

THE TRINIDAD AND TOBAGO SPECIAL ECONOMIC ZONES
REGULATIONS, 2023

Arrangement of Regulations

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LEGAL NOTICE NO. 370

REPUBLIC OF TRINIDAD AND TOBAGO

THE TRINIDAD AND TOBAGO SPECIAL ECONOMIC ZONES ACT, 2022
(Act No. 1 of 2022)

REGULATIONS

MADE BY THE TRINIDAD AND TOBAGO SPECIAL ECONOMIC ZONES
AUTHORITY, WITH THE APPROVAL OF THE MINISTER, UNDER SECTION 87
OF THE TRINIDAD AND TOBAGO SPECIAL ECONOMIC ZONES ACT, 2022
AND SUBJECT TO NEGATIVE RESOLUTION OF PARLIAMENT

THE SPECIAL ECONOMIC ZONES REGULATIONS, 2023

PART I

PRELIMINARY

1. These Regulations may be cited as the Trinidad and Tobago Special Economic Zones Regulations, 2023. Citation
2. In these Regulations, unless the context requires otherwise— Interpretation
 - “certified mediator” has the meaning assigned to it in section 2 of the Mediation Act; Chap. 5:32
 - “core income generating activities” shall be those permitted activities as defined in the Act as hereinafter set out at **Schedule 2**;
 - “investment” means all outgoings and expenses incurred by an operator or an enterprise to procure or improve an asset in the production of income; and
 - “public-private partnership” means a public body and a private body which have entered into a public-private partnership arrangement.

PART II

DESIGNATION OF SPECIAL ECONOMIC ZONES

3. (1) The Authority shall, in making a recommendation to the Minister under section 30(1) take into consideration the factors specified in section 30(3) and provide the Minister with all the material information in relation to those factors. Procedure for designation of Special Economic Zones

(2) Subject to subregulations (3) to (5), the Minister shall, upon receipt of a recommendation from the Authority pursuant to section 30(1), have ninety days to determine whether a geographical area should be designated as a Special Economic Zone.

(3) The Minister may, in writing, request additional information from the Authority prior to making a final determination with respect to the designation of a Special Economic Zone.

(4) The Authority shall, within thirty days from the date of delivery of a written request from the Minister pursuant to subregulation (3), submit to the Minister the additional information requested.

(5) The Minister shall, within thirty days after the receipt of additional information under subregulation (4), determine whether a geographical area should be designated as a Special Economic Zone.

PART III

OPERATOR LICENCE

- | | |
|--|---|
| Operator
Licence
Application | 4. An applicant for an Operator Licence shall submit to the Authority— |
| Form 1
Schedule 1 | (a) an application in the form set out as Form 1 in Schedule 1 ; |
| Schedule 4 | (b) documentation that supports the eligibility criteria specified in Schedule 4 of the Act; |
| Form 2
Schedule 1 | (c) an Operation Plan in the form set out as Form 2 in Schedule 1 ; and |
| Schedule 3 | (d) the non-refundable Operator Licence application fee specified in Schedule 3 . |
| Public-private
partnership
requirements
for Operator
Licence | 5. Where an applicant for an Operator Licence is a public-private partnership, the applicant shall submit to the Authority a copy of the public-private partnership arrangement containing the following information: |
| | (a) the ownership structure of the public-private partnership; |
| | (b) financial plan of the public-private partnership; and |
| | (c) the provisions for the distribution of assets upon termination of the public-private partnership. |

6. (1) Where the Authority receives an application for an Operator Licence, and no information, material or verification under section 35(3) is required, it shall within thirty days of receipt of the application, request in writing, the approval of the Minister to grant or refuse the application as the case may be.

Assessment by
the Authority
of the
Operator
Licence
Application
and
recommenda-
tions to the
Minister

(2) The Authority may, within thirty days of the receipt of an application for an Operator Licence, make a written request to the applicant for any further information or material, or for any verification by affidavit, in accordance with section 35(3).

(3) An applicant for an Operator Licence shall, within thirty days from the date of receipt of a request pursuant to subregulation (2) or any other period specified by the Authority, comply with the request.

(4) The Authority shall, within thirty days from the date on which the applicant complies with all requests pursuant to subregulation (2), determine whether the application meets the requirement of the Act and request in writing the approval of the Minister to grant or refuse the application, as the case may be.

7. The Minister shall, upon receipt of a request under **regulation 6**, have sixty days to consider the request and notify the Authority in writing of his decision.

Minister
determination
on granting
an Operator
Licence

8. Where the Minister approves the grant of an Operator Licence under **regulation 7**, the Operator Licence and certificate of grant of the Operator Licence referred to in section 82 shall be issued within twenty-one days of the approval of the Minister.

Issue of
Operator
Licence and
certificate of
grant of
Operator
Licence

9. (1) For the purposes of section 54(1), an annual Operation Plan for the new financial year shall be in the form set out as **Form 11** in **Schedule 1**.

Annual
Operation
Plan for
Operators
Form 11
Schedule 1

(2) Upon submission of the annual Operation Plan by the operator, the Authority shall have thirty days from the date of the receipt of the submission to—

- (a) request further information and or clarification from the operator; or
- (b) approve the annual Operation Plan by providing written notification to the operator.

Annual
licence fee

10. An operator shall, not later than thirty days after the anniversary of the date of issue of its Operator Licence or such other date as determined by the Authority in writing, pay to the Authority the annual licence fee prescribed under section 39(4).

Amendment
or variation of
licence

11. (1) An operator seeking an amendment or variation to the terms and conditions of its Operator Licence, in accordance with section 42(2), shall—

Form 14
Schedule 1
Schedule 3

(a) submit to the Authority an application in the form set out as **Form 14 in Schedule 1**; and

(b) pay the application fee specified in **Schedule 3**.

(2) Where the Authority receives an application for an amendment or variation of an Operator Licence, and no information, material or verification under section 42(4) is required, it shall within fourteen days of receipt of the application, request in writing, the approval of the Minister to grant or refuse the application as the case may be.

(3) The Authority may, within fourteen days of the receipt of an application for an amendment or variation of an Operator Licence, make a written request to the applicant for any further information or material, or for any verification by affidavit, in accordance with section 42(4).

(4) An applicant for an amendment or variation of an Operator Licence shall, within fourteen days from the date of receipt of a request pursuant to subregulation (3) or any other period specified by the Authority, comply with the request.

(5) The Authority shall, within fourteen days from the date on which the applicant complies with all requests pursuant to subregulation (3), determine whether the application meets the requirement of the Act and request in writing the approval of the Minister to grant or refuse the application, as the case may be.

(6) The Minister shall, upon receipt of a request under subregulation (5), have fourteen days to consider the request and notify the Authority in writing of his decision.

(7) The Authority shall have fourteen days from the receipt of notice of the Minister's decision under subregulation (6), to inform the applicant of the grant or refusal of his application.

12. (1) Any operator wishing to surrender its Operator Licence, in accordance with section 47(2), shall— Surrender of licence

(a) submit to the Authority an application in the form set out as **Form 17 in Schedule 1**; and

Form 17
Schedule 1
Schedule 3

(b) pay the application fee specified in **Schedule 3**.

(2) Where the Authority receives an application for the surrender of an Operator Licence, and no further information or document under section 42(4) is required, it shall within thirty days of receipt of the application, notify the operator in writing of its decision.

(3) The Authority may, within thirty days of the receipt of an application for the surrender of an Operator Licence, make a written request to the applicant for any further information or document, in accordance with section 42(4).

(4) An applicant for the surrender of an Operator Licence shall, within fourteen days from the date of receipt of a request pursuant to subregulation (3) or any other period specified by the Authority, comply with the request.

(5) The Authority shall, within fourteen days from the date on which the applicant complies with all requests pursuant to subregulation (3), determine whether the application meets the requirements of the Act and notify the applicant in writing of its decision.

13. (1) An operator who wishes to renew its Operator Licence, in accordance with section 43(1), shall submit to the Authority, at least three months prior to the expiration of the licence or such other period as specified in the terms and conditions of the existing licence, the following: Renewal of Operator Licence

(a) an application in the form set out as **Form 20 in Schedule 1**; Form 20
Schedule 1

(b) an Operation Plan in the form set out as **Form 21 in Schedule 1**; and Form 21
Schedule 1

(c) all documentation in support of the application,

and pay the fees specified in Schedule 3.

Schedule 3

(2) Were the Authority receives an application for the renewal of an Operator Licence, and no further information or document is required under section 6(b), it shall within thirty days of receipt of the application, request in writing, the approval of the Minister to grant or refuse the application, as the case may be.

(3) The Authority may, within thirty days of the receipt of an application for the renewal of an Operator Licence, make a written request to the applicant for any further information or document required under section 6(b).

(4) An applicant for the renewal of an Operator Licence shall, within fourteen days from the date of receipt of a request pursuant to subregulation (3) or any other period specified by the Authority, comply with the request.

