



Government of the Republic of Trinidad and Tobago

---

**Ministry of Trade and Industry**

**APPLICATION FOR GRANT FUNDING FOR SMALL  
AND MEDIUM -SIZED MANUFACTURERS**



---

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. All relevant sections must be completed and submitted with the documents requested.
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 or agro-processing activity approvals are being sought.

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

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

*Videsh Maharaj, Senior Economist (Ag.)  
Ministry of Trade and Industry  
Level 12, Nicholas Tower  
Independence Square  
Port of Spain  
Trinidad, West Indies*

*Phone: (868) 623-2931-4 Ext. 2210  
Fax: (868) 624-9594 or (868) 623-5445  
E-Mail: videsh.maharaj@gov.tt*

---

### **FOR OFFICIAL USE:**

| <b>Item</b>  | <b>Date</b> | <b>Officer</b> |
|--|-------------|----------------|
| <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                     | .....       | .....          |



**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 equipment
- Business Registration Documents
- Tax Clearance Certificate and VAT Clearance Certificate
- Statement of Tax Affairs
- Property Tax receipt (when effected)
- Documentary evidence confirming the Company's Financial Ability to meet the other  
50% of the cost of Machinery and Equipment
- Other (specify).....

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**GENERAL PARTICULARS (To be completed by all Applicants)**

1. Name of Business \_\_\_\_\_

2. Sole  Partnership  Company  Trader

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 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            | (TT\$) |
|-----------------------|--------|
| Land & Building       |        |
| Machinery & Equipment |        |
| Working Capital       |        |
| <b>Total</b>          |        |



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

13. Employment:

| OCCUPATION<br>(Indicate major category) | Nationals | Non-Nationals |
|---|-----------|---------------|
|   |           |               |
|   |           |               |
|   |           |               |
|   |           |               |
|   |           |               |
|   |           |               |
|   |           |               |
|   |           |               |
| <b>TOTAL NUMBER OF<br/>EMPLOYEES</b>    |           |               |

14. Export Markets:

| COUNTRY | QUANTITY/ VOLUME | ESTIMATED VALUE<br>(TT\$) |
|---------|------------------|---------------------------|
|         |                  |                           |
|         |                  |                           |
|         |                  |                           |
|         |                  |                           |
|         |                  |                           |
|         |                  |                           |
|         |                  |                           |

15. Annual Production/Sales

| Products | Annual                  |                           |
|----------|-------------------------|---------------------------|
|          | Local Sales Value(TT\$) | Export Sales Value (TT\$) |
|          |                         |                           |
|          |                         |                           |
|          |                         |                           |
|          |                         |                           |
|          |                         |                           |
|          |                         |                           |



16. Machinery and Equipment

| Tariff No. | Description of Machinery & Equipment | Estimated Cost<br>TT \$ | Source<br>(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 \_\_\_\_\_ ).....

Declarant this

day \_\_\_\_\_ of, 2018. )

Before me,  
Commissioner of Affidavits

