



**APPLICATION FOR GRANT FUNDING
UNDER THE**

**CERTIFICATION PROGRAMME FOR
FOOD AND BEVERAGE STANDARDS
AND OTHER PRODUCT
COMPLIANCE (CPFSPC)**

INSTRUCTIONS

1. All relevant sections must be completed and submitted with the documents requested.
2. The completed application form must be signed by **an Executive/(s) (Manager or Managerial Level) of the Applying Enterprise and not by an Agent or Consultant** and stamped by the Commissioner of Affidavits.
3. **ALL** completed Application Forms must be submitted via email and hard copy to:

*Mr. Crisen Maharaj
Manager
Capacity Building and Programme Finance
ExporTT Limited
151B Charlotte Street
Port of Spain
Trinidad and Tobago*

Phone: (868) 612-3988 Ext. 7904

Mobile: (868) 796-4276

E-Mail: cmaharaj@exportt.co.tt

Cc. bnarine@exportt.co.tt

**IN THE MATTER OF THE STATUTORY DECLARATIONS ACT
CHAPTER 7:04**

I
of..... do solemnly and
sincerely declare that:

1. I am in support of this Application for grant funding for work to be conducted by a consultant and/or industry professionals to comply with International Standards.
2. This work is to be done to improve my firm's export readiness and/or ability to contribute to import substitution.

I hereby attach the following documents:

- Application form duly completed
- Business Plan (including but not limited to information on economic linkages, import substitution, job creation and foreign exchange earning capabilities)
- Export Plan (where applicable)
- Financial Statements verified by a certified party for the previous three years of operation where necessary
- Detailed documentary evidence of the cost of requirements to implement standards compliance
- Business Registration Documents
- BIR Tax Clearance Certificate
- VAT Clearance Certificate (where applicable)
- NIS Certificate
- Documentary evidence of the firm's capability to fund its contribution if applicable
- Property Tax receipt (when effected)
- Police Certificate of Character for Applicant(s)
- Other (specify).....

Signature

Signature

(BLOCK LETTERS)

(BLOCK LETTERS)

Position in Firm

Position in Firm

Date

Date

GENERAL PARTICULARS (to be completed by all Applicants)

1. Name of Firm: _____

2. Sole Trader [] Partnership [] Company []

3. Registration Date: _____

4. Address of Registered Office/Mailing:

5. Location of factory/business: _____

6. Tel. No.: _____ 7. Mobile No.: _____ 8. Email: _____

9. Value Added Tax No.: _____ 10. Board of Inland Revenue No.: _____

11. National Insurance Board Employer Registration No.: _____

12. 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	SHAREHOLDING %

13. Core business activity: _____

14. Does the firm currently comply with any international/regional/national standards? eg: ISO 9000; ISO 22000; OSHA; GMP; HACCP; FSMA. If yes, please append a copy of certification or any other compliance documents:

15. Does your firm currently export? If yes, please indicate the value of annual export sales for the last three years:

16. Does your firm currently manufacture goods to replace imported products (import substitution)? If yes, please indicate the value of annual sales turnover:

17. Identify the type of assistance being applied for? (Please select one box):

- Firm engaged in the production of non-energy exports
- Firm contributing to import substitution

Note: The applicant must submit documentary evidence of capability to finance the remaining cost for the completion of the certification process costing in excess of TT\$500,000.

18. Employment information:

Occupation (Indicate the major category e.g. Managerial, Technical, Administrative, Production, Other (please specify))	Existing	
	Nationals	Non-nationals
Total No. of Employees		

19. Export Markets:

Existing Export Markets			Proposed Export Markets		
Country	Quantity/Unit	Estimated Value (USD)	Country	Quantity/Unit	Estimated Value (USD)

20. Annual Sales:

Food/Beverage/Product	Annual	
	Local Sales Value (TT\$)	Export Sales Value (TT\$)

21. Requirements to implement standards compliance:

Non-capital Requirements/ Expenditure (consulting/technical services, etc.)

Description	Estimated Cost (TT\$)	Source (Individual, Firm, Country)

Note on Documentary Evidence: Applicants are to submit a proposal from a reputable qualified consultant including Scope of Works, Methodology, Deliverables, Disbursement Schedule, and Justification of Consultant Selection.

22. Please list the approvals obtained for your current production space (Town & Country, Factory Inspectorate, Fire Services, etc.). Copies of each document to be submitted with application form.

Note: If approved, you will be required to provide documentary evidence of costs for work to be done. During implementation, you will be required to submit quarterly progress reports to exporTT.

exporTT reserves the right to refuse funding

exporTT reserves the right to request additional information

I make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment.

Declared to at _____)

In _____)

By _____)

This _____ day of _____, _____)

Before me,

Commissioner of Affidavits

If selected Info,
Information as required-

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