**APPLICATION FOR IMPORT 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. Financial probity:

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

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

………………………………………………………………………………………..

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

………………………………………………………………………………………..

1. Date goods expected to be in Malawi: ………. day of ………. 20..............
2. Please state the intended use of the goods ...………………………...

………………………………………………………………………………………..

1. 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 import

………………………………………………………………………………………..

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

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

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. A Proforma Invoice from the supplier.
7. A Valid Retail/Wholesalers License
8. Bank Statements for the business over a period of two months.

Dated this …………day of ………. 20…………

………………………………………………….