**APPLICATION FOR EXPORT LICENCE**

Form to be completed in **block letter** and submitted in **duplicate** –

1. Full name of Applicant..…………………………………………………………….
2. Name of Business (if different from 1) ……………………………………………...
3. Nationality of Applicant ………………………………………………………….....
4. National identity/passport Number…………………………………………………
5. Postal address of Applicant ………………………………………………………….

………………………………………….… Tell/Cell No. ………………………….

……………………………………………..email…………………………………..

1. Description of goods and location to be used for sorting the goods:
   1. Description ……………………………………………………………………

………………………………………………………………………………...

* 1. Location: Village, road or street name ……………………………………….

Chief (if applicable) …………..……………………………………

Town or District ……………………………………………………

1. If application is for renewal, provide the current or former licence number and **attach** a copy of the licence: ……
2. Attach proof of export proceeds repatriation
3. Financial probity:

Please state the value of goods ………………………………………………………

Source of funds ……………………………………………………………………...

………………………………………………………………………………………..

Name and address of your bank ……………………………………………………..

………………………………………………………………………………………..

1. Date goods expected to leave Malawi: ………. day of ………. 20..............
2. State if accredited or approved agent of Manufacturer, giving name of manufacturer and description of products in relation to which applicant is agent

………………………………………………………………………………………..

………………………………………………………………………………………..

1. Name and address of person actually responsible for export

………………………………………………………………………………………..

1. Goods applied for export licence (attach list if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Goods | Quantity | Country of destination |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Are you an undischarged bankrupt client/debtor? Yes/No ..….……………………………….
2. Have you ever been convicted of any offence under the Act? Yes/No ....……….

If yes, give date and full details ……………………………………………………..

………………………………………………………………………………………..

1. Please, you **MUST** attach the following documents:
2. Certificate of Registration/Incorporation
3. Valid Tax Clearance Certificate
4. Identification Document
5. For **Foreign** owned entities, Permanent Residence Permit (PRP), Business Residence Permit (BRP) must be attached.
6. Details of importer in destination country (Proforma Invoice)
7. Bank Statements for the Business over a period of two months.
8. For businesses/entities that have exported before, proof of Export Proceeds.

Dated this …………day of ……….., 20…………

………………………………………………………………