

Client Checklist

In order for us to continue working on your application, we will require the following from you as soon as is possible. This will avoid any delays in these processes, which are time consuming on their own. PLEASE ASSIST US IN THIS REGARD BY PROVIDING US WITH THE FOLLOWING:

Site plans and Shop plans of the premises

- This can be obtained from the architect of the premises. Please ensure these are in PDF format and are fully dimensioned and include kitchen equipment layout.

Menu

- We require a copy of the menu intended to be used in the restaurant.

Architect details

- Please fill out the relevant section in the Client Information Form and ASAP email me the plans of the premises in Acrobat format.

Landlord details

- One of the most important aspects regarding a liquor licence is the question of zoning which is complicated and can also have disastrous consequences. Please see the Client Information Form for the Landlord details we require.

Company and CC documents

- If you are a company, we require the Certificate of Incorporation, CM22 and CM29 and details of all shareholders and if you are a CC., we require the CK1 and CK2 documents

2 set of fingerprints issued at the main police station

- Fingerprints for each shareholder and director of the company as well as for the manager who will be running the business (if not delivered during initial consultation)

4 certified copies of ID

- Police certified copies of ID books for each shareholder and director of the company as well as for the manager who will be running the business (if not delivered during initial consultation)

Tax details

- VAT certificate of the trading entity
Any letter from the Receiver of Revenue which has the name and income tax registration number of each of the shareholders and directors and the manager

ONCE COMPLETED, PLEASE SEND THIS CHECKLIST AND THE DOCUMENTS TO OUR OFFICES