



FOR OFFICE USE:

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UND REF:

Please complete in BLOCK CAPITALS and in black ink.

Contact details:

DATE STAMP:

Send completed form to: Business Licensing PO Box 55 St Helier JE4 8PE

TEL: (01534) 444444 Email: businesslicensing@gov.je www.gov.je

Or email to businesslicensing@gov.je

Please ensure that the limited company is fully incorporated prior to submitting this application

1. Details of Applicant

Full name of Company

Grid for Full name of Company

Company Number

Grid for Company Number

Registered Business Address

(this will be used as the correspondence address)

Grid for Registered Business Address with Postcode label

Contact Name

Grid for Contact Name

Telephone Number

Grid for Telephone Number

Email Address

Grid for Email Address

2. Details of ALL Beneficial Owner(s)

Please attach a detailed Group Ownership Structure Chart if the Applicant's ownership is other than by way of a direct ownership by natural persons. The Group Structure Chart should show percentage sizes of ownership.

A. Details of Beneficial Owner No 1.

First Names

Grid for First Names

Surname

Grid for Surname

Previous Surname(s)

Grid for Previous Surname(s)

Place of birth

Grid for Place of birth

Shareholding %

Grid for Shareholding % with % symbol

Date of birth

Grid for Date of birth with DDMMYY labels

Social Security Number

Grid for Social Security Number

Nationality

Grid for Nationality

Residential Address

Grid for Residential Address with Postcode label

Telephone number

Grid for Telephone number

Are you: Entitled Entitled for Work Licensed Registered Non-Resident

Please Refer to Page 4 to find the definitions for the above Residential & Employment Statuses

B. Details of Beneficial Owner No. 2

First Names	
Surname	
Previous Surname(s)	
Place of birth	
Shareholding	<input type="text"/> %
Date of birth	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Social Security Number	
Residential Address	
	Postcode
Telephone number	
Are you:	Entitled <input type="checkbox"/> Licensed <input type="checkbox"/> Entitled for Work Only <input type="checkbox"/> Registered <input type="checkbox"/> Non-Resident <input type="checkbox"/>

Please Refer to Page 4 to find the definitions for the above Residential & Employment Statuses

3. Details of the Business

Provide a **detailed description of the nature** of the business to be carried out.

Depending on the nature of the undertaking you may be contacted by a member of the Business Licensing team to provide more information.

4. Manpower

The Applicant will be required to complete Manpower Returns. Please provide the email address to where you would like the return to be sent.

E-mail Address	
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5. Details of Staff to be employed in Jersey

Number of Staff	Entitled / Entitled for Work	Registered	Licensed
Permanent Staff <i>(to include beneficial owners)</i>			
Seasonal Staff			
Contract Staff			

If requesting Registered and / or Licensed staff please include a letter and attachments providing the following:

- Details of the roles you are seeking Registered or Licensed permission for including the role title, annual salary, experience and qualifications required
- Evidence that you have advertised this role in Jersey for a minimum of 2 weeks in the last 3 months that could be widely viewed (e.g. website, island wide publication). You must attach this evidence to your letter (e.g. screen shot/photo of job advert or email confirmation)
- The results of your recruitment including how many Entitled/Entitled for work people applied for the roles and why each applicant that applied was unsuccessful

Additional requirements continued over leaf....

11. Privacy Statement

Privacy Statement: In accordance with the Data Protection (Jersey) Law 2018 the controller is registered with the Office of the Information Commissioner. The information you provide on this form will only be used by us to assist you with your application for a Business Licence and its ongoing validation. The information will be processed by Customer and Local Services and stored on our secure database. As part of this process relevant information may be sought from, and disclosed to, relevant Government departments, arms-length organisations and regulatory bodies. We may use the email address provided as part of this application to send you Government of Jersey business information (including surveys) that may be relevant or of interest to you. The Control of Housing and Work (Jersey) Law 2012 allows us to make public, the identity of an undertaking, including its name and activity. Calls to or from our office may be recorded. For more information on how we use your data go to our [privacy policy on gov.je](http://www.gov.je/privacy-policy) or request a written copy by calling +44 (0) 1534 444444.

For further information, please visit www.gov.je/working/startbusiness and the Business Licensing Guidance Notes

Control of Housing and Work (Jersey) Law, 2012 — Guidelines

Definitions of Residential & Employment Statuses

A person's residential and employment status shall be defined by the following;-

Residential Status	Definition	Residential	Employment
Entitled	Someone who has lived in Jersey for 10 years OR who is granted this status on hardship or on social or economic grounds	Someone who can purchase or lease any property and occupy that property OR otherwise let it out OR leave vacant, subject to any conditions	Someone who can work anywhere, OR start their own business
Licensed	Someone who is an 'Essential Employee' engaged by a specific business with permission to engage such a person	Someone who can purchase or lease any property so long as they occupy that property and maintain their Licensed status	Employer needs a permission to employ a 'licensed' person The post-holder must be in full-time employment (minimum of 30 hours per week).
Entitled for Work Only	Someone who has lived in Jersey, continuously, for 5 years, or is the spouse, or is the civil partner, of someone, who is Entitled, Licensed, or Entitled for Work Only	Someone who can lease Registered Property for their own occupation OR Someone who can buy Qualified Property jointly with their Entitled spouse OR Someone who can occupy property with an Entitled person, in so far as the Entitled person occupies the substantial portion of the property	Someone who can work anywhere, OR start their own business
Registered	Someone who does not qualify under the above categories	Someone who can lease Registered Property for their own occupation OR Someone who can occupy property with an Entitled person, in so far as the Entitled person occupies the substantial portion of the property	Employer needs a permission to employ a 'registered' person