(5) The Authority shall, within fourteen days from the date on which the applicant complies with all requests pursuant to subregulation (3), determine whether the application meets the requirements of the Act and forward its recommendations to the Minister.

(6) The Minister, upon receipt of the recommendations from the Authority, pursuant to subregulation (2) or (5), shall have thirty days to—

- (a) consider the recommendations of the Authority;
- (b) make a determination as to whether to grant or refuse the renewal of the Operator Licence; and
- (c) notify the Authority in writing of his decision.

(7) The Authority shall have fourteen days to inform the operator of the decision to renew or refuse the Operator Licence.

PART IV

SPECIAL ECONOMIC ZONES ENTERPRISE LICENCE AND SINGLE ZONE ENTERPRISE LICENCE

SEZ
Enterprise
Licence and
Single Zone
Enterprise
Licence
Application

14. An applicant who wishes to obtain an SEZ Enterprise Licence or Single Zone Enterprise Licence for the purpose of carrying on any activities as referred to in Schedule 3 of the Act, shall be required to submit to the Authority—

(a) for a SEZ Enterprise Licence—

Form 3
Schedule 1

- (i) an application form as set out as **Form 3 in Schedule 1**;
and

Form 4
Schedule 1

- (ii) an Operation Plan for an SEZ Enterprise as set out at **Form 4 in Schedule 1**.

(b) for a Single Economic Enterprise Licence—

(i) an application form as set out as **Form 5 in Schedule 1**; Form 5
Schedule 1
and

(ii) an Operation Plan for a Single Zone Enterprise as set out
at **Form 6 in Schedule 1**; Form 6
Schedule 1

(c) all other documentation, in support of the application for an
SEZ Enterprise Licence or Single Zone Enterprise Licence,
referred to in section 49(2) of the Act, hereinafter set out in
Schedule 1; and Schedule 1

(d) the non-refundable application fee as set out in **Schedule 3** Schedule 3
for—

(i) the SEZ Enterprise Licence; or

(ii) the Single Zone Enterprise Licence.

15. The Authority in accordance with sections 49(4) and (5) shall Economic
Substance
Test
review the Operation Plan, submitted by an applicant for a SEZ Enterprise
Licence or a Single Zone Enterprise Licence, to determine whether the
applicant has satisfied the economic substance test in relation to all
permitted economic activities, to be undertaken in the Special Economic
Zone, as provided for in the Act and set out in **Schedule 2**. Schedule 2

16. (1) Within thirty days of receipt of an SEZ Enterprise Licence Assessment
of the SEZ
Enterprise
Licence or
Single Zone
Enterprise
Licence
or Single Zone Enterprise Licence application, made pursuant to application and
recommendations
to the Minister
regulation 15, the Authority shall assess the application for the SEZ
Enterprise Licence or Single Zone Enterprise Licence, taking into account
the factors referred to under section 50(1).

(2) In accordance with section 49(6), the Authority may make a
written request to the applicant, for any further information, material, or
verification by affidavit of any information or material fact then or
previously submitted by the applicant.

(3) An applicant, pursuant to subregulation (2), shall submit all
requested information to the Authority within thirty days from the date
of delivery of the request or any other time period specified by the
Authority.

(4) The Authority shall, within thirty days from the date of
receipt of the additional information, determine whether an application
meets the requirements of the Act and forward its recommendations to
the Minister.

Minister de-
termination
on the SEZ
Enterprise
Licence or
Single Zone
Enterprise
Licence
Application

17. The Minister shall, upon receipt of the recommendations from the Authority pursuant to regulation 16(4), have thirty days to—

- (a) consider the recommendations of the Authority;
- (b) make a determination as to whether to grant or refuse the SEZ Enterprise Licence or Single Zone Enterprise Licence; and
- (c) notify the Authority in writing of his decision.

Issue of
licence and
certificate of
grant of
licence

18. Where the decision to grant an SEZ Enterprise Licence or Single Zone Enterprise Licence is made, the certificate of grant licence pursuant to section 82 shall be issued together with the licence, within twenty-one days of being notified of the Minister's decision pursuant to regulation 17(c).

Reporting and
compliance
Form 9
Form 10
Schedule 1

19. The information required to be submitted by a licensee to the Authority pursuant to section 55(1) shall be in the form set out as **Form 9** or **Form 10** of **Schedule 1**, as the case may be.

Annual
Operation
Plan
for SEZ
Enterprise or
Single Zone
Enterprise
Form 12 and
Form 13 in
Schedule 1

20. (1) An Operation Plan required to be submitted by a licensee to the Authority pursuant to section 54(1) shall be in the form set out as **Form 12** or **Form 13** of **Schedule 1**, as the case may be.

(2) Upon submission of an annual Operation Plan by a licensee, the Authority shall have fourteen days from the date of receipt to request further information from the licensee.

(3) Where a licensee fails to provide the information to the Authority within fourteen days of the delivery date of a request, under subregulation (2), the Authority may take any of the actions specified in section 59(2).

(4) The Authority shall have twenty-one days to consider an annual Operation Plan and any further information submitted pursuant to subregulation (2) and to notify the licensee, in writing, of its approval or disapproval of the annual Operation Plan.

(5) Where the Authority does not approve an annual Operation Plan pursuant to subregulation (4), the Authority may take any of the actions specified in section 59(2).

Annual
licence fee

21. A licensee shall, before the expiration of thirty days after each anniversary date of the issue of its licence or such other date as determined by the Authority in writing, pay to the Authority the annual licence fee prescribed under section 53(4).

22. (1) An application by a licensee for an amendment or variation of the terms and conditions of its licence pursuant to section 57(3), shall be in the form set out in **Form 15** or **16** of **Schedule 1**, as the case may be, and payment of the application fee specified in **Schedule 3**.

Amendment
or variation of
licence
Form 15 or
Form 16 in
Schedule 1
Schedule 3

(2) Where the Authority requests further information and documents pursuant to section 57(4), the licensee shall submit all requested information and documents to the Authority within fourteen days from the date of delivery of the request.

(3) The Authority shall, subject to the approval of the Minister, have thirty days from the date of receipt of—

- (a) an application under subregulation (1); or
- (b) any further information and documents requested under section 57(4),

to consider the application and to notify the licensee, in writing, of its approval or disapproval of the application.

23. (1) An application by a licensee for approval to surrender its licence pursuant to section 62(2) shall be in the form set out in **Form 18** or **Form 19** of **Schedule 1**, as the case may be, and payment of the application fee specified in **Schedule 3**.

Surrender of
SEZ Enterprise
licence or
Single Zone
Licence
Form 18 and
Form 19 in
Schedule 1
Schedule 3

(2) The Authority shall have thirty days from the receipt of an application under subregulation (1) to consider the application and to notify the licensee, in writing, of its approval or disapproval of the application.

(3) Where the Authority receives an application by a licensee for approval to surrender its licence pursuant to section 62(2) and the Authority is not satisfied that the SEZ Enterprise or the Single Zone Enterprise has ceased all activities under the SEZ Enterprise Licence or the Single Zone Enterprise Licence or has not complied with the terms and conditions of the SEZ Enterprise Licence or the Single Zone Enterprise Licence, the Authority may, within thirty days of the receipt of the application by a licensee for approval to surrender its licence, make a written request to the applicant for any information or document required under section 6(b).

(4) An applicant for the renewal of an Operator Licence shall, within fourteen days from the date of receipt of a request pursuant to subregulation (3) or any other period specified by the Authority, comply with the request.

(5) The Authority shall, upon receipt of the requested information or documents under subregulation (4), have fourteen days to consider the request and notify the applicant, in writing of its decision.

Renewal of
SEZ
Enterprise
Licence or a
Single Zone
Enterprise
Licence

24. (1) An SEZ Enterprise or Single Zone Enterprise who wishes to renew its SEZ Enterprise or Single Zone Enterprise Licence, in accordance with section 58(1), shall submit to the Authority, at least three months prior to the expiration of the licence or such other period as specified in the terms and conditions of the existing licence, the following:

(a) for an SEZ Enterprise—

Form 22 in
Schedule 1

(i) an application in the form set out as **Form 22** in **Schedule 1**;

Form 23 in
Schedule 1

(ii) the Operation Plan for the SEZ Enterprise, in the form set out as **Form 23** in **Schedule 1**; and

Schedule 3

(iii) proof of payment of the application fee specified in **Schedule 3**.

(b) for a Single Zone Enterprise –

Form 24 in
Schedule 1

(i) an application in the form set out as **Form 24** in **Schedule 1**;

Form 25 in
Schedule 1

(ii) the Operation Plan for the Single Zone Enterprise, in the form set out as **Form 25** in **Schedule 1**; and

Schedule 3

(iii) proof of payment of the application fee specified in **Schedule 3**.

(2) Where the Authority receives an application for the renewal of a SEZ Enterprise or Single Zone Enterprise Licence, and no further information or document is required under section 6(b), it shall within thirty days of receipt of the application, determine whether the application meets the requirements of the Act and forward its recommendations to the Minister.

