

**FORM 11**

**(Regulation 9)**

**ANNUAL OPERATION PLAN FOR AN OPERATOR LICENCE**

The Annual Operation Plan for should, be in the format and contain the information as set out below.

**1. Executive Summary**

The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.

**2. Review of Operations in Current Financial Year**

A review of operations in the current financial year, including:

- (a) Overall operating expenditure incurred in the current financial year;
- (b) New investments made in Zone-related buildings, machines, equipment, facilities and other assets in the current financial year;
- (c) The total number of persons employed in the current financial year
- (d) The various support services provided to Enterprise in the Special Economic Zone in the current financial year;
- (e) The other users of the zone including all persons not providing support services but, who may provide activities or other services in the Zone;
- (f) Any other information (such as) lease agreements between Operators and SEZ Enterprises; and
- (g) Any other relevant information relating to the operations of the Special Economic Zone in the current financial year.

**3. Operations in New Financial Year**

The Operator shall provide the following information with respect to operations in the new financial year:

- (a) Overall operating expenditure expected to be incurred in the new financial year;
- (b) New investments expected to be made in Zone-related buildings, machines, equipment, facilities and other assets in the new financial year;
- (c) The total number of persons that would be employed in the new financial year
- (d) The various support services that would be provided to Enterprise in the Special Economic Zone in the new financial year;
- (e) The other users of the zone including be all persons not providing support services but, who may provide activities or other services in the Zone;
- (f) Any other information (such as) lease agreements between Operators and SEZ Enterprises; and
- (g) Any other relevant information relating to the operations of the Special Economic Zone in the new financial year.

***Please provide the following documents in support of the Annual Operation Plan for the Operator Licence:***

- 1. The management accounts in year one and the latest audited financial statements of the Operator thereafter.***
- 2. A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.***
- 3. A valid Income Tax Clearance Certificate.***
- 4. A valid Value Added Tax Clearance Certificate.***
- 5. A valid National Insurance Board (NIB) Compliance Certificate.***
- 6. A copy of the registration documents for the registration of the Operator with the Financial Intelligence Unit of Trinidad and Tobago.***