



Town of
GRANBY Massachusetts

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FILING A BUSINESS CERTIFICATE
(MGL, CHAPTER 110, SECTION 5)

WHO MUST FILE?

Any person conducting business under any title other than the complete real name of the owner, whether individually or as a partnership.
Any corporation doing business in a name other than the corporate name, (must be filed by a corporate officer.)

WHERE DOES ONE FILE?

File with the Town/City Clerk, either in person or by mail, in every city or town where an office of any such person, partnership or corporation may be situated.

WHAT ABOUT A CHANGE?

Upon discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such person or of the location where business is conducted, such form must be filed with the Department of the Town/City Clerk.

DOES A BUSINESS CERTIFICATE EXPIRE?

A business certificate is in force and effect for four (4) years from the date of issue. A new filing must be made each four years as long as the business is conducted.

DO I HAVED TO DISPLAY THE CERTIFICATE?

No...but, you must provide a copy on request, during regular business hours, to any person who has purchased goods or services from such business.

FEES

Business Certificate Filing	\$ 20.00
Certified copy	\$ 6.00
Withdrawals, Discontinuances, Changes, etc.....	\$ 10.00
Certified copy	\$ 6.00

PENALTIES

Violations of these provisions shall be subject to a fine of not more than three hundred dollars (\$300.00) for each month during which such violation continues.

BY MAIL:

Obtain form from the Town Clerk's Office-Fill out completely, except for expiration date. Sign form before a Notary Public. Return to Town Clerk's Office with fee.

BUSINESS CERTIFICATE

FEE: \$20.00

The Commonwealth of Massachusetts

TOWN OF GRANBY

DATE: _____

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of _____ is conducted at

Number _____ Street

City or Town

by the following named persons.

FULL NAME

RESIDENCE

_____	_____
_____	_____
_____	_____

DESCRIPTION OF BUSINESS: _____

PHONE NUMBER (DAY) _____ (EVENINGS) _____

SIGNATURE(s):

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

Certificate Expiration Date: _____ (Town use only)

The Commonwealth of Massachusetts

County: _____ ss.

Date: _____

_____ personally appeared before me, and proved his/her identification through satisfactory evidence, which was _____ to be the person whose name is signed on this document in my presence. This _____ day of _____, 20____.

Notary or Corporate Seal

Notary Public or Town Clerk
Commonwealth of Massachusetts
My Commission Expires: _____