(3) The Authority may, within thirty days of the receipt of an application for the renewal of a SEZ Enterprise or Single Zone Enterprise Licence, make a written request to the applicant for any further information or document required under section 6(b).

(4) An applicant for the renewal of a SEZ Enterprise or Single Zone Enterprise Licence shall, within fourteen days from the date of receipt of a request pursuant to subregulation (3) or any other period specified by the Authority, comply with the request.

(5) The Authority shall, within fourteen days from the date on which the applicant complies with all requests pursuant to subregulation (3), determine whether the application meets the requirements of the Act and forward its recommendations to the Minister.

(6) The Minister shall, upon receipt of the recommendations from the Authority pursuant to subregulation (2) or (5), have thirty days to—

- (a) consider the recommendations of the Authority;
- (b) make a determination as to whether to grant or refuse the renewal of the SEZ Enterprise Licence or Single Zone Enterprise Licence; and
- (c) notify the Authority in writing of its decision.

(7) The Authority shall have fourteen days to inform the applicant and the relevant operator of the decision to renew or refuse to renew the SEZ Enterprise Licence or Single Zone Enterprise Licence.

PART V

GENERAL

25. (1) An operator, SEZ Enterprise or Single Zone Enterprise which manufactures or imports any materials, articles or manufactured goods into a Zone with any benefit in respect of Customs Duty shall—

Application of
Trinidad
and Tobago
Customs Act
to a Zone

- (a) cause such materials, articles or goods to be marked or otherwise identified in such a manner as may be required by the Comptroller of Customs and Excise;
- (b) maintain such records in such form and containing such particulars of the various materials, articles or goods imported into or exported from a Zone, or used in any process of manufacture or manipulation which takes place within a Zone, as may be required by the Comptroller of Customs and Excise;
- (c) submit to the Comptroller of Customs and Excise as may be required by the Comptroller, a report of receipts, deliveries and disposal of such materials, articles or goods and the quantity and descriptions of the manufactured goods;

- (d) permit the Comptroller of Customs and Excise at all reasonable times, to inspect the records relating to those materials, articles or manufactured goods;
- (e) permit the Comptroller of Customs and Excise at all reasonable times during at all reasonable times to have access to any premises in a Zone in order to examine any such materials, articles or goods manufactured therein, and to satisfy himself of the accuracy of the particulars in relation to any such materials, articles or goods; and
- (f) submit the requisite Customs Declaration) to the Comptroller of Custom and Excise for the importation and exportation of such materials, articles or manufactured goods which must pass through the customs territory into a Zone.

(2) Where the Comptroller of Customs and Excise, subsequent to an inspection of the records, materials, articles or manufactured goods pursuant to subregulation (1), discovers any deficiencies in the materials, articles or goods, the Comptroller shall provide written notification to the operator, SEZ Enterprise or Single Zone Enterprise—

- (a) of the charge, thereby setting out the specific details of the charge under the Customs Act; and
- (b) the Customs Duty payable and VAT payable by the operator, SEZ Enterprise or Single Zone Enterprise due to the deficiencies, to be calculated using the prevailing rates, as at the date of the charge.

(3) Any operator, SEZ Enterprise or Single Zone Enterprise charged under subregulation (2) shall be required, within thirty days of the issue of the notice, to submit payment to the Comptroller of Customs and Excise of the Customs Duty.

(4) Notwithstanding subregulation (2), where the Comptroller of Customs and Excise is satisfied that the deficiency was caused by reasonable wastage or unavoidable breakage, leakage or other accident, a charge shall not be made against the operator, SEZ Enterprise or Single Zone Enterprise.

Restriction on
disposal of
articles
imported with
Customs Duty
concessions

26. (1) An operator, SEZ Enterprise or Single Zone Enterprise shall not use any materials, articles or goods imported into a Zone with a benefit in respect of Customs Duty for purposes other than those permitted by the terms and conditions of the Licence.

(2) Subject to subregulation (3), a Licensee shall not sell, give away or otherwise dispose of any materials, articles or goods referred to in subregulation (1) for purposes other than those permitted by the terms and conditions of the Licence.

(3) Notwithstanding subregulation (2), an operator, SEZ Enterprise or Single Zone Enterprise may sell, give away or otherwise dispose of any materials, articles or goods referred to in subregulation (1) in such circumstances where prior written approval is provided by the Minister of Finance.

27. Notwithstanding any written law to the contrary, where ^{Exportation of} materials, articles or goods are transferred by an operator, SEZ ^{goods from a} Enterprise or Single Zone Enterprise from a Zone to the customs ^{Zone to} territory, the operator, SEZ Enterprise or Single Zone Enterprise shall be ^{the customs} obligated—^{territory}

- (a) to deem the materials, articles or goods as exported, at the boundary of the Zone and on the effective date of the transfer of the materials, articles or goods, from a Zone to the customs territory;
- (b) to apply all related Customs Duty to the materials, articles or goods, pursuant to the Trinidad and Tobago Customs Act, on the effective date of transfer; and
- (c) to apply all related Value Added Tax to the materials, articles or goods, pursuant to the Trinidad and Tobago Value Added Tax Act, on the effective date of transfer.

28. Notwithstanding any law to the contrary, where ^{Importation of} materials, articles or goods are transferred by an operator, SEZ Enterprise or Single ^{goods from} Zone Enterprise from the customs territory to a Zone, the operator, SEZ ^{the customs} Enterprise or Single Zone Enterprise shall be obligated—^{territory to a} ^{Zone}

- (a) to deem the materials, articles or goods as imported, at the boundary of the Zone and on the effective date of the transfer of the materials, articles or goods, from the customs territory to the Zone; and
- (b) to deem the materials, articles or goods as exported, at the boundary of the Zone and on the effective date of the transfer of the materials, articles or goods from the customs territory to the Zone.

PART VI

DISPUTE RESOLUTION

Complaints
procedure

29. (1) Where there is a dispute between an operator and an enterprise, the parties shall try to amicably settle such dispute.

(2) Subject to subregulation (3), where a dispute cannot be settled amicably, the parties may, by mutual agreement, refer the dispute, in writing, to the Authority to facilitate the mediation of the dispute.

(3) For the purposes of subregulation (2), the mediation shall be carried out by a certified mediator.

(4) Recordings or transcripts of the mediation proceedings shall remain confidential and shall only be disclosed in accordance with section 74.

(5) With the exception of the instances referred to in section 74(1), neither party shall be permitted to call upon the Authority to testify on behalf of either of the parties in any later proceeding relating to the dispute.

(6) All fees and expenses incurred by the Authority arising from the mediation proceeding shall be borne equally by the parties.

(7) Where the parties, through the mediation proceedings, fail to settle the dispute within ninety days of the commencement of the mediation proceedings or such other extended term as determined and mutually agreed by the parties in writing, the parties may seek any other remedies available to the parties by law or pursuant to any existing agreement between the parties.

PART VII

DISPUTE RESOLUTION

Extension of
time

30. Notwithstanding these Regulations, where the Minister or the Authority is required to make a decision or perform a function under these Regulations in relation to any person within a specified period, the Authority with the approval of the Minister may, at least three days before the expiration of the period, extend the period by such time as the Authority thinks fit by giving the person written notice of the extension with reasons.

Guidelines

31. The Authority shall issue and update guidelines or codes of practice, for operators, SEZ Enterprises or Single Zone Enterprises with respect to the implementation of these Regulations.

Non-refund of
fees

32. Fees paid under these Regulations are non-refundable.

SCHEDULE 1

FORMS 1 TO 25

1. Application Form for an Operator Licence
2. Operation Plan for Operator Licence
3. Application Form for an SEZ Enterprise Licence
4. Operation Plan for an SEZ Enterprise Licence
5. Application Form for a Single Zone Enterprise Licence
6. Operation Plan for a Single Zone Enterprise Licence
7. AML/CFT/PF Risk Assessment Form
8. Declaration for Consent to Entry of Inspectors
9. Semi-Annual Report by an SEZ Enterprise
10. Semi-Annual Report by Single Zone Enterprise
11. Annual Operation Plan for an Operator Licence
12. Annual Operation Plan for an SEZ Enterprise
13. Annual Operation Plan for a Single Zone Enterprise
14. Application Form for Amendment or Variation for an Operator Licence
15. Application Form for Amendment or Variation for an SEZ Enterprise Licence
16. Application Form for Amendment or Variation of a Single Zone Enterprise Licence
17. Applications Form for the Surrender of an Operator Licence
18. Applications Form for the Surrender of a SEZ Enterprise Licence
19. Applications Form for the Surrender of a Single Zone Enterprise Licence
20. Application Form for Renewal of an Operator Licence
21. Operation Plan for Renewal an of Operator Licence
22. Application Form for Renewal of an SEZ Enterprise Licence
23. Operation Plan for Renewal of a SEZ Enterprise Licence
24. Application Form for Renewal of a Single Zone Enterprise Licence
25. Operation Plan for Renewal of a Single Zone Enterprise Licence

SCHEDULE 1—CONTINUED

FORM 1

(Regulation 4)

