



Community Tourism Agency Service Provider Checklist

Required Documents	Completed
Proof of Citizenship	<input type="checkbox"/>
Copy of ID	<input type="checkbox"/>
Certificate of Character	<input type="checkbox"/>
Professional References (2)	<input type="checkbox"/>
Certificate of Compliance from the National Insurance (NIC)	<input type="checkbox"/>
Certificate of Compliance from Inland Revenue (IRD)	<input type="checkbox"/>
Copy of Public Liability Insurance	<input type="checkbox"/>
Copy of Certificates	<input type="checkbox"/>
Copy of Licenses	<input type="checkbox"/>
Certified copies of Company Registration Documents <i>For New & Existing established Businesses</i> Certificate of Incorporation- Required Support documents <ul style="list-style-type: none"> ● Articles of Incorporation, Bye-Laws (Articles of Association) ● Notice of Directors & Consent to act ● Share Allotment ● Annual Returns (most recent) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Certified copies of Company Registration Documents
*For Micro & Small Existing and New Businesses***

Certificate of Registration of a Business Name

- Statutory Declaration document (signed by Business Owner)
- Form 1 Registration of a Business Name Act (Statement of particulars filed stamped required)