

INSTRUCTIONS FOR BUSINESS LICENSE APPLICATION

Please complete all sections. Print neatly or type answers.

2. Please check the type of ownership that is applied to your business legal structure. If a Partnership, attach a notarized copy of your Partnership Agreement. If a corporation, attach a copy of your Articles of Incorporation, along with evidence of issuance of shares of stock unless a publically held corporation. Such evidence could include Stock Certificates verifying ownership, Minutes of the Organizational Meeting, or a certified copy of the Shareholder Registry.
4. Please list all owners including place of residence and birthplace. Copy of valid, current Government issued identification or passport for each owner must be submitted with the application. For non-U.S. Nationals or non-U.S. Citizens, the identification submitted must include a current Immigration Office identification card.
8. Depending on the type of business activity, applicant may be required to include copies of endorsements issued by appropriate special licensing authorities, boards or commissions. These business activities include but are not limited to medical doctors, lawyers, engineers, contractors, architects, surveyors, tradesmen, beauticians and accountants.
9. Provide description of business location including name of village, landmarks and other identifiers.
10. All Individuals, principals, or partners listed on the Partnership Agreement or Articles of Incorporation MUST sign the application.

Additional information for Applicants who are not U.S. Nationals or U.S. Citizens or permanent residents

- a. New businesses that are majority-owned by non-U.S. Nationals or non-U.S. Citizens or non-permanent residents will be referred to the Territorial Planning Commission for further review in accord with Title 27 ASCA and Title 27 ASAC.
- b. A certified financial statement must be submitted for each non-U.S. National or non-U.S. Citizen or non-permanent resident principal owner of the business.
- c. New industries seeking establishment in the territory must include a formal business proposal.
- d. The Territorial Planning Commission may at times request a sum of money to be placed in escrow to offset unanticipated payroll deficit and/or other liability.
- e. The Territorial Planning Commission may demand additional information if the original data submitted is not satisfactory.
- f. The applicant's proposal should address the following factors:
 - 1) traffic safety
 - 2) adequate parking facilities
 - 3) availability of water and sewage facilities
 - 4) effect on land resources and economic opportunities for resident American Samoans
 - 5) conformity to the general comprehensive plan and the general economic plan.