

**FORM 3 (Regulation 14)**

**APPLICATION FORM FOR AN SEZ ENTERPRISE LICENCE**

We hereby apply for a SEZ Enterprise Licence pursuant to the provisions of the Trinidad and Tobago Special Economic Zones Act, 2022.

**SECTION 1 - GENERAL INFORMATION**

1. Name of Applicant:	
2. Address:	
3. Office Number:	
4. Fax Number:	
5. Email Address:	
6. Website:	
7. Select as appropriate:  <input type="checkbox"/> Limited Liability Company* <input type="checkbox"/> External Company*  *Incorporated or registered in accordance with the Trinidad and Tobago Companies Act, 1995, Chap. 81:01	
8. Board of Inland Revenue File Number:	
9. Value Added Tax Registra- tion Number:	
10. National Insurance Board Registration Certificate:	
11. Bankers - Contact Information	
Name of Bank:	
Branch Address:	
Bank Contact Official:	
Telephone Number:	

**SECTION 2 - SHAREHOLDING/PARTNERSHIP/DIRECTOR INFORMATION**

## 12. Details of Shareholders/Partners

Name	Address	Occupation	Nationality	Number & Type of Shares or percentage of Ownership

## 13. Details of Directors

Name	Address	Occupation	Nationality

14. Principal Officers

Name	Address	Occupation	Nationality

**SECTION 3 - BUSINESS ACTIVITY**

<p>15. Select appropriate Zone:</p> <div style="display: flex; flex-wrap: wrap; margin-top: 10px;"> <div style="width: 33%;"><input type="checkbox"/> Free Port</div> <div style="width: 33%;"><input type="checkbox"/> Free Trade Zone</div> <div style="width: 33%;"><input type="checkbox"/> Industrial Park</div> <div style="width: 33%;"><input type="checkbox"/> Specialised Zone</div> <div style="width: 33%;"><input type="checkbox"/> Development Zone</div> </div>
<p>16. Brief Description of Proposed Business Activity</p>
<p>17. Does the applicant have operations in the customs territory?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, please provide details</p> <div style="height: 100px;"></div>

18. Has the applicant ever been denied approval to operate as an SEZ Enterprise/Single Zone Enterprise?

☐ Yes    ☐ No

If yes, please provide details

#### SECTION 4 - DETAILS OF PROPOSED LOCATION

19. Please indicate your legal interest in the property :

☐ Owner                      ☐ Leasehold interest

If Leasehold Interest, please indicate tenure of lease agreement: \_\_\_\_\_

20. If the applicant is not the owner, please provide the name and address of the property owner.

Name:

Address:

21. Please provide the precise location of the property comprising the proposed business activities.

22. Size of the proposed location of business operations

Land Area:

Building Area:

23. Zoning Classification, please select:

☐ Industrial      ☐ Commercial      ☐ Agricultural      ☐ Residential

24. Provide a brief description of the Existing Land Use:

25. Approvals

(a) Outline Planning Approval:	
Date of Application:	
Anticipated Date of Approval:	
(a) Town & Country	
Date of Application:	
Anticipated Date of Approval:	
(b) Environmental Management Authority	
Date of Application:	
Anticipated Date of Approval:	

## SECTION 5 - INVESTMENT AND FINANCIAL INFORMATION

26. Proposed Financial/Investment Details	
Land:	\$
On-Site Infrastructure (fencing, roads, drainage, water supply, sewage, electricity, telecommunication etc.):	\$
Building:	\$
Machinery and Equipment:	\$
Professional Fees:	\$
Other (provide details):	\$
Total Investment:	\$

<b>27. Means of Financing</b>	
Equity Capital:	\$
Bank Loan:	\$
Other Third-Party Loans:	\$
External Commercial Borrowings:	\$
Other (provide details):	\$
(Total:	\$
<b>28. Foreign Direct Investment</b>	
Extent of Foreign Direct Investment (if any):	\$
Source of Foreign Direct Investment (company and country details):	

## SECTION 6 - ATTESTATION

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

Signature:	
Name in Block Letters:	
Position:	
Date:	
Official Seal/ Stamp:	

*The Applicant shall also be required to submit the following documents in support of this Application:*

