



Government of the Republic of Trinidad and Tobago

Ministry of Trade, Investment and Tourism

APPLICATION FOR GRANT FUNDING FOR SMALL AND MEDIUM –SIZED ENTERPRISES

MINISTRY OF TRADE, INVESTMENT AND TOURISM

Levels 9, 11-17, Nicholas Tower, 63-65 Independence Square,
Port of Spain, Republic of Trinidad and Tobago

- Tel: (868) 623-2931-4
- Email: mti-info@gov.tt

- Website: www.tradeind.gov.tt

INSTRUCTIONS

1. **ALL** relevant sections of the Application Form must be completed.
2. The completed Application Form must be accompanied by **ALL** the following documents:
 - a) Business Plan
 - b) Audited Financial Statements for two (2) years
 - c) Documented evidence of cost of capital requirements/expenditure
 - d) Certificate of incorporation of the supplier of the acquisition
 - e) Dun and Bradstreet (D-U-N-S) number of the supplier of the acquisition
 - f) Business Registration Documents, including the Company's Notice of Directors
 - g) Tax Clearance Certificate and VAT Clearance Certificate
 - h) Property Tax receipt (when effected)
 - i) Documentary evidence confirming the Company's Financial Ability to meet the other 50% of the cost of acquisition
 - j) Police Certificate of Character for Applicant(s)

3. The completed Application Form must be signed by **an Executive/(s) of the Applicant Enterprise and not by an Agent or Consultant.**

An Applicant Enterprise is any enterprise whose activities is aligned with the following sectors: Manufacturing, Agriculture and Agro-processing, Maritime Services, Aviation Services, Fish and Fish Processing, Software Design and Applications, or Creative Industries.

4. **ALL** completed Application Forms must be submitted to the Investment Directorate of the Ministry of Trade, Investment and Tourism for processing.

For further information on requirements and assistance, please contact:

*Investment Directorate
Ministry of Trade, Investment and Tourism
Level 12, Nicholas Tower
Independence Square, Port of Spain, Trinidad*

Phone: (868) 623-2931-4 Exts. 2207/2220/2219/2225

Fax: (868) 624-9594 or (868) 623-5445

E-Mail: mti-investmentdir@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

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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 Grant Funding, I attach the following documents:

- ☐ Application form duly completed
- ☐ Business Plan
- ☐ Audited Financial Statements for two (2) years
- ☐ Documented evidence of cost of capital requirements/expenditure
- ☐ Certificate of incorporation of the supplier of the acquisition
- ☐ Dun and Bradstreet (D-U-N-S) number of the supplier of the acquisition
- ☐ Business Registration Documents, including the Company's Notice of Directors
- ☐ Tax Clearance Certificate and VAT Clearance Certificate
- ☐ Property Tax receipt (when effected)
- ☐ Documentary evidence confirming the Company's Financial Ability to meet the other
50% of the cost of acquisition
- ☐ Police Certificate of Character for Applicant(s)
- ☐ Other (specify).....

Signature

(BLOCK LETTERS)

Position in Enterprise

Date

Signature

(BLOCK LETTERS)

Position in Enterprise

Date

GENERAL PARTICULARS (To be completed by all Applicants)

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. 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

9. Business activity: _____
10. Location of factory/business: _____

11.

INVESTMENT	EXISTING (TT\$)	PROPOSED (TT\$)
Land & Building		
Machinery & Equipment		
Working Capital		
Total		

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

13. Employment:

	Existing		Proposed	
OCCUPATION (Indicate major category)	Nationals	Non-Nationals	Nationals	Non-Nationals
TOTAL NUMBER OF EMPLOYEES				

14. Export Markets: (Where applicable)

	Existing		Proposed	
COUNTRY	QUANTITY/ VOLUME	ESTIMATED VALUE (TT\$)	QUANTITY/ VOLUME	ESTIMATED VALUE (TT\$)

15. Annual Production/Sales:

Products/Services	Annual	
	Local Sales Value(TT\$)	Export Sales Value (TT\$)

16. Capital Requirements/Expenditure (Machinery, Equipment, Software, Tools):

Tariff No.	Description	Estimated Cost TT \$	Source (country)

17. 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.

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