



**PROCEDURES
FOR OBTAINING A
NON-BELONGER
LAND HOLDING
LICENCE**



PREREQUISITES

1. You should identify the property that was advertised for sale; and
2. You should have an agreement with the land owner.

NOTES

1. Please ensure that all supporting documentations are submitted with the application **TO AVOID DELAY.** The process should take twelve to fifteen (12-15) weeks.
2. Please see consequences for failure to complete the development commitments of the licence on the back page.

THE MINISTRY OF NATURAL RESOURCES AND LABOUR WILL:

- Process the application
- Submit the recommendation to Executive Council (approval or denial)
- Inform you of Executive Council's decision (approved or denial)

**PROCEDURES FOR AN INDIVIDUAL TO OBTAIN A NON-BELONGER LAND
HOLDING LICENCE**

**SUBMIT THE FOLLOWING TO THE MINISTRY OF
NATURAL RESOURCES AND LABOUR:**

- Two (2) personal references (inclusive of financial ability to purchase and develop the land)
- Two (2) character references
- Recent Police Certificate
- One (1) recent coloured passport size picture of each applicant
- Four (4) consecutive newspaper advertisements
- A copy of a recent Trade Licence (if self-employed)
- A letter-size version of the excerpt Cadastral Survey Plan reflecting the parcel, block, registration section and the acreage of the property. The name(s) of the adjacent land owner(s) should also be reflected.
- A recent valuation report of the property
- A non-refundable application fee of two hundred dollars (\$500.00)

**IF THE LICENCE IS APPROVED, THE MINISTRY OF
NATURAL RESOURCES AND LABOUR WILL**

- Request a draft and engrossed licence for approval and signature by the Governor, respectively
- Issue the licence and collect the licence fee of six hundred dollars (\$600.00) for the company, a director & shareholder
- Receive a copy of the registered licence and registered Instrument of Transfer documents 3 months after the date appearing on the signed licence



**PROCEDURES FOR A COMPANY TO OBTAIN A NON-BELONGER
LAND HOLDING LICENCE**

**SUBMIT THE FOLLOWING TO THE MINISTRY
OF NATURAL RESOURCES AND LABOUR:**

- Two (2) character references for each shareholder and director
- One (1) recent coloured passport size picture for each shareholder and director
- Four (4) consecutive newspaper advertisements
- A letter -size version of the excerpt Cadastral Survey Map reflecting the parcel, block, registration section and the acreage of the property. The name (s) of the adjacent land owner(s) should also be reflected
- A copy of the Company's Memorandum and Articles of Incorporation
- A copy of the local company's Annual Summary of Return of shareholders and directors or a certified registered copy of the Agent Certificate for companies registered outside of the Virgin Islands
- A non-refundable application fee of three hundred dollars (\$300.00)
- A current copy of the Certificate of Good Standing

**IF THE LICENCE IS APPROVED, THE MINIS-
TRY OF NATURAL RESOURCES AND LABOUR
WILL:**

- Request a draft licence and engrossed licence for approval and signature, respectively
- Issue the licence and collect the licence fee of six hundred dollars (\$600.00) for company and six hundred (\$600.00) for each shareholder and director of the company
- Receive a copy of the registered licence and registered Instrument of Transfer document 3 months after the date appearing on the licence.

**WHAT HAPPENS SHOULD YOU
FAIL TO COMPLETE THE
DEVELOPMENT COMMITMENTS
OF THE LICENCE**

GOVERNMENT WOULD REGISTER A

RESTRICTION AGAINST THE PROPERTY

**WHAT SHOULD BE DONE IF THE DEVELOP-
MENT COMMITMENTS ARE NOT MET:**

- 1. You are required to apply to the Minister of Natural Resources & Labour for an extension of the licence to enable you to complete the development commitments.*
- 2. State the reason(s) why you were unable to complete the development and landscaping condition of the licence*
- 3. Provide a registered copy of the licence and a registered copy of the instrument of transfer that was granted to you.*
- 4. Provide a letter-size version for the excerpt cadastral survey plan to reflect the parcel, block, and registration section of the property; and the acreage and name(s) of the adjacent land owners.*
- 5. Pay a non-refundable extension fee of three hundred dollars (\$300.00) for company and one hundred dollars (\$100.00) for an individual*

**REQUIREMENT TO SELL THE UNDEVEL-
OPED PROPERTY**

- 1. Seek permission from Executive Council;*
- 2. Pay a penalty of 40% of the current market value of the property; and*
- 3. Identify the potential buyer(s).*



**NON-BELONGER LAND HOLDING
LICENCE**