APPLICATION FORM FOR AN OPERATOR LICENCE

We hereby apply for an Operator 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"/> Public Body <input type="checkbox"/> Private Body <input type="checkbox"/> Public-private partnership	
8. Board of Inland Revenue File Number:	
9. Value Added Tax Registration Number:	
10. National Insurance Board Registration Certificate Number:	
11. Bankers - Contact Information	
Name of Bank:	
Branch Address:	
Bank Contact Official:	
Telephone Number:	

SCHEDULE 1—CONTINUED

FORM 1

(Regulation 4)

APPLICATION FORM FOR AN OPERATOR LICENCE

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**15. Select appropriate Zone:**

- ☐ Free Port ☐ Free Trade Zone ☐ Industrial Park
☐ Specialised Zone ☐ Development Zone

16. Brief Description of Proposed Business Activity

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SCHEDULE 1—CONTINUED

FORM 1

(Regulation 4)

APPLICATION FORM FOR AN OPERATOR LICENCE

<p>17. As at the date of this Application, is the applicant in possession of an Operator Licence with respect to any other Special Economic Zone?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details</p>
<p>18. Has the applicant ever been denied approval to operate a Special Economic Zone?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details</p>

SECTION 4 – DETAILS OF PROPOSED SPECIAL ECONOMIC ZONE

<p>19. Please indicate your legal interest in the property comprising the proposed Special Economic Zone:</p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Leasehold interest</p> <p>If Leasehold Interest, please indicate tenure of lease agreement: _____</p>	
<p>20. If the applicant is not the owner, please provide the name and address of the property owner.</p>	
Name:	
Address:	
<p>21. Please provide the precise location of the property comprising the proposed Special Economic Zone.</p>	
<p>22. Size of the proposed Special Economic Zone</p>	
Land Area:	
Building Area:	
<p>23. Distance of the proposed Special Economic Zone from the nearest:</p>	
Sea port:	
Airport:	
Road:	
Customs Processing Area:	

SCHEDULE 1—CONTINUED

FORM 1

(Regulation 4)

APPLICATION FORM FOR AN OPERATOR LICENCE

24. Zoning Classification, please select:	
<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential	
25. Provide a brief description of the Existing Land Use:	
26. Approvals	
(a) Outline Planning Approval:	
Date of Application:	
Anticipated Date of Approval:	
(b) Town & Country	
Date of Application:	
Anticipated Date of Approval:	
(c) Environmental Management Authority	
Date of Application:	
Anticipated Date of Approval:	
27. Please indicate whether the property comprising the proposed Special Economic Zone is subject to any dispute or any actual impending legal liability or contingency.	

SECTION 5 – INVESTMENT AND FINANCIAL INFORMATION

28. 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:	\$
29. Means of Financing	
Equity Capital:	\$
Bank Loan:	\$
Other Third Party Loans:	\$
External Commercial Borrowings:	\$

SCHEDULE 1—CONTINUED

FORM 1

(Regulation 4)

APPLICATION FORM FOR AN OPERATOR LICENCE

Other (provide details):	\$
Total:	\$
30. Foreign Direct Investment	
Extent of Foreign Direct Investment (if any):	\$
Source of Foreign Direct Investment (company and country details):	

SECTION 6 - ATTESTATION

<p>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.</p> <p>Declared to at _____ in _____ By _____ This _____ day of _____, _____</p> <p>Before me, Commissioner of Affidavits</p>	
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 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.

SCHEDULE 1—CONTINUED

FORM 1

(Regulation 4)

APPLICATION FORM FOR AN OPERATOR LICENCE

2. *An Operation Plan – Form 2, Schedule 1 to the Regulations.*
3. *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.*
4. *The written consent of the owner of the property for the designation and use of the property as a Special Economic Zone.*
5. *An AML/CFI/PF risk assessment – Form 7, Schedule 1 to the Regulations.*
6. *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.*
7. *A list of the employee names, identification numbers, positions and level within the organisation.*
8. *A Declaration consenting to the entry of inspectors - Form 8 in Schedule 1 to the Regulations.*
9. *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.*
10. *A copy of all building permits and/or planning approvals to satisfy the requirements for development standards for roads, drainage and utilities.*
11. *A copy of any certificates issued under the Environmental Management Act, Chap. 35:05.*
12. *A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.*

SCHEDULE 1—CONTINUED

FORM 2

(Regulation 4)

OPERATION PLAN FOR AN OPERATOR LICENCE

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

1.	<u>Executive Summary</u> The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.
2.	<u>Background</u> The following matters may be included in the Background: (a) A brief overview of the applicant; (b) A profile of the leadership team; (c) The type and number of businesses being targeted for the proposed 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.	<u>Approvals and Infrastructure</u> (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 site development including the construction of buildings, roads, fencing, provision of water supply and sewage systems, electricity supply and telecommunication 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.	<u>Finance and Investment</u> (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.
5.	<u>Marketing</u> Marketing strategy to ensure proper utilization of the proposed Special Economic Zone.
6.	<u>Human Resource</u> (a) Organization chart; (b) Total number of employees (c) The estimated salary levels of employees; and (d) Whether employees would be nationals of Trinidad and Tobago or elsewhere.
7.	<u>Support Services</u> Describe any support services that would be offered to SEZ Enterprises: maintenance services, security services, administrative services, etc.
8.	<u>Growth Strategy</u> (a) Strategic goals for the next five years; and (b) Building and/or business expansion plans including timeframes.
9.	<u>Other users of the Zone</u> (a) <u>Describe of all persons not providing support services under 7 but, who may provide activities or other services in the Zone.</u>

SCHEDULE 1—CONTINUED

FORM 3

(Regulation 14)

APPLICATION FORM FOR A 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* <small>*Incorporated or registered in accordance with the Trinidad and Tobago Companies Act, 1995, Chap. 81:01</small>	
8. Board of Inland Revenue File Number:	
9. Value Added Tax Registration Number:	
10. National Insurance Board Registration Certificate:	
11. Bankers – Contact Information	
Name of Bank:	
Branch Address:	
Bank Contact Official:	
Telephone Number:	

SCHEDULE 1—CONTINUED

FORM 3

(Regulation 14)

APPLICATION FORM FOR A SEZ ENTERPRISE LICENCE

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> <p> <input type="checkbox"/> Free Port <input type="checkbox"/> Free Trade Zone <input type="checkbox"/> Industrial Park <input type="checkbox"/> Specialised Zone <input type="checkbox"/> Development Zone </p>
<p>16. Brief Description of Proposed Business Activity</p>

SCHEDULE 1—CONTINUED

FORM 3

(Regulation 14)

APPLICATION FORM FOR A SEZ ENTERPRISE LICENCE

<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>
<p>18. Has the applicant ever been denied approval to operate as an SEZ Enterprise/Single Zone Enterprise?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details</p>

SECTION 4 – DETAILS OF PROPOSED LOCATION

<p>19. Please indicate your legal interest in the property :</p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Leasehold interest</p> <p>If Leasehold Interest, please indicate tenure of lease agreement: _____</p>	
<p>20. If the applicant is not the owner, please provide the name and address of the property owner.</p>	
Name:	
Address:	
<p>21. Please provide the precise location of the property comprising the proposed business activities.</p>	
<p>22. Size of the proposed location of business operations</p>	
Land Area:	
Building Area:	

<p>23. Zoning Classification, please select:</p> <p><input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential</p>	
<p>24. Provide a brief description of the Existing Land Use:</p>	
<p>25. Approvals</p>	
(a) Outline Planning Approval:	
Date of Application:	

SCHEDULE 1—CONTINUED

FORM 3

(Regulation 14)

APPLICATION FORM FOR A SEZ ENTERPRISE LICENCE

Anticipated Date of Approval:	
(b) Town & Country	
Date of Application:	
Anticipated Date of Approval:	
(c) 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:	\$
27. Means of Financing	
Equity Capital:	\$
Bank Loan:	\$
Other Third-Party Loans:	\$
External Commercial Borrowings:	\$
Other (provide details):	\$
(Total:	\$
28. Foreign Direct Investment	
Extent of Foreign Direct Investment (if any):	\$
Source of Foreign Direct Investment (company and country details):	

SCHEDULE 1—CONTINUED

FORM 3

(Regulation 14)

APPLICATION FORM FOR A SEZ ENTERPRISE LICENCE

SECTION 6 – ATTESTATION

<p>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.</p> <p>Declared to at _____ in _____ By _____ This _____ day of _____, _____</p> <p>Before me, Commissioner of Affidavits</p>	
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.

2. An Operation Plan – Form 4 in Schedule 1 to the Regulations.

3. 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.

4. The written consent of the owner of the property for the designation and use of the property as a Special Economic Zone.

5. An AML/CFT/PF risk assessment – Form 7, Schedule 1 to the Regulations.

6. 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.

