

SAMPLE FORMAT IN COMPANY LETTERHEAD

APPLICATION FOR A FOREIGN (OFF-ISLAND) CORPORATION SEEKING  
ADMISSIONS TO OBTAIN A BUSINESS LICENSE CERTIFICATE OF  
AUTHORITY TO TRANSACT BUSINESS IN GUAM

Artemio B. Ilagan  
Director  
Department of Revenue and Taxation  
Government of Guam  
P. O. Box 23607 GMF  
Barrigada, Guam 96921

Re: Business License Application for Certificate of Authority

This Business License Application for Certificate of Authority is filed pursuant to 18  
GCA §7104:

1. The name of the corporation is:

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2. The corporation is incorporated in the state of or country:

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3. a) The date of Incorporation is:

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b) The duration of existence is:

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4. a) The address, including street and number (do not use a P.O. Box) of the  
principal office of the corporation in the state or country under which it is  
incorporated:

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(b) Mailing address if different from the address of the principal office of the  
corporation under which it is incorporated:

5 The address, including the street and number, of its registered agent on Guam is:

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6. The purpose(s) of the corporation which it proposes to pursue in the transaction of business on Guam is/are:

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7. The Names and usual business addresses of its current directors and officers are:

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8. The following documents are submitted in support of our application for a Business License Certificate of Authority:

a) Certified copy of the corporation's certificate of existence duly authenticated by the secretary of state or official custodian of corporate records in the state or county in which it is incorporated. If the certificate is not written in the English language, a translation of the certificate in to English language under oath of the translator must be attached to the certificate.

b) Certified copy of the Certificate of Good Standing or Certificate of Compliance from state or country in which the corporation is incorporated.

c) Letter of acceptance of appointment from the registered agent for service of process in Guam.

d) Filing fee of \$100.00 for application for Business License Certificate of Authority. Please make check payable to the Treasurer of Guam.

Respectfully,

JOHN SMITH  
President or CEO

Attachments