



Government of the Republic of Trinidad and Tobago

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**Ministry of Trade and Industry**

**APPLICATION FOR  
EXPANDED STEELPAN MANUFACTURING GRANT**



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Levels 9, 11-17&19, Nicholas Tower, 63-65 Independence Square, Port of Spain,  
Republic of Trinidad and Tobago  
Tel: (868) 623-2931-4 • Fax: (868) 627-8488  
Email: [mti-info@gov.tt](mailto:mti-info@gov.tt) • Website: [www.tradeind.gov.tt](http://www.tradeind.gov.tt)

## INSTRUCTIONS

1. Applicants must submit the following:

- a) Completed Application Form
- b) Business Plan (relative to the complexity of the entity)
- c) Business Registration Documents, where applicable
- d) Management Accounts for the previous two (2) years of operation
- e) Documented evidence of costs related to
  - (i) the acquisition of new machinery, equipment, software, tools, raw materials and training
  - (ii) Export Promotion
  - (iii) E-Commerce
- f) Tax Clearance Certificate and Vat Clearance Certificate (if operational)
- g) Police Certificate of Character for Applicants

2. The business plan must include the following elements, where necessary:

- (i) Executive Summary;
- (ii) Business Description;
- (iii) Marketing Plan;
- (iv) Human Resource Plan;
- (v) Operations Plan;
- (vi) Risk Analysis; and
- (vii) Financial Plan.

3. The completed application form must be signed by **the actual Applicant and not by an Agent or Consultant.**

The Applicant means the particular entrepreneur/tuner/small business enterprise for which approvals are being sought.

4. **ALL** completed Application Forms must be submitted to the Business Development Directorate of the Ministry of Trade and Industry for processing.

**Applicants may seek the advice of Ministry officials in compiling the necessary information. Accordingly, applicants can contact the Ministry as follows:**

*Business Development Directorate  
Ministry of Trade and Industry  
Level 12, Nicholas Tower  
Independence Square  
Port of Spain*

Phone: (868) 623-2931-4 Ext. 2206, 2204

E-Mail: [mti-businessdev@gov.tt](mailto:mti-businessdev@gov.tt)



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

I, .....do solemnly and sincerely declare as follows:

I am located at ....., and in support of this Application for the Steelpan Manufacturing Grant Funding, I attach the following documents:

- Application Form duly completed
- Business Plan
- Business Registration Documents (where applicable)
- Management Accounts for the previous two (2) years of operation
- Documented evidence of cost related to
  - (i) the acquisition of new machinery, equipment, software, tools, raw materials and training
  - (ii) Export Promotion
  - (iii) E-Commerce
- Tax Clearance Certificate and VAT Clearance Certificate (if operational)
- Police Certificate of Character for Applicants
- Other (specify).....

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(BLOCK LETTERS)

\_\_\_\_\_  
Position in Enterprise

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(BLOCK LETTERS)

\_\_\_\_\_  
Position in Enterprise

\_\_\_\_\_  
Date

**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	.....	.....



**GENERAL PARTICULARS (Answer all questions that are applicable)**

1. Name of Business \_\_\_\_\_
2. Sole Trader  Partnership  Company
3. Registration Date: \_\_\_\_\_
4. Address of Registered Office/Mailing Address: \_\_\_\_\_

5. Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_
6. Value Added Tax No.: \_\_\_\_\_ Board of Inland Revenue No.: \_\_\_\_\_
7. National Insurance Board Employer Registration No.: \_\_\_\_\_
8. Proposed Shareholding: (Where the applicant 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

9. Business activity: \_\_\_\_\_
10. Location of factory/business: \_\_\_\_\_
11. Export Markets: **(where applicable)**

COUNTRY	Existing		Proposed	
	QUANTITY/ VOLUME	ESTIMATED VALUE (TTS)	QUANTITY/ VOLUME	ESTIMATED VALUE (TTS)



12. New Machinery / Equipment / Software / Tools / Raw Materials / Training:

Description	Estimated Cost TT \$	Source (Company, Address)

13. Export Promotion - Tradeshows:

TradeShow	Address	Description of Costs to be covered	Estimated Cost TT \$



14. Export Promotion – E-Commerce:

Online Marketplace	Web Address	Estimated Cost TT \$

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

