



**Application Form For Business License and Renewal**

**PARTICULARS OF THE APPLICATION**

**1. The applicant**

Sole business person

a/ full name \_\_\_\_\_ G/father's Name \_\_\_\_\_

\_\_\_\_\_ Mother's name \_\_\_\_\_

b/ nationality \_\_\_\_\_ Age \_\_\_\_\_ sex \_\_\_\_\_

Company Organization

a/ Name

b/ name of the manger

c/ Legal status

**2. Address**

2.1 Business address in Ethiopia

Region \_\_\_\_\_ sub city \_\_\_\_\_

City /town \_\_\_\_\_ kebele \_\_\_\_\_ House no \_\_\_\_\_

E-mail \_\_\_\_\_ Mobile \_\_\_\_\_ P.o.Box \_\_\_\_\_ Fax \_\_\_\_\_

2.2 where it is foreign established company address of the head office outside Ethiopia  
Country \_\_\_\_\_

2.3 Residential address of the sole person or manager

2.4 Region \_\_\_\_\_ sub city \_\_\_\_\_

2.5 City towb \_\_\_\_\_ Keble \_\_\_\_\_ house No \_\_\_\_\_

2.6 Tel \_\_\_\_\_ Mobile \_\_\_\_\_ P.O.Box \_\_\_\_\_

3. Business \_\_\_\_\_

4. Capital invested or allocated for the business

a/ paid up/allocated capital \_\_\_\_\_

b/ Subscribed Capital \_\_\_\_\_

5. Trade Name (if any) \_\_\_\_\_

6. Where the principal registration is made at the federal level registration number

Documents to be attached:

a/ for the request of all new business

1. A Photocopy of the identification card of the applicant which identify him/her

2. Where an application is signed by an agent guardian, a photocopy of a power of attorney / guardianship

3. Two recent passport sized photographs of the applicant/manger /guardian

4. Where the applicant is previously registered at the regional level , a photocopy of the principal registration



5. Where the commercial company is registered at the regional level, a photocopy of its articles and memorandum of association as well as certificate of the principal registration shall be submitted
6. Competency certificate from concerned sector organization
  - Unless the business license is renewed within four months after the expiry of the budget year in which the license has been issued or renewed upon payment of the appropriate fee, the business license shall not, in any way be put in use.
  - After the Expiry of the time for renewal of business license without penalty provided for under sub article(2) of this article, the business licenses shall be renewed without penalty in the following months of Hidar and Tahisas.
  - The holder of a business license who has failed to have it renewed within the time specified under sub article (2) (3) of this Article, shall have it renewed within the time, from Tir 1 to Sene 30 by paying in addition to the renewal fee, a penalty in Birr 2,500(two thousand five hundred),for the next each month of delay.

**Declaration**

In confirming to have been introduced about the legally stated operational requirements and eligibility criteria to be fulfilled and maintained for \_\_\_\_\_ business filed. I have requested; I here by under sign the undertaking of the engagement of the duties and responsibility to maintain them and I hereby declare that all the statements I Made here in and the additional de4couments I have attached here to are true and correct.

Applicant's Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

**For office use only**

**1. Verification and declaration**

a/ Any previous similar license in the name of the issued ☐

b/ Application for license / Renewal is

1/ Accepted and pay Birr \_\_\_\_\_ for the services

2/ if not accepted; reasons \_\_\_\_\_

**2. Declaration of the officer**

a/ Application for license is Accepted ☐ Accepted Not ☐

b/ if it is not accepted reasons \_\_\_\_\_

Name \_\_\_\_\_ signature \_\_\_\_\_

Date \_\_\_\_\_

**3. Declaration of the officer**

A/ Application for principal/ summary Registration is

Accepted ☐ Not accepted ☐

b/ if it is not accepted

Reasons \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_