

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.

WHERE DOES ONE FILE?

File with the Municipal 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 Municipal 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 HAVE 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	\$60.00
Withdrawals	\$20.00

PENALTIES?

Violations of the 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 Notary Public. Mail with check or money order made out to the Town of Boxford.



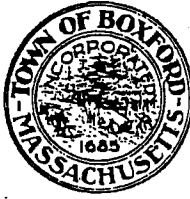
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PART I ADMINISTRATION OF THE GOVERNMENT

(Chapters 1 through 182)

TITLE XV REGULATION OF TRADE**CHAPTER 110 LABELS, TRADE MARKS, NAMES AND REGISTRATION THEREOF****Section 5** Certificates of persons conducting businesses; contents; filing; fees; index

Section 5. Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file in the office of the clerk of every city or town where an office of any such person or partnership may be situated a certificate stating the full name and residence of each person conducting such business, the place, including street and number, where, and the title under which, it is conducted, and pay the fee as provided by clause (20) of section thirty-four of chapter two hundred and sixty-two. Such certificate shall be executed under oath by each person whose name appears therein as conducting such business and shall be signed by each such person in the presence of the city or town clerk or a person designated by him or in the presence of a person authorized to take oaths. The city or town clerk may request the person filing such certificate to produce evidence of his identity and, if such person does not, upon such request, produce evidence thereof satisfactory to such clerk, the clerk shall enter a notation of that fact on the face of the certificate. A person who has filed such a certificate shall, upon his 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 the business is conducted, file in the office of said clerk a statement under oath that he has discontinued, retired or withdrawn from such business or partnership or of such change of his residence or change of the location of such business, and pay the fee required by clause (21) of said section thirty-four. In the case of death of such a person, such statement may be filed by the executor or administrator of his estate. The clerk shall keep a suitable index of all certificates so filed with him which are currently in force and effect, setting forth the pertinent facts, including a reference to any statement of discontinuance, retirement or withdrawal from, or change of location of, such business, or change of residence of such person. 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. Copies of such certificates shall be available at the address at which such business is conducted and shall be furnished on request during regular business hours, to any person who has purchased goods or services from such business. Violations of this section shall be punished by a fine of not more than three hundred dollars for each month during which such violation continues.



TOWN OF BOXFORD
7A SPOFFORD ROAD
BOXFORD, MASSACHUSETTS 01921

Telephone: 978-887-6000 x 501

Fax: 978-887-0943

OFFICE OF
THE TOWN CLERK

BUSINESS CERTIFICATE INFORMATION

BUSINESS NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

OWNER/OWNERS: _____

RES. PHONE NO. () _____

OWNER/PRESIDENT

DESCRIPTION OF SERVICE BUSINESS OFFERS:

DATE: _____

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF BOXFORD BUSINESS CERTIFICATE

_____ 20 _____

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

Town of _____

by the following named persons.

Full Name

Residence

_____	_____
_____	_____
_____	_____

SIGNED

_____	_____
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(Signature)

(Signature)

The signatories below acknowledge this certificate is not proof of conformity to Zoning by-laws or Bd. of Health regulations. It is the responsibility of the applicant to contact the Building Inspector & Health Agent in order to comply with Town by-laws, rules & regulations.

THE COMMONWEALTH OF MASSACHUSETTS

_____ SS. _____ 20 _____

Personally appeared before me the above-named _____

and made oath that the foregoing statement is true.

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.

Expiration Date _____

TITLE