- 1. Where applicable, certified by the Registrar of Companies, the Office of the Attorney General and Ministry of Legal Affairs:*
  - (a) Business - the Certificate of Business Registration, where registered as a Partnership under the Registration of Business Name Act;*
  - (b) Local Company - the Certificate of Incorporation, Articles of Incorporation, By-Laws and the last year's Annual Return;*
  - (c) External Company - the Certificate of Registration, Application for Registration and the last year's Annual Return; or*
  - (d) Public -Private Partnership - the Partnership Agreement.*
- 1. An Operation Plan - Form 4 in Schedule 1 to the Regulations.*
- 2. A copy of the deed of conveyance, certificate of title, lease agreement or other documentary evidence establishing the right to occupy the property, certified by the Registrar General, Land Registry, the Office of the Attorney General and Ministry of Legal Affairs.*
- 3. The written consent of the owner of the property for the designation and use of the property as a Special Economic Zone.*
- 4. An AML/CFT/PF risk assessment - Form 7, Schedule 1 to the Regulations.*
- 5. Audited Financial Statements and/or Management Accounts for the last two years of operation, if applicable; financial projections; bank statements; or any other financing and or contractual arrangements as evidence of the applicant's ability to meet the Zone-related investment criteria specified in Schedule 4 of the Act.*
- 6. A list of the employee names, identification numbers, positions and level within the organisation, as evidence of the applicant's ability to meet the minimum personnel requirements for the management of the Special Economic Zone.*
- 7. A Declaration consenting to the entry of inspectors - Form 8 in Schedule 1 to the Regulations.*
- 8. An affidavit verifying the property comprising the proposed Special Economic Zone is not subject to any dispute or any actual or impending legal liability or contingency that could give rise to a legal claim relating to the occupancy of the said property.*
- 9. A copy of all building permits and/or planning approvals to satisfy the requirements for development standards for roads, drainage and utilities.*
- 10. A copy of any certificates issued under the Environmental Management Act, Chap. 35:05.*
- 11. A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.*



**FORM 4**

**(Regulation 14)**

**OPERATION PLAN FOR A SEZ ENTERPRISE LICENCE**

The Operation Plan for SEZ Enterprises 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. Background**

The following matters may be included in the Background:

- (a) A brief overview of the applicant (products/services provided, duration of operations, achievements, global reach, partners, suppliers, customers etc.);
- (b) A profile of the leadership team;
- (c) The type of business to be undertaken in the Special Economic Zone;
- (d) The location, size and suitability of the land for the proposed Special Economic Zone; and
- (e) Likely commencement date of operations.

**3. Approvals and Infrastructure**

- (a) All required approvals should be identified (Town and Country, Environmental Management Authority, Occupational Safety and Health Authority (OSHA), fire services);
- (b) The date of application to all the relevant authorities and the anticipated date of receipt of approvals;
- (c) The environmental impact should be highlighted as well as any measures proposed to be taken in mitigation;
- (d) The existing infrastructure on the property;
- (e) Plans for construction of buildings/facilities;
- (f) The estimated number of persons that would be employed during construction ;
- (g) A timeline for all infrastructure development works; and
- (h) Technical drawings and maps may be included, as necessary.

**4. Core Income Generating Activities**

- (a) Detailed description of the business activity to be undertaken in the Special Economic Zone; and
- (b) In the event that the applicant intends to carry on any of the business activities in the sectors as set out in Schedule 2 of the regulations, it shall provide such information and/or documentation to satisfy the requirements that it would be conducting the core income generating activities relevant to its business.

**5. Finance and Investment**

- (a) The total value of the investment with a detailed description of the expenditure incurred;
- (b) The source of funding;
- (c) A detailed estimate of the annual operating expenditure associated with the operation of the Special Economic Zone; and
- (d) Financial projections for at least three years.

6. Marketing

Marketing strategy for products/services.

7. Human Resource

- (a) Organization chart;
- (b) List of the employees;
- (c) Total number of persons employed by the SEZ Enterprise licenced to carry on business in the Special Economic Zone, including the number of qualified full-time personnel and other persons with appropriate qualifications;
- (d) The estimated salary levels of employees; and
- (e) Whether employees would be nationals of Trinidad and Tobago or elsewhere.

8. Corporate Social Responsibility

Identify potential corporate social responsibility activities.

9. Growth Strategy

- (a) Strategic goals for the next five years; and
- (b) Building and/or business expansion plans including timeframes.