

# Business License Transfer Form Sample

This **business license transfer form sample** serves as a standardized template to facilitate the seamless transfer of ownership and operational rights. It ensures compliance with local regulations and helps streamline the administrative process. Utilizing this form minimizes errors and delays in transferring a business license.

## 1. Current License Holder Information

**Business Name:**

**Owner's Full Name:**

**Business License Number:**

**Business Address:**

**Contact Number:**

**Email Address:**

## 2. New Owner Information

**Business Name (if changing):**

**New Owner's Full Name:**

**Business Address (if changing):**

**Contact Number:**

**Email Address:**

## 3. Transfer Details

**Requested Transfer Date:**

**Reason for Transfer:**

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## 4. Declaration & Authorization

I hereby declare that the information provided above is true and accurate to the best of my knowledge. I request the business license to be transferred as specified in this form.

**Current Owner's Signature:**

**Date:**

**New Owner's Signature:**

**Date:**

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## 5. For Official Use Only

**Approved By:**

**Date:**

**Comments / Conditions:**

**Note:** Please attach all required supporting documents (e.g., proof of identity, business registration certificate, tax clearance certificate, etc.).