

Good luck with your new business!

If you need help with setting up or completing this application form, [Jersey Business](#) provides free, independent, confidential business advice and support to businesses in Jersey. You can contact Jersey Business on 610300 or by email at [info@jerseybusiness.je](mailto:info@jerseybusiness.je)

### **Important information about your application**

In order to make it easier for you to set up your business, you now only need to complete and return this one form.

You no longer need to contact the Population Office, Taxes Office, Social Security Department or Jersey Financial Services Commission individually, as we will do this for you.

*This change makes the application simpler for you, but it also means that we need to collect information for different purposes in one form. We will keep looking at ways of improving this process and we are currently working on putting the application online.*

You must complete and sign this application form and then either email, post or bring it in to:

**Business Licensing Team (Population Office)**  
**Philip Le Feuvre House**  
**La Motte Street**  
**St Helier**  
**JE4 8PE**

**@Email: [businesslicensing@gov.je](mailto:businesslicensing@gov.je)**

The information in this application will be passed to;

- **Population Office** to apply for a business license to trade in Jersey, which is required by law  
*If your business licence application is refused, this application will not be processed any further. You will be contacted to be informed of this.*  
*Your business must not trade until you receive confirmation that your business license has been granted.*
- **Social Security Department** so they can assess your personal contribution liability and set your business up as an employer if you are employing staff.
- **Taxes Office** to set up an ITIS record if you're employing staff and update your personal tax information.
- **Jersey Financial Services Commission** will receive your application form if you are applying for a business name.

If any further information is required, the relevant department/organisation will get in contact with you.

Processing times vary depending on your circumstances; however departments will contact you as necessary to update you. We expect to come back to you in 10 working days but the process can take up to a month.

If your application for a Business Name is rejected, this will delay the whole process. It's always a good idea to check that the name is not already registered and complies with any guidance issued by the Jersey Financial Services Commission ([www.JerseyFSC.org](http://www.JerseyFSC.org))

We would appreciate feedback on how you found the experience of setting up your business. Please send to [tellusonce@gov.je](mailto:tellusonce@gov.je)

### **Fees**

**Business Name:** If you are applying for a Business Name, there is a fee of £50.00 and the Jersey Financial Services Commission will contact you to take payment before registering the name.

**Licenced Staff:** Article 31 of the Control of Housing and Work (Jersey) Law, 2012 states that there is an annual charge payable by each undertaking with a business licence that has Licenced workers.

The annual charge is £225 for each Licenced person permitted and is payable by 31st December each year it applies.

No Fee is payable, under this article, by a non-profit undertaking.

### **Instructions to complete the application form**

- 1.a** As a sole trader or partnership, you are entitled to trade under your own name (eg John Smith), without having to register a business name. If this is the case, please enter your name in the "Name under which the Business will be trading" box.

However if you decide you would like to register a business name (eg ABC Design), please enter the business name you would like to apply for in the "Name under which the Business will be trading" box.

- 2.** By signing the form you confirm that the data is complete and accurate in all respects. Please be aware that it's an offense to supply incorrect information in this application
- 3.** For each applicant complete the relevant section; top for individuals, bottom for companies (body corporates).  
Space is provided for four applicants. If there are more than four applicants, please print additional copies of page 3 as required, fill and add to the form.

3.c Please find below the definition and implications of the different residential statuses.

<b>Control of Housing and Work (Jersey) Law, 2012 — Guidelines</b>			
<b>Definitions of Residential &amp; Employment Statuses</b>			
<b>Residential Status</b>	<b>Definition</b>	<b>Residential</b>	<b>Employment</b>
<b>Entitled</b>	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
<b>Licensed</b>	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 permission to employ a 'licensed' person
<b>Entitled for Work Only</b>	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  <i>OR</i>  Someone who can buy Qualified Property jointly with their Entitled spouse  <i>OR</i>  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
<b>Registered</b>	Someone who does not qualify under the above categories	Someone who can lease Registered Property for their own occupation  <i>OR</i>  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 permission to employ a 'registered' person

**4.b** Please use this additional space to add information of any additional Applicant (if more than 4). If you require additional space please add a blank page (or photocopy page 4).

**7** Manpower Returns are a twice a year declaration that all Jersey businesses need to complete providing information about the employees working for the business.

You can find more information on Gov.je, search for “Manpower Returns”

**8** This information is required by the Taxes Offices and the Social Security Department. Employers have to submit employee pay information, including required deductions. Both departments will contact you with additional information once your registration is complete.

You can find more information on Gov.je, search for “Employer”

### **Definitions**

Body Corporate: An applicant which is an incorporated limited company

Affidavit: A written declaration made under oath before a notary public or other authorized officer.