



NON-BELONGERS LAND HOLDING LICENCE COMPANY APPLICATION FORM

APPLICATION FEE - \$500.00 (Non-refundable). There are no application fees for directors and shareholders.

REQUIRED DOCUMENTS

Applicable to each beneficial owner and director:

- ☐ Copy of Passport Biography Page
- ☐ Two (2) character references
- ☐ Two (2) personal references indicating the applicant's ability to purchase the land and to carry out the proposed development or improvement (preferably from the applicant's current banking institution, employer or financial auditor)
- ☐ One (1) financial statement reflecting one consecutive year of banking practices (relates to cash or cheque account only)
- ☐ One (1) original Police Certificate
- ☐ One (1) Passport Sized Photo

Applicable to Vendor (if a company) and Purchasing Company:

- ☐ Copy of the company's Annual Summary of Member, Certificate of Incumbency or Registered Agent Certificate
- ☐ Certificate of Incorporation or Certificate of Registered Office
- ☐ Memorandum and Articles of Association
- ☐ Good Standing Certificate
- ☐ Register of Directors and Shareholders/ Members
- ☐ Certificate of Formation/Organization, Articles of Organization and Operating Agreement

Additional required documents:

- ☐ Copies of four (4) consecutive newspaper, online media advertisements (reflecting the name of the newspaper and the date of publication at the top of the page) and on the Government website. The information must relate to the particulars of the property
- ☐ A Certified copy of the Valuation Report of the property
- ☐ A letter sized version (8½x11) of the cadastral survey map reflecting the acreage, the name(s) of the adjacent landowner(s) of the property and the position of the existing fixtures on the land depicted on the specified parcel (the map can be obtained from a local licensed surveyor or the Lands and Survey Department)
- ☐ Copy of the Belonger's notarized Birth Certificate or copy of Naturalization Certificate (applicable to the vendor who is deemed to be a Belonger)
- ☐ A notarized letter of intent from the land owner(s) who is/are desirous of adding an individual's name (i.e. spouse or child or parent(s) or removing or relinquishing their interest in their property to another person(s) i.e. spouse or child(ren) or parent(s)) to/from their licence in consideration of 'natural love and affection' (applicable to the registered landowner)
- ☐ A notarized letter of intent from the director(s)/shareholder(s) who is/are desirous of relinquishing their interest in the company to another person(s)
- ☐ Proof of rental history (i.e. receipts to support the payment of accommodation taxes paid to the government of the British Virgin Islands) for a developed property, if rental permission is the desire of the applicant
- ☐ Copy of the record to reflect land ownership of the property reflected on the application
- ☐ Copy of the sale agreement
- ☐ Copy of the Declaration of a Trust where applicable
- ☐ Copy of the Registered Licence
- ☐ copy of the Transfer document
- ☐ proof of input from an architect/planner;
- ☐ Birth Certificate (for parents transferring property/adding their children to title)
- ☐ Marriage Certificate (for spouse transferring property to another spouse/adding to title)
- ☐ A copy of the As-built Survey
- ☐ Passport Size picture of Vendor(s)

SECTION I – PURCHASING COMPANY INFORMATION

Registered Name and Number of Company	
	<i>Registered Name</i> <i>Registered Number</i>
Registered Office of Company	
Place and Date of Incorporation	
	<i>Place</i> <i>Date (D/M/Y)</i>
Telephone Number	
Does the Company permit the issue of share or share warrants transferable by delivery to bearer? ☐ Yes ☐ No	
What is the main objective for which the company is established? _____	
Was a Non-Belongers Land Holding Licence previously obtained by the company or owner(s)? ☐ Yes ☐ No	
If yes, state Instrument Number(s) _____ Purpose: ☐ Residential ☐ Commercial	

SECTION II – DESCRIPTION AND DETAILS OF LAND			
Parcel Number		Block Number	
Acreage		Registration Section	
Any other public right of way?		Location (Local Name)	
☐ Yes ☐ No		Right of way to beach ☐ Yes ☐ No	
Description of Development that exists on the land (i.e dwelling house including the number of bedrooms and bathroom etc.)			
Purchase Price of Land/Property (If developed, please provide breakdown of cost of land, buildings and furnishings)			
Purpose of which the land will be utalized		☐ Build ☐ Renovate ☐ Reconstruct ☐ Other _____	
Source of which the purchase and development will be financed		☐ Local funding ☐ Own Savings ☐ Foreign Source ☐ Other _____	

