



**NON-BELONGERS LAND HOLDING LICENCE
INDIVIDUAL APPLICATION FORM**

APPLICATION FEE - \$200.00 PER APPLICANT (Non-refundable)

REQUIRED DOCUMENTS

Applicable to each individual:

- ☐ 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):

- ☐ 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:

- ☐ Trade Licence (if self-employed)
- ☐ A Certified copy of a Valuation Report for the property
- ☐ 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 letter sized version (8½x11) of the Non-Belonger 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 to 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 a recent As-Built Survey
- ☐ Passport Size picture of Vendor(s)

All written references must reflect a current date (one year from the date written) and addressed to the Ministry of Natural Resources, Labour and Immigration, Government of the Virgin Islands, Central Administration Building, Road Town, Tortola, British Virgin Islands.

SECTION I – PURCHASER INFORMATION

Name of Applicant			
	First	Middle	Last
Present Address			
Telephone Number			
Date and Place of Birth			
	Date (D/M/Y)	Place	
Passport Information			
	Passport Number	Date of Issue(D/M/Y)	Place of Issue
Social Security Information			
	S.S Number	Date of Issue(D/M/Y)	Place of Issue
Nationality			
Professional Occupation			

Place of Occupation	
Address of Work Place	
Immigration Status	
List countries where you have lived for more than 6 months over the past 10 years	
Length of time living in the British Virgin Islands	
Was a Non-Belongers Land Holding Licence previously obtained? ☐ Yes ☐ No If yes, state Instrument Number(s) _____ Purpose: ☐ Residential ☐ Commercial	

SECTION II – DESCRIPTION AND DETAILS OF LAND		
Parcel Number	Block Number	Registration Section
Acreage		Location (Local Name)
Any other public right of way?	☐ 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 and 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 and 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	

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):	