

MINISTRY OF TRADE, INVESTMENT AND TOURISM

Business Case Document

Each prospective investor is requested to submit a Business Case Document and any additional supporting documentation.

This checklist for the Business Case Document is not prescriptive nor in any particular order. It is a structured framework for engagement and mutual understanding between the prospective investor and the Ministry of Trade, Investment and Tourism, and by extension, the Government of Trinidad and Tobago.

INFORMATION/ DOCUMENT CHECKLIST

A. Table of Contents

B. Executive Summary

- Purpose of the Business Plan
- Business Concept
- Market Overview
- Operating Model
- Business Leadership
- Government Support
- Engagement of Key Affiliates
- Drivers of Business Development Success
- Financial Performance Summary
- Ownership and Investment Structure
- Strategic/National Value and Benefits

C. Body of document

1. **Project Background and Context**
2. **Vision and Strategic Justification**
 - 2.1 Why the Goods and Services?
 - 2.2 Vision for the Business
 - 2.3 Seizing the Opportunity
3. **Strategic Framework**
4. **Business Goods and Services**
5. **Promoters**

- 6. Market Assessment**
 - 6.1 Market Size
 - 6.2 Target Market/Segments
 - 6.3 Market Share and Revenue Potential
 - 6.4 Forecasted Market Growth
- 7. Pricing Strategy**
- 8. Success Drivers and Sustainability Framework**
- 9. Product/Service Differentiation**
- 10. Key Risks and Mitigation Measures**
- 11. Government Concessions and Incentives**
- 12. Preliminary Facility Design**
 - 12.1 Site Location
 - 12.2 Built-in Design Flexibility
 - 12.3 Proposed Building Specifications
- 13. Capital Expenditure for Facilities**
- 14. Implementation Timeline**
- 15. Financial Projections Summary**
 - 15.1 Highlights of Projected Profit & Loss: Years 1–5 (US\$ '000s)
 - 15.2 Highlights of Projected Balance Sheets: Years 1–5
 - 15.3 Highlights of Projected Cash Flows: Years 1–5
 - 15.4 Profitability Outlook
 - 15.5 Cash Flow Generation
 - 15.6 Balance Sheet Summary
 - 15.7 Capital Structure
 - 15.8 Revenue Summary
 - 15.9 Cost Summary
 - 15.10 Key Financial Highlights
- 16. Ownership and Investment Framework**
 - 16.1 Promoter Contributions to Date and Intent
 - 16.2 Dividend Policy
- 17. Governance Structure**
- 18. Impact and Benefits**
 - 18.1 Benefits to Investors

18.2 Benefits to Society (Employment – Nationals vs Non-Nationals; Local Inputs)

Appendices

- I. Financial Projections, including Notes and Assumptions
- II. Organisational Structure
- III. Key Agreements and Commitments
- IV. Relevant Government Policies – Extracts
- V. Curriculum Vitae

Submission and Contact

Please submit all documentation electronically in both PDF and editable format (Word/Excel) to the Ministry via the Investment Directorate: **mti-investmentdir@gov.tt**

If you require assistance, please use the following contacts: **(868) 623-2931-4 Ext. 2207/2220/2219**. Your primary point of contact for further discussion or clarification will be assigned upon receipt.

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Note: The Ministry reserves the right to request additional information or hold follow-up discussions to better assess the proposal. This document is not a guarantee of approval or incentive access, but a step in ensuring responsible and mutually beneficial engagement.