SECTION III – VENDOR INFORMATION	
Name of Vendor (Full name of Company or Individual)	
Current Address	☐ Belonger ☐ Non-Belonger
Date of Advertisements in print/online (D/M/Y)	
Date of registration with the Ministry if the Vendor is a Non-Belonger or Non-Belonger Company (D/M/Y)	

SECTION IV – LESSOR/SUBLESSOR/TRANSFEROR INFORMATION <i>(if applicable)</i>	
Name of Lessor/Sublessor/Transferor (Full name of Company or Individual)	
Current Address	☐ Belonger ☐ Non-Belonger
☐ Leasehold Price / ☐ Sublease Price/ ☐ In Natural Love & Affection	

SECTION V – DEVELOPMENT	
State the full details of your plan including usage and number of bedrooms and bathrooms	
Time required to complete the intended development	
Name of Local Contactor(s)	
Intended Capital Outlay	

SECTION VI – BENEFICIAL OWNERS, DIRECTORS AND SHAREHOLDERS (THE FOLLOWING SECTION APPLIES TO EACH BENNEFICIAL OWNER, DIRECTOR AND SHAREHOLDER WHO ARE REQUIRED TO HOLD LICENCES)			
☐ Director ☐ Shareholder ☐ Beneficial Owner		☐ Director ☐ Shareholder ☐ Beneficial Owner	
Name		Name	
Current Address		Current Address	
Professional Occupation		Professional Occupation	
Place of Occupation		Place of Occupation	
Nationality		Nationality	
Date of Birth (D/M/Y)		Date of Birth (D/M/Y)	
Passport Information	Passport Number	Passport Information	Passport Number
	Date of Issue (D/M/Y)		Date of Issue (D/M/Y)
	Place of Issue (D/M/Y)		Place of Issue (D/M/Y)
List countries where you have lived for more than 6 months over the past 10 years _____ _____		List countries where you have lived for more than 6 months over the past 10 years _____ _____	

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Length of time living in the British Virgin Islands		Length of time living in the British Virgin Islands	
Immigration Status		Immigration Status	
Was a Non-Belongers Land Holding Licence previously obtained? ☐ Yes ☐ No If yes, state Instrument Number(s) _____ Purpose: ☐ Residential ☐ Commercial		Was a Non-Belongers Land Holding Licence previously obtained? ☐ Yes ☐ No If yes, state Instrument Number(s) ☐ _____ ☐ _____ Purpose: Residential Commercial	
COMPANIES WHO ARE DIRECTORS AND SHAREHOLDERS (THE FOLLOWING APPLIES TO COMPANIES WHO ARE REQUIRED TO HOLD LICENCES)			
☐ Director ☐ Shareholder		☐ Director ☐ Shareholder	
Registered Name and Number of Company		Registered Name and Number of Company	
Registered Office of Company		Registered Office of Company	
Place of Incorporation/ Formation of Organization for Company		Place of Incorporation/ Formation of Organization for Company	
Date of Incorporation/ Formation of Organization of Company		Date of Incorporation/ Formation of Organization of Company	
Telephone Number		Telephone Number	
Was a Non-Belongers Land Holding Licence previously obtained? ☐ Yes ☐ No If yes, state Instrument Number(s) _____ Purpose: ☐ Residential ☐ Commercial		Was a Non-Belongers Land Holding Licence previously obtained? ☐ Yes ☐ No If yes, state Instrument Number(s) ☐ _____ ☐ _____ Purpose: Residential Commercial	

By signing, I acknowledge that all information provided (entailed or attached) herein is true and accurate, to the best of my knowledge.

APPLICANT’S SIGNATURE: _____ DATE (D/M/Y): _____

FOR OFFICIAL USE ONLY			
Date Received		File Number	
Applicants Full Name			
Application Fee Received	☐ Yes ☐ No	Amount Received	
Number of Attachments Received:			
Checked by:		Date Checked (D/M/Y):	