

PRIVATE & CONFIDENTIAL



MINISTRY OF TRADE AND INDUSTRY

**APPLICATION FOR APPROVAL OF
AN INVESTMENT PROJECT**

INSTRUCTIONS

1. All relevant sections must be completed as indicated hereunder and submitted with the documents requested:
 - Industrial / Agro-industrial Projects: Complete Sections A and B
 - Foreign Investment Licences: Complete Sections A and B
 - Work Permits: Complete Sections A,B and C

2. The completed application form must be signed by **an Executive/(s) of the Applicant Enterprise and not by an Agent or Consultant.**

The Applicant means the particular enterprise for whose manufacturing, processing or service activity approvals are being sought.

3. **ALL** completed Application Forms must be submitted to the Industrial Development and Inward Investment Division of the Ministry of Trade and Industry for processing.

For further information on requirements and assistance for Investment Projects, please contact:

*Assistant Director, Industrial Development and Inward Investment
Ministry of Trade and Industry
Level 14 Riverside Plaza
Besson Street
Trinidad, West Indies.*

Phone: (868) 625-3819 ;627-1313 or 623-2931-3 Ext. 2120

Fax: (868) 624-9594

E-Mail: wpunnette@tradeind.gov.tt

FOR OFFICIAL USE:

Item	Date	Officer
<input type="checkbox"/> Application form received
<input type="checkbox"/> All required documents appended
<input type="checkbox"/> Additional documents/information required
<input type="checkbox"/> All additional requirements satisfied
<input type="checkbox"/> Application accepted
<input type="checkbox"/> Date report completed

APPLICATION FOR APPROVAL OF AN INVESTMENT PROJECT

TO: *Permanent Secretary
Ministry of Trade and Industry*

DECLARATION

The information contained herein is submitted in support of an application made by:

.....
(Applicant Enterprise)

APPROVALS REQUIRED

- Import Duty Concessions*
- Benefits under the Fiscal Incentives Act*
- Foreign Investment Licence to hold interest in land in excess of five (5) acres for commercial purposes*
- Foreign Investment Licence to hold shares in a Public Company*
- Work Permit (s)*
- Other (specify).....*

BUSINESS

ACTIVITY:.....

.....
I/We attach the following documents:

- Application form duly completed.*
- Certificate of Incorporation / Registration Certificate.*
- Memorandum and Articles of Association.*
- Registered Certificate of Particulars of Directors.*
- Technical feasibility report / Business proposal.*
- Financial projections for five (5) years.*
- Other (specify).....*

I/We certify that ALL information provided in this application is true and correct and that no false or deliberately misleading information has been supplied.

I/We understand that any false information supplied in the completion of this application will result in the withdrawal of any approvals granted and the right to seek legal redress for any benefits received.

Signature

(BLOCK LETTERS)

Position in Enterprise

Date

Signature

(BLOCK LETTERS)

Position in Enterprise

Date

SECTION A
GENERAL PARTICULARS

(To be completed by all Applicants)

1. Company name: _____
2. Incorporation date: _____
3. Type of company: Public Company Private Company Other (specify): _____
4. Address of Registered Office/Mailing Address: _____

5. Telephone no.: Fax no.: E-Mail: _____
6. Value Added Tax No.: _____
7. Board of Inland Revenue No.: _____
8. National Insurance Board Employer Registration No.: _____
9. Proposed Shareholding: (Where shareholder is a company please append Certificate of Incorporation, names and addresses of directors and controlling shareholder (s) and any other countries where investments are held.)

NAME	COUNTRY	TYPE OF SHARES	% SHARE-HOLDING

Share Capital: Authorised (Par Value) \$.....

Issued \$.....

10. Present business activity: _____

11. Proposed business activity: _____

12. Proposed location of factory/business: _____

13.