SCHEDULE 1—CONTINUED

FORM 3

(Regulation 14)

APPLICATION FORM FOR A SEZ ENTERPRISE LICENCE

- 7. *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.***
- 8. *A Declaration consenting to the entry of inspectors - Form 8 in Schedule 1 to the Regulations.***
- 9. *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.***
- 10. *A copy of all building permits and/or planning approvals to satisfy the requirements for development standards for roads, drainage and utilities.***
- 11. *A copy of any certificates issued under the Environmental Management Act, Chap. 35:05.***
- 12. *A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.***

SCHEDULE 1—CONTINUED

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. <u>Executive Summary</u>
The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.
2. <u>Background</u>
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. <u>Approvals and Infrastructure</u>
(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. <u>Core Income Generating Activities</u>
(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. <u>Finance and Investment</u>
(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.

SCHEDULE 1—CONTINUED

FORM 4

(Regulation 14)

OPERATION PLAN FOR A SEZ ENTERPRISE LICENCE

6.	<u>Marketing</u> Marketing strategy for products/services.
7.	<u>Human Resource</u> (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.	<u>Corporate Social Responsibility</u> Identify potential corporate social responsibility activities.
9.	<u>Growth Strategy</u> (a) Strategic goals for the next five years; and (b) Building and/or business expansion plans including timeframes.

SCHEDULE 1—CONTINUED

FORM 5

(Regulation 14)

APPLICATION FORM FOR A SINGLE ZONE ENTERPRISE LICENCE

We hereby apply for a Single Zone 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* <small>*Incorporated or registered in accordance with the Trinidad and Tobago Companies Act, 1995, Chap. 81:01</small>	
8. Board of Inland Revenue File Number:	
9. Value Added Tax Registration Number:	
10. National Insurance Board Registration Certificate:	
11. Bankers – Contact Information	
Name of Bank:	
Branch Address:	
Bank Contact Official:	
Telephone Number:	

SCHEDULE 1—CONTINUED

FORM 5

(Regulation 14)

APPLICATION FORM FOR A SINGLE ZONE ENTERPRISE LICENCE

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

15. Select appropriate Zone: <input type="checkbox"/> Free Port <input type="checkbox"/> Free Trade Zone <input type="checkbox"/> Industrial Park <input type="checkbox"/> Specialised Zone <input type="checkbox"/> Development Zone
16. Brief Description of Proposed Business Activity

SCHEDULE 1—CONTINUED

FORM 5

(Regulation 14)

APPLICATION FORM FOR A SINGLE ZONE ENTERPRISE LICENCE

<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>
<p>18. Has the applicant ever been denied approval to operate as an SEZ Enterprise/Single Zone Enterprise?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details</p>

SECTION 4 – DETAILS OF PROPOSED LOCATION

<p>19. Please indicate your legal interest in the property :</p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Leasehold interest</p> <p>If Leasehold Interest, please indicate tenure of lease agreement: _____</p>					
<p>20. If the applicant is not the owner, please provide the name and address of the property owner.</p> <table border="1"> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Address:</td> <td></td> </tr> </table>		Name:		Address:	
Name:					
Address:					
<p>21. Please provide the precise location of the property comprising the proposed business activities.</p>					
<p>22. Size of the proposed location of business operations</p> <table border="1"> <tr> <td>Land Area:</td> <td></td> </tr> <tr> <td>Building Area:</td> <td></td> </tr> </table>		Land Area:		Building Area:	
Land Area:					
Building Area:					
<p>23. Zoning Classification, please select:</p> <p><input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential</p>					
<p>24. Provide a brief description of the Existing Land Use:</p>					
<p>25. Approvals</p> <table border="1"> <tr> <td>(a) Outline Planning Approval:</td> <td></td> </tr> <tr> <td>Date of Application:</td> <td></td> </tr> </table>		(a) Outline Planning Approval:		Date of Application:	
(a) Outline Planning Approval:					
Date of Application:					

SCHEDULE 1—CONTINUED

FORM 5

(Regulation 14)

APPLICATION FORM FOR A SINGLE ZONE ENTERPRISE LICENCE

Anticipated Date of Approval:	
(b) Town & Country	
Date of Application:	
Anticipated Date of Approval:	
(c) 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:	\$

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

SCHEDULE 1—CONTINUED

FORM 5

(Regulation 14)

APPLICATION FORM FOR A SINGLE ZONE ENTERPRISE LICENCE

SECTION 6 – ATTESTATION

<p>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.</p> <p>Declared to at _____ in _____ By _____ This _____ day of _____, _____</p> <p>Before me, Commissioner of Affidavits</p>	
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.
2. *An Operation Plan – Form 6, Schedule 1 to the Regulations.*
3. *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.*
4. *The written consent of the owner of the property for the designation and use of the property as a Special Economic Zone.*
5. *An AML/CFT/PF risk assessment – Form 7, Schedule 1 to the Regulations.*

SCHEDULE 1—CONTINUED

FORM 5

(Regulation 14)

APPLICATION FORM FOR A SINGLE ZONE ENTERPRISE LICENCE

6. *Audited Financial Statements and/or Management accounts for the last two years of operations, 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.*
7. *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.*
8. *A Declaration consenting to the entry of inspectors - Form 8, Schedule 1 to the Regulations.*
9. *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.*
10. *A copy of all building permits and/or planning approvals to satisfy the requirements for development standards for roads, drainage and utilities.*
11. *A copy of any certificates issued under the Environmental Management Act, Chap. 35:05.*
12. *A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08*

SCHEDULE 1—CONTINUED

FORM 6

(Regulation 14)

OPERATION PLAN FOR A SINGLE ZONE ENTERPRISE LICENCE

The Operation Plan for Single Zone Enterprises should be in the format and contain the information as set out below.

1. <u>Executive Summary</u>
The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.
2. <u>Background</u>
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. <u>Approvals and Infrastructure</u>
(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. <u>Core Income Generating Activities</u>
(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. <u>Finance and Investment</u>
(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. <u>Marketing</u>
Marketing strategy for products/services.
7. <u>Human Resource</u>
(a) Organization chart;
(b) List of the employees;
(c) Total number of persons employed by the Single Zone 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. <u>Corporate Social Responsibility</u>
Identify potential corporate social responsibility activities.
9. <u>Growth Strategy</u>
(a) Strategic goals for the next five years; and
(b) Building and/or business expansion plans including timeframes.

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

This section is to be completed by all applicants

1. Name of Applicant	
2. Legal Status, select as appropriate <input type="checkbox"/> Public Body ¹ <input type="checkbox"/> Private Body <input type="checkbox"/> Public-private partnership	
3. Office Number	
4. Email Address	
5. Certified copies of the following documents are to be submitted: (a) Certificate of Incorporation (b) Articles of Incorporation (c) Company By-Laws (d) Certificate of Registration of External Company (e) Name and address of local agent, where applicable (f) Most recent Annual Return (g) Most recent Return of Beneficial Interest in the Shares of a Company (h) Partnership Agreement, where applicable (i) Public-Private Partnership Agreement, where applicable	

¹ A Public Body is:

- (a) a Ministry or a department or division of a Ministry;
- (b) the Tobago House of Assembly, or a division of the Tobago House of Assembly;
- (c) a Municipal Corporation established under the Municipal Corporations Act;
- (d) a Regional Health Authority established under the Regional Health Authorities Act;
- (e) a statutory body, responsibility for which is assigned to a Minister of Government;
- (f) a State-controlled enterprise;
- (g) a body corporate or unincorporated entity -
 - i. in relation to any function which it exercises on behalf of the State; or
 - ii. which is established by virtue of the President's prerogative, by a Minister of Government in his capacity as such or by another public authority; or
- (h) a body corporate or unincorporated entity in relation to any function, project, scheme or arrangement which involves the use by it, of public money.

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

6. Primary address where business operations will be carried out
7. Number of Employees currently in the Applicant's employ
8. Applicant's Total Asset size at end of last financial year

SECTION 2 – KEY PERSONNEL

This section is to be completed by all applicants

9. Details of Directors

Name	Address	Occupation	Nationality

10. Details of Partners

Name	Address	Occupation	Nationality

11. Principal Officers

Name	Address	Position	Nationality

12. Are any of the directors, principal officers or partners listed above a politically exposed person?²
☐ Yes ☐ No

If yes, provide details

² A politically exposed person would include current holders of the following positions or persons who have previously held such positions: Head of State, Head of Government, Ministers of Government, Senior Politicians, Senior Government Officials, Senior Military Officials, Judicial Officers, Senior Executives of State-Owned Corporations and Senior Political Party Officials.

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

Please provide copies of one of the following valid picture identification documents for each of the directors, partners and officers listed above: Bio-data page of passport, national identification card or driver's licence.

