (Fakafo'ou fakata'u)
- Annual renewal grace period 3 months ('Oku tuku atu mahina 3 ke fai ai e fakafo'ou kamata mei he m mahina na'e tonu ke fakafo'ou ai)
- **Requirement (Fiema'u ki he fakafo'ou)**
 1. Electrical Contractor Licence
 2. Tax Clearance
 3. Form 3 Business Licence Notice of Continued Activity.
 4. Submit manually - \$ 57.50 Or Online - \$ 28.75

BUSINESS REGISTRIES OFFICE
Ministry of Trade and Economic Development

BUSINESS LICENCE CERTIFICATE

00097

This Business Licence is renewed every 7th month of the year i.e., July

This is to certify that [REDACTED] was issued a Business Licence under Section 9 of the Business Licence Act 2012 on the 2nd day of May 2008

Owner(s):
[REDACTED]

Address of Principal Place of Business:
[REDACTED]

Business Activity(ies) for which Licence is issued:
Services
Professional Services
Retail
Import

[Signature]
Ms. Distaquaine Tu'ihalamaka
REGISTRAR OF BUSINESS LICENCES
Dated at Nuku'alofa this 2nd day of August 2021

For further details relating to this business licence check www.businessregistries.gov.to

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Maintaining of Business Licence

Reinstatement

- After 3 months of renewal grace period and the licence is not yet renew it's an **Automatic Cancellation** and for **Company** it's an **Automatic Strike off**.

- **Reinstatement of business licence here are the requirements:**
 - Form 6 Application for reinstatement
 - Fees - \$115

- **Reinstatement of comapany licence here are the requirements:**
 - Update of the company annual return
 - Fill Form 6 Application reinstatement
 - Fees - \$115 + penalty fee (172.50) = 287.50



Maintaining of Business Licence

Cancellation

- Automatic Business Licence Cancellation & Automatic Strike off of Companies after 3 months renewal grace period.
- Company liquidation
- Business Permanently Close Down
- **Requirement**
 - Form 5 Application for Cancellation
 - Tax Clearance
 - Free of Charge



Maintaining of Business Licence

Amendment

- For changes of the following:
 - Names
 - Business Address
 - Activities

- Requirements
 - Form 4 Amendment Application
 - Fee(s)
 - Manual: \$34.50
 - Online: \$23





For more information please visit our website at
www.businessregistries.gov.to

Contact : 7400103

Email : ripo@mtd.gov.to

Physical Address:

Ápi ko Latai,
Fetaulaki ánga Hala Tupoulahi mo e Hala Salote,
Fasi mo e afi a Tungi