Investment	Existing (TT\$)	Proposed (TT\$)
Land & Building		
Machinery & Equipment		
Working Capital		
Other (specify)		
Total		

14. Source of financing (TT\$): Equity..... Loan Other

15. Construction: 15.1 Proposed start up date:.....

15.2 Proposed completion date:.....

15.3 Proposed employment during construction:.....

16. Operations: 16.1 Proposed start up date for production / operations:.....

16.2 Employment:.....

OCCUPATION (Indicate major category)	PROPOSED / EXISTING FOR YEAR 1 OF OPERATIONS:			PROPOSED / ADDITIONAL FOR YEAR 3 OF OPERATIONS:		
	20.....					
	NATIONALS	NON- NATIONALS	TOTAL ANNUAL WAGES TT \$	NATIONALS	NON- NATIONALS	TOTAL ANNUAL WAGES TT \$
Total Number of Employees						
Total Annual Wages TT \$						

Describe the expertise of any non-national (s) to be employed and indicate proposals to train nationals: _____

17. Foreign Exchange Usage and Earnings

Please indicate **all foreign exchange Usage and Earnings** of the project for the first five (5) years, including construction phase.

OUTFLOWS/ USAGE	YEAR				
	1	2	3	4	5
Machinery & Equipment Purchase					
Machinery & Equipment Lease					
Hotel Equipment					
Building Materials					
Raw Materials					
Royalties					
Loan Installments					
Distribution Charges					
Advertising					
Dividends					
Repatriation of Profits					
Repatriation of Capital					
Other (<i>specify</i>):					
Total Outflows / Usage					
INFLOWS / EARNINGS					
Revenue					
Loan					
Equity					
Other (<i>specify</i>):					
Total Inflows / Earnings					
NET <USAGE> EARNINGS					
NET <USAGE> EARNINGS B/F					
NET CUMULATIVE FOREIGN EXCHANGE					

CASH FLOW					
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18. **Estimated Local Value Added**

ITEM		YEAR 1 20..... TT \$	YEAR 3 20..... TT \$
A	Total ex-factory Sales of Approved Products		
B	Total Extra-Caricom Cost of which:		
	Cost of raw materials, fuels, components		
	Salaries and wages paid		
	Profits and dividends paid to Non-Caricom residents		
	Interest		
	Management charges		
	Royalties		
	Licences		
	Fees		
	Professional services		
	Depreciation on imported plant, equipment and machinery		
	Other payments (specify)		
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C	Excess = A - B		
D.	Local Value Added = $\frac{(C \times 100)}{A}$	%	%
E.	Local Labour Weighting = $\frac{(\text{Local Wages} \times 100)}{A}$		
F.	Local Value Added Weighted = $\frac{(D (100 + E))}{100}$		

SECTION B

INDUSTRIAL / AGRO-INDUSTRIAL PROJECT

1. For the proposed operation, have you obtained approval from the following agencies?

- Town & Country Planning Division Yes, date approved _____ No
- Factory Inspectorate Division Yes, date approved _____ No
- Fire Services Department Yes, date approved _____ No

If so, please attach a copy of each.

2. Manufacturing Process

Give a full description of the manufacturing process. (Attach flow charts and any additional data if necessary.)

3. Environmental Effects

(i) Description of waste products indicating volume of air pollution, solid waste and liquid waste/effluents.

(ii) Proposals for disposal / treatment of waste products.

SECTION C

WORK PERMITS & FOREIGN INVESTMENT LICENCES

(Data in this Section is not a formal application)

I. WORK PERMITS

Name of Applicant*	Nationality	Age	Proposed Occupation	Period of Work Permit

* Append a resume with information on schools / universities attended, training, work experience and employment during the past five (5) years.

II. FOREIGN INVESTMENT LICENCE TO HOLD INTEREST IN LAND IN EXCESS OF FIVE (5) ACRES

1. Acreage:	4. Name of vendor:
2. Location of land:	5. Address of vendor:
3. Nationality of vendor:	

(Append copy of agreement to purchase land.)

III. FOREIGN INVESTMENT LICENCE TO HOLD SHARES IN LOCAL PUBLIC COMPANIES

Local Public Company in which shares / stocks are to be acquired	
1. Name of company:	3. Share capital- Authorised
2. Address of company:	4. Share capital-Issued
	5. Percentage foreign shareholding
Shares/Stocks to be acquired	
6. Number of shares / stocks	7. Type of shares / stocks
8. Source of shares / stocks	
9. Will the shares / stocks be held in trust? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, indicate: Name of beneficiary:..... Nationality:..... Address:.....	