SECTION 3 – OWNERSHIP STRUCTURE

This section is to be completed by all applicants

13. Name and registered address of Applicant's parent company (if applicable)		
14. Name, registered address and location of operations of Applicant's branches and/or subsidiaries operating outside of Trinidad and Tobago (if applicable)		
Name	Registered Address	Location of operations
<input type="checkbox"/> Additional information attached		
15. Relationship of branches/subsidiaries outside of Trinidad and Tobago to the Applicant and percentage owned by the Applicant (if applicable)		
Name	Branch/Subsidiary/Other	Percentage owned
		%
		%
		%
		%
		%
<input type="checkbox"/> Additional information attached		
16. Operations of the Applicant's branches/subsidiaries in another Special Economic Zone (SEZ) or Free Trade Zone (FTZ) (if applicable)		
Name	Branch/Subsidiary/Other	SEZ/FTZ location
<input type="checkbox"/> Additional information attached		

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

17. Name, registered address and location of operations of Applicant's branches and/or subsidiaries operating **within** Trinidad and Tobago (if applicable)

Name	Registered Address	Location of operations

☐ Additional information attached18. Relationship of branches/subsidiaries **within** Trinidad and Tobago to the Applicant and percentage owned by the Applicant (if applicable)

Name	Branch/Subsidiary/Other	Percentage owned
		%
		%
		%
		%
		%
		%

☐ Additional information attached

SECTION 4 – OPERATIONAL INFORMATION

This section is to be completed by all applicants

19. Type of License(s) for which the Applicant has applied

20. Activities performed by the Applicant and percentage of Assets applicable to each activity in relation to Total Assets:

Activity	Percentage of Total Assets
<input type="checkbox"/> Manufacturing	%
<input type="checkbox"/> Maritime Services	%
<input type="checkbox"/> Aviation Services	%
<input type="checkbox"/> Fishing and Fish Processing	%
<input type="checkbox"/> Agriculture and Agro Processing	%
<input type="checkbox"/> Information and Communications Technology	%
<input type="checkbox"/> Creative Industries	%
<input type="checkbox"/> Financial Services	%
<input type="checkbox"/> Medical Tourism Services	%
<input type="checkbox"/> Renewable Energy	%
<input type="checkbox"/> Logistics and Distribution	%

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

<input type="checkbox"/> Business Process Outsourcing	%
<input type="checkbox"/> Other (please state)	%

21. Activities performed by the Applicant and percentage of Revenue applicable to each activity in relation to Total Revenue received in last financial year:

Activity	Percentage of Total Revenue
<input type="checkbox"/> Manufacturing	%
<input type="checkbox"/> Maritime Services	%
<input type="checkbox"/> Aviation Services	%
<input type="checkbox"/> Fishing and Fish Processing	%
<input type="checkbox"/> Agriculture and Agro Processing	%
<input type="checkbox"/> Information and Communications Technology	%
<input type="checkbox"/> Creative Industries	%
<input type="checkbox"/> Financial Services	%
<input type="checkbox"/> Medical Tourism Services	%
<input type="checkbox"/> Renewable Energy	%
<input type="checkbox"/> Logistics and Distribution	%
<input type="checkbox"/> Business Process Outsourcing	%
<input type="checkbox"/> Other (please state)	%

22. Date of the Applicant's last Audited Financial Statement

23. Applicant's Total Assets at date of last Audited Financial Statement

24. Applicant's Gross Income at date of last Audited Financial Statement

25. Estimated geographical distribution of Applicant's current or intended customer/client base

Location	Percentage of Total customers/clients
Domestic (within Trinidad and Tobago)	%
International	%

26. Estimated geographical distribution of Applicant's total revenue/intended total revenue derived from Domestic and International trade

Location	Percentage of Total Revenue
Domestic (within Trinidad and Tobago)	%
International	%

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

27. Current/Intended jurisdictions to which Applicant's goods will be exported and imported		
Jurisdiction	Percentage of Exports	Percentage of Imports
	%	%
	%	%
	%	%
	%	%
	%	%
<input type="checkbox"/> Additional information attached (please attach any additional jurisdictions and percentage of imports and exports on a separate sheet)		
28. Current/Intended jurisdictions to which Applicant's services will be exported and imported		
Jurisdiction	Percentage of Exports	Percentage of Imports
	%	%
	%	%
	%	%
	%	%
	%	%
<input type="checkbox"/> Additional information attached (please attach any additional jurisdictions and percentage of imports and exports on a separate sheet)		
29. What percentage of the Applicant's revenue is intended to be derived from the following payment methods:		
Payment Method	Percentage of Revenue	
Cash		%
Cheque		%
Credit Card		%
Debit Card		%
Travellers' Cheque		%
Credit Facility Repayment		%
Wire Transfers		%
Virtual Assets		%
Other (Money Orders, Bearer Bonds, Internet)		%
30. Does the Applicant have systems in place to record, monitor and/or store customer/client transactions?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
31. Does the Applicant have systems in place to record and store customer/client identification information?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

32. If answered "Yes" to questions 30 or 31 above, please provide a brief summary of the methods used to record, monitor and/or store customer transaction or identification information.

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33. If answered "Yes" to questions 30 or 31 above, for how long is this type of information stored?

34. If answered "Yes" to questions 30 or 31 above, does the Applicant have measures in place to ensure the security and confidentiality of the information stored?

☐ Yes ☐ No

The following documents are to be provided:

- (a) Financial projections, bank statements, or any other financing and or contractual arrangements of the applicant;
- (b) Where applicable, an affidavit verifying the source of funds other than from the business activities of the applicant; and
- (c) A reference from a banker or a reputable firm of lawyers or accountants.

SECTION 5 – TARGETED FINANCIAL SANCTIONS AND PROLIFERATION FINANCING

This section should only be completed by applicants who intend to provide Financial Services as their core business

35. Is the Applicant and/or any of its subsidiaries, counterparties, directors or officers the subject of any economic or other financial sanctions imposed by the United Nations?

☐ Yes ☐ No

(please click here to access the [UN Sanctions List](#))

36. If answered "Yes" to the above, please list the name of the jurisdiction/individual or entity that is the subject of the economic or financial sanction

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

Jurisdiction/individual/entity <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>													
<input type="checkbox"/> Additional information attached (please list any additional jurisdictions and sanctions in a separate sheet)													
37. Is the Applicant and/or any of its subsidiaries or counterparties engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any jurisdiction/entity/individual that is subject to a financial sanction/s imposed by the United Nations? <input type="checkbox"/> Yes <input type="checkbox"/> No (please click here to access the UN Sanctions List)													
38. If answered "Yes" to the above, please list the sanctioned jurisdictions and the number of transactions conducted.:													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Jurisdiction</th> <th style="width: 40%;">Number of transactions over last financial year</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>	Jurisdiction	Number of transactions over last financial year											
Jurisdiction	Number of transactions over last financial year												
<input type="checkbox"/> Additional information attached (please list any additional jurisdictions and sanctions in a separate sheet)													
39. Does the Applicant have measures in place to screen its clients/customers against domestic or international lists for targeted financial sanctions? <input type="checkbox"/> Yes <input type="checkbox"/> No													
40. Does the Applicant trade in or intend to trade in any of the following types of controlled or dual use items?													
Yes/No	Nuclear Materials - Nuclear Reactor - Pressure Tubes - Zirconium Metal Tubes - Steam generators												
Yes/No	Special Materials - Protective and detection equipment - Body armour and components - High-density lead glass												
Yes/No	Material Processing - Bearing systems - Milling Machines - Robotics - Vibration test systems - Motion simulators												
Yes/No	Electronics - Microcomputers - Microcircuits - Microwave Amplifiers - Oscillator - High-speed pulse generators												
Yes/No	Computers - Electronic Computers - Hybrid Computers - Analogue Computers												
Yes/No	Telecommunications - Telecommunication systems - Electronically steerable antennae - Interception & Jamming equipment												

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

Yes/No	Sensors - Acoustic systems - Optical sensors - Scanning cameras - Imaging cameras - Optical equipment
Yes/No	Navigations & Avionics - Accelerometers - Gyros - Inertial measurement equipment - Global Navigation Satellite Systems
Yes/No	Aerospace & Propulsion - Gas Turbine Engines - Marine gas turbine engines - Liquid rocket propulsion - Ramjet - Scramjet
Yes/No	National Controlled Commodities - Armoured components and technologies
Yes/No	Other (please state)

41. If answered "Yes" to any of the above, does the Applicant have authorization to conduct such trade?

☐ Yes (Please attach copy of authorisation attached)

☐ No

42. Has the Applicant conducted transactions with entities or individuals based in any of the countries listed by the Financial Action Task Force (FATF) as High-risk and other monitored jurisdictions (See list on FIUTT's website <https://fiu.gov.tt/about-us/publications/fatf-statements/>) within its last financial year?

