

FORM 10
(Regulation 19)
SEMI-ANNUAL REPORT FOR SINGLE ZONE ENTERPRISES

The Semi-Annual Report for Single Zone Enterprises should be in the format and contain the information as set out below.

1. <u>Single Zone Enterprise Details</u> The details of the Enterprise should be clearly stated, including the name, address, contact information, the reporting period and the approved Activity of the Enterprise.
2. <u>Facilities and infrastructure</u> (a) A list of all approvals obtained by the Enterprise (Town and Country, Environmental Management Authority, Occupational Safety and Health Authority (OSHA), fire services; (b) A detailed description of all improvements to the facilities and or infrastructure for the Enterprise; and (c) The value of the improvements made to the Enterprise during the reporting period.
3. <u>Sales Turnover</u> (a) <u>Total sales turnover for the previous six month period, in the Zone.</u>
4. <u>Investments</u> (a) <u>Property, plant, equipment and other types of investment.</u>
5. <u>Imports into the Zone</u> (a) A detailed breakdown of the goods purchased and imported into the Zone, from foreign territories and the customs territory, for use in the Zone; (b) A detailed breakdown of the goods purchased and imported into the Zone, from foreign territories and the customs territory, for exportation from the Zone; (c) A detailed breakdown of the services purchased and imported into the Zone, from foreign territories and the customs territory, for use in the Zone; and (d) The number of shipping containers imported into the Zone and total cost of associated fees.
6. <u>Exports from the Zone</u> (a) A detailed breakdown of the custom territory goods sold and exported from the Zone to foreign territories; (b) A detailed breakdown of the foreign territory goods sold and exported from the Zone to other foreign territories or the customs territory; and (c) The number of shipping containers exported from the Zone and total cost of associated fees.
7. <u>Human Resource</u> (a) Total number of employees, including the number of qualified full-time /part-time personnel, contractors and other persons with appropriate qualifications; (b) The estimated salary levels of employees; (c) Whether employees would be nationals of Trinidad and Tobago or elsewhere; and (d) Total salaries and wages paid to personnel employed in the Zone.
8. <u>Marketing</u> A description of the Marketing strategies implemented for the reporting period for the promotion of the Zone.
9. <u>Support Services</u> Describe any support services provided to SEZ Enterprises for the reporting period: maintenance services, security services, administrative services, etc.