

OFFICE OF FOREIGN INVESTMENT ASSISTANCE

Telephone: 664-3018

Long Term (2 Yrs) Business Certificate New Application

(Source: PL 10-44, 12-11, 13-51 & 14-67)

Please read the following information carefully

- Application must be submitted ten (10) days prior to the expiration of the business permit or landing form 958.
- Applications received with less than ten (10) days from expiration shall be **denied**.
- The application will not be accepted without the necessary supporting documents.

Please provide copies packaged of the following documents. It is imperative that you comply with checklist below.

A. APPLICATION CHECKLIST (*Gold Copy*)

- ___ Completed Application (Notarize bottom of page 2)
- ___ Original Landing Form (958) or original permit
- ___ 1 1¼ Photo (recent) affixed to application
- ___ Marriage Certificate (if applicable)
- ___ Current police clearance from country of origin (Korean national's clearance will be requested by DOC.)
- ___ Health Clearance
- ___ Copy of passport (pages with pertinent information)
- ___ Copy of birth certificate

B. APPLICATION CHECKLIST (*White Copy*)

- ___ Copy of original Landing Form (958) or original permit
- ___ 1 1¼ Photo (recent) affixed to application
- ___ Marriage Certificate (if applicable)
- ___ Current police clearance from country of origin (Korean national's clearance will be requested by DOC.)
- ___ Health Clearance
- ___ Copy of passport (pages with pertinent information)
- ___ Copy of birth certificate
- ___ Articles of Incorporation
- ___ By-Laws
- ___ Certificate of Incorporation
- ___ Annual report (filed). Initial report if new company
- ___ Copy of business license and all other licenses such as Poker with receipt of payment
- ___ Business financial statement
- ___ Personal financial statement
- ___ Lease agreements (Private/Public)
- ___ Sketch of Location
- ___ Inventory of assets
- ___ BGRT Quarterly for last 3 quarters - If applicable
- ___ All applicable Tax Reports such as Bar Tax, Hotel Occupancy, etc.
- ___ Form 1120 corporate tax report - If applicable
- ___ Employee withholding tax - If applicable
- ___ **Evidence of Paid in Capital of not less \$150,000 in a new enterprise or not less than \$250,000 in an existing enterprise.** (Provide bank statements, money transfers to company accounts. Provide copies of invoices and receipts or contracts for assets purchased and any other arrangements supporting investment.)
- ___ **Security Deposit-\$25,000 Surety Bond**

C. APPLICATION CHECKLIST (*Yellow Copy*)

- ___ Same as B. APPLICATION CHECKLIST for applicants copy

THANK YOU FOR YOUR COOPERATION!

October 1, 2008