☐ Yes ☐ No

43. If answered "Yes" to question 42 above, please state the countries involved and number of transactions conducted.

High Risk or Other Monitored Jurisdiction	Number of transactions over last financial year

☐ Additional information attached (please list any additional countries and transactions in a separate sheet)

SECTION 6—GENERAL ML/TF/PF RISKS

This section is to be completed by all applicants

44. Please indicate whether the Applicant reviews the Money Laundering, Terrorist Financing or Proliferation Financing Risks of the following:

The Applicant's customers/clients (including Politically Exposed Persons or High Risk customers)	Yes/No
The Applicant's products, services and activities (including those of its subsidiaries and branches)	Yes/No

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

The geographic location of the Applicant's counterparties, subsidiaries and branches (e.g. crime hot spots or high risk jurisdictions)	Yes/No
The Applicant's mechanisms used to engage with customers (e.g. use of intermediaries, delivery channels, technologies)	Yes/No

45. Where the Applicant reviews the risks identified in question 44 above, please indicate the percentage of customers/clients which fall into the following categories:

Risk Level	Percentage
High Risk	%
Medium Risk	%
Low Risk	%

46. Where the Applicant conducts reviews of the risks identified in question 45 above, please indicate whether these risks are reviewed at least annually.
☐ Yes ☐ No

47. Has the Applicant conducted transactions with/does the Applicant intend to conduct transactions with individuals regarded as Politically Exposed Persons?
☐ Yes ☐ No

48. If answered "Yes" to question 47 above, please indicate the number of Politically Exposed Persons with whom transactions have been conducted or are intended to be conducted.

SECTION 7 – FINANCIAL SECTOR AML/CFT/CPF COMPLIANCE

This section is to be completed by all applicants

49. Is the Applicant registered with a financial sector regulatory body in Trinidad and Tobago or elsewhere?
☐ Yes
☐ No

50. If answered yes to the above, please state the name and location of the financial sector regulator

Regulatory Body	Location

☐ Additional information attached (please list any additional regulators and jurisdictions in a separate sheet)

SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

51. Is the Applicant required to comply with the AML/CFT/CPF laws of any jurisdiction outside of Trinidad and Tobago?

☐ Yes ☐ No

52. If answered "Yes" to question 51 above, please list the jurisdictions to which question 51 applies.

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53. Has the Applicant ever been subject to regulatory action by a financial sector regulator (either within Trinidad and Tobago or outside of Trinidad and Tobago) for non-compliance with AML/CFT/CPF laws?

☐ Yes ☐ No

54. If answered "Yes" to question 53 above, please state the Regulatory Bodies to which question 53 applies.

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SCHEDULE 1—CONTINUED

FORM 7

(Regulations 4, 14, 15 AND 25)

AML/CFT/PF RISK ASSESSMENT FORM FOR AN OPERATOR LICENCE,
SEZ ENTERPRISE LICENCE AND SINGLE ZONE LICENCE

SECTION 1—GENERAL INFORMATION

SECTION 8—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:

SCHEDULE 1—CONTINUED

FORM 8

(Regulations 6, 16, 17 AND 24)

DECLARATION OF CONSENT TO ENTRY OF INSPECTORS

TO: The Trinidad and Tobago Special Economic Zones Authority

Name of Applicant: _____

Presented by: _____

Pursuant to our application for * an Operator Licence/an SEZ Enterprise Licence/a Single Zone Enterprise Licence,

I, _____,

(Name in block Letters)

(Address)

(Occupation and Nationality)

do solemnly and sincerely declare that in the event that the said *Operator Licence/SEZ Enterprise Licence/Single Zone Enterprise Licence is granted, we hereby consent to the entry of inspectors on any of the premises specified in the *Operator Licence/SEZ Enterprise Licence/Single Zone Enterprise Licence during working hours or such other times as the premises are open to the public or otherwise in use by the applicant, for the purposes of the exercise of their powers under the provisions of the Trinidad and Tobago Special Economic Zones Act, 2022.

(*Delete if not applicable)

Sworn to at)

.....)

this day of, 20.....)

Before me:

.....
Commissioner of Affidavits

SCHEDULE 1—CONTINUED

FORM 9

(Regulation 19)

SEMI-ANNUAL REPORT FOR SEZ ENTERPRISES

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

1. <u>SEZ 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.

SCHEDULE 1—CONTINUED

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) Total sales turnover for the previous six month period, in the Zone.
4.	<u>Investments</u> (a) Property, plant, equipment and other types of investment.
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.

SCHEDULE 1—CONTINUED

FORM 11

(Regulation 9)

ANNUAL OPERATION PLAN FOR AN OPERATION LICENCE

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

1. <u>Executive Summary</u>
The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.
2. <u>Review of Operations in Current Financial Year</u>
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. <u>Operations in New Financial Year</u>
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.*

SCHEDULE 1—CONTINUED

FORM 12

(Regulation 20)

ANNUAL OPERATION PLAN FOR A SEZ ENTERPRISE

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

1. <u>Executive Summary</u>
The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.
2. <u>Review of Operations in Current Financial Year</u>
<p>A review of operations in the current financial year, including:</p> <ul style="list-style-type: none"> (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, including the number of qualified full-time personnel and other persons with appropriate qualifications (d) The total sales turnover in the Zone; and (e) Any other relevant information relating to the operations of the Special Economic Zone in the current financial year.
3. <u>Operations in New Financial Year</u>
<p>An SEZ Enterprise shall provide the following information with respect to operations in the new financial year:</p> <ul style="list-style-type: none"> (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, including the number of qualified full-time personnel and other persons with appropriate qualifications; (d) Any other relevant information relating to the operations in the Special Economic Zone in the new financial year; and (e) An SEZ Enterprise carrying on any of the business activities in the sectors as set out in Schedule 2 of the regulations, shall provide additional information and or documentation to satisfy the requirements that the enterprise is conducting the core income generating activities relevant to its business.

Please provide the following documents in support of the Annual Operation Plan for the SEZ Enterprise Licence:

- (a) The management accounts in year one and the latest audited financial statements of the SEZ Enterprise thereafter.
- (b) A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.
- (c) A valid Income Tax Clearance Certificate.
- (d) A valid Value Added Tax Clearance Certificate.
- (e) A valid National Insurance Board (NIB) Compliance Certificate.
- (f) A copy of the registration documents for the registration of the Enterprise with the Financial Intelligence Unit of Trinidad and Tobago.

SCHEDULE 1—CONTINUED

FORM 13

(Regulation 20)

ANNUAL OPERATION PLAN FOR A SINGLE ZONE ENTERPRISE

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

1. <u>Executive Summary</u>
The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.
2. <u>Review of Operations in Current Financial Year</u>
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, including the number of qualified full-time personnel and other persons with appropriate qualifications
(d) The total sales turnover in the Zone; and
(e) Any other relevant information relating to the operations of the Special Economic Zone in the current financial year.
3. <u>Operations in New Financial Year</u>
A Single Zone Enterprise 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, including the number of qualified full-time personnel and other persons with appropriate qualifications;
(d) Any other relevant information relating to the operations in the Special Economic Zone in the new financial year; and
(e) A Single Zone Enterprise carrying on any of the business activities in the sectors as set out in Schedule 2 of the regulations, shall provide additional information and or documentation to satisfy the requirements that the enterprise is conducting the core income generating activities relevant to its business.

Please provide the following documents in support of the Annual Operation Plan for the Single Zone Enterprise Licence:

1. *The latest audited financial statements of the Single Zone Enterprise.*
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*

SCHEDULE 1—CONTINUED

FORM 14

*(Regulation 11)*APPLICATION FORM FOR AMENDMENT OR VARIATION OF
AN OPERATOR LICENCE**SECTION 1 – GENERAL INFORMATION**

1. Name of Applicant:	
2. Date Operator Licence Granted	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – REQUEST FOR AMENDMENT OR VARIATION

6. The Operator is requesting the following amendments and variations to the Operator Licence:
7. The following are the reasons being presented by the Operator for the requested amendments and/or variations to the Operator Licence:

SECTION 3 – ATTESTATION

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

SCHEDULE 1—CONTINUED

FORM 15

(Regulation 22)

APPLICATION FORM FOR AMENDMENT OR VARIATION OF
A SEZ ENTERPRISE LICENCE**SECTION 1 – GENERAL INFORMATION**

1. Name of Applicant:	
2. Date Enterprise Licence Granted:	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – REQUEST FOR AMENDMENT OR VARIATION

6. The Enterprise is requesting the following amendments and variations to the SEZ Enterprise License:
7. The following are the reasons being presented by the Enterprise for the requested amendments and/or variations to the SEZ Enterprise License:

SECTION 3 – ATTESTATION

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

SCHEDULE 1—CONTINUED

FORM 16

(Regulation 22)

APPLICATION FORM FOR AMENDMENT OR VARIATION OF
A SINGLE ZONE ENTERPRISE LICENCE**SECTION 1 – GENERAL INFORMATION**

1. Name of Applicant:	
2. Date Enterprise Licence Granted:	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – REQUEST FOR AMENDMENT OR VARIATION

6. The Enterprise is requesting the following amendments and variations to the Single Zone Enterprise License:
7. The following are the reasons being presented by the Enterprise for the requested amendments and/or variations to the Single Zone Enterprise License:

SECTION 3 – ATTESTATION

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

SCHEDULE 1—CONTINUED

FORM 17

(Regulation 12)

APPLICATION FORM FOR THE SURRENDER OF AN OPERATOR LICENCE

SECTION 1 – GENERAL INFORMATION

1. Name of Applicant:	
2. Date Operator Licence Granted	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – REQUEST FOR SURRENDER

6. The Operator is requesting the surrender of the Operator Licence for the following Special Economic Zone:
7. The following are the reasons being presented by the Operator for the surrender of the Operator Licence:

SECTION 3 – ATTESTATION

Signature:	
Name in Block Letters:	
Position:	
Date:	

SCHEDULE 1—CONTINUED

FORM 18

*(Regulation 23)*APPLICATION FORM FOR AMENDMENT OR VARIATION OF
A SEZ ENTERPRISE LICENCE**SECTION 1 – GENERAL INFORMATION**

1. Name of Applicant:	
2. Date Enterprise Licence Granted:	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – REQUEST FOR SURRENDER

6. The Enterprise is requesting the surrender of the SEZ Enterprise License for the following reasons:

SECTION 3 – ATTESTATION

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

SCHEDULE 1—CONTINUED

FORM 19

(Regulation 23)

APPLICATION FORM FOR AMENDMENT OR VARIATION OF
A SINGLE ZONE ENTERPRISE LICENCE**SECTION 1 – GENERAL INFORMATION**

1. Name of Applicant:	
2. Date Enterprise Licence Granted:	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – REQUEST FOR SURRENDER

6. The Enterprise is requesting the surrender of the Single Zone Enterprise License for the following reasons:

SECTION 3 – ATTESTATION

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

SCHEDULE 1—CONTINUED

FORM 20

(Regulation 13)

APPLICATION FORM FOR THE RENEWAL OF AN OPERATOR LICENCE

SECTION 1 – GENERAL INFORMATION

1. Name of Applicant:	
2. Date Operator Licence Granted:	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE OPERATOR LICENCE

<p>6. Has a Notice of Non-Compliance been issued to the Operator at any time throughout the duration of the existing Operator Licence by the Authority for non-compliance with the provisions of the Trinidad and Tobago Special Economic Zones Act, 2022 or the terms and conditions of the Operator Licence?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details:</p>

SECTION 3 – CORRECTIVE ACTION

<p>7. If yes to item 6 above, has the Operator completed all corrective actions within the period as specified by the said Notice of Non-Compliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details:</p>

SCHEDULE 1—CONTINUED

FORM 20

(Regulation 13)

APPLICATION FORM FOR THE RENEWAL OF AN OPERATOR LICENCE

SECTION 4 - ATTESTATION

<p>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.</p> <p>Declared to at _____ in _____</p> <p>By _____</p> <p>This _____ day of _____, _____</p> <p>Before me, Commissioner of Affidavits</p>	
Signature:	
Name in Block Letters:	
Position:	
Date:	
Official Seal/Stamp:	

Please provide the following documents in support of the Application for Renewal of the Operator Licence:

- (a) An Operation Plan – Form 21, Schedule 1 to the Regulations.*
- (b) An updated AML/CFT/PF risk assessment – Form 7, Schedule 1 to the Regulations.*
- (c) The latest audited financial statements of the Operator.*
- (d) A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.*
- (e) A Declaration consenting to the entry of inspectors - Form 8, Schedule 1 to the Regulations.*
- (f) A valid Income Tax Clearance Certificate.*
- (g) A valid Value Added Tax Clearance Certificate.*
- (h) A valid National Insurance Board Compliance Certificate.*
- (i) A copy of the registration documents for the registration of the Operator with the Financial Intelligence Unit of Trinidad and Tobago.*

SCHEDULE 1—CONTINUED

FORM 21

(Regulation 13)

OPERATION PLAN FOR THE RENEWAL OF AN OPERATOR LICENCE

OPERATION PLAN FOR RENEWAL OF AN OPERATOR LICENCE

The Operation Plan for renewal of the Operator Licence should be in the format and contain the information as set out below.

<p>1. <u>Executive Summary</u> The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.</p>
<p>i. <u>Current Status of Special Economic Zone</u></p> <p>A brief overview of the Special Economic Zone:</p> <ul style="list-style-type: none"> (b) A description of the land, buildings, facilities and other infrastructure in the Special Economic Zone; (c) Total value of investments made in the Special Economic Zone, as at the date of the renewal application; (d) A list of the current occupants in the Special Economic Zone and the types of business activities undertaken therein; (e) The current occupancy rate in the Special Economic Zone; (f) An updated organization chart; (g) The total number of persons currently employed in the Special Economic Zone; (h) The various support services provided to enterprise in the Special Economic Zone by the Operator; (i) The other users of the zone including all persons not providing support services but, who may provide activities or other services in the Zone; and (j) Any other relevant information relating to the operations of the Special Economic Zone.
<p>2. <u>Proposed Operations</u></p> <p>The Operator shall provide the following information with respect to the proposed operations of the Special Economic Zone upon renewal of the licence:</p> <ul style="list-style-type: none"> (a) Overall operating expenditure expected to be incurred on an annual basis; (b) New investments expected to be made in Zone-related buildings, machines, equipment, facilities and other assets; (c) A timeline for all development works; (d) The total number of persons that would be employed, including the number of qualified full-time personnel and other persons with appropriate qualifications; (e) Any additional support services that would be provided to enterprise in the Special Economic Zone; (f) Financial projections for at least three years; (g) Marketing strategy to attract potential enterprise; (h) Building and/or business expansion plans including timeframes; (i) The other users of the zone including all persons not providing support services but, who may provide activities or other services in the Zone; and (j) Any other relevant information relating to the operations of the Special Economic Zone.

SCHEDULE 1—CONTINUED

FORM 22

(Regulation 24)

APPLICATION FORM FOR THE RENEWAL OF A SEZ ENTERPRISE LICENCE

SECTION 1 – GENERAL INFORMATION

1. Name of Applicant:	
2. Date Enterprise Licence Granted:	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE SEZ ENTERPRISE LICENCE

<p>6. Has a Notice of Non-Compliance been issued to the SEZ Enterprise at any time throughout the duration of the existing SEZ Enterprise Licence, by the Authority, for non-compliance with the provisions of the Trinidad and Tobago Special Economic Zones Act, 2022 or the terms and conditions of the SEZ Enterprise Licence?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details:</p>

SECTION 3 – CORRECTIVE ACTION BY SEZ ENTERPRISE

<p>7. If yes to item 6 above, has the SEZ Enterprise completed all corrective actions within the period as specified by the said Notice of Non-Compliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details:</p>

SCHEDULE 1—CONTINUED

FORM 22

(Regulation 24)

APPLICATION FORM FOR THE RENEWAL OF A SEZ ENTERPRISE LICENCE

SECTION 4 – ATTESTATION

<p>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.</p> <p>Declared to at _____ in _____</p> <p>By _____</p> <p>This _____ day of _____, _____</p> <p>Before me, Commissioner of Affidavits</p>	
Signature:	
Name in Block Letters:	
Position:	
Date:	
Official Seal/Stamp:	

Please provide the following documents in support of the Application for Renewal of the SEZ Enterprise Licence or the Single Zone Enterprise Licence:

- 1. An Operation Plan – Form 23, Schedule 1 to the Regulations.**
- 2. An updated AML/CFT/PF risk assessment – Form 7, Schedule 1 to the Regulations.**
- 3. The latest audited financial statements of the SEZ Enterprise.**
- 4. A Declaration consenting to the entry of inspectors - Form 8, Schedule 1 to the Regulations.**
- 5. A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.**
- 6. A valid Income Tax Clearance Certificate.**
- 7. A valid Value Added Tax Clearance Certificate.**
- 8. A valid National Insurance Board Compliance Certificate.**
- 9. A copy of the registration documents for the registration of the SEZ Enterprise with the Financial Intelligence Unit of Trinidad and Tobago.**

SCHEDULE 1—CONTINUED

FORM 23

(Regulation 24)

OPERATION PLAN FOR THE RENEWAL OF A SEZ ENTERPRISE LICENCE

The Operation Plan for SEZ Enterprises, for the renewal of an SEZ Enterprise Licence, should, as far as practicable, be in the format and contain the information as set out below.

<p>1. <u>Executive Summary</u></p> <p>The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.</p>
<p>2. <u>Current Status of the SEZ Enterprise</u></p> <p>A brief overview of the SEZ Enterprise:</p> <ul style="list-style-type: none"> (a) Current annual operating expenditure incurred in the Special Economic Zone; (b) Total investments made in Zone-related buildings, machines, equipment, facilities and other assets in Special Economic Zone, to date; (c) An updated organization chart; (d) The total number of persons currently employed in the Special Economic Zone, including the number of qualified full-time personnel and other persons with appropriate qualifications; and (e) Any other relevant information relating to the operations in the Special Economic Zone.
<p>3. <u>Proposed Operations</u></p> <p>The SEZ Enterprise shall provide the following information with respect to the proposed operations in the Special Economic Zone upon renewal of the licence:</p> <ul style="list-style-type: none"> (a) Overall operating expenditure expected to be incurred on an annual basis; (b) New investments expected to be made in Zone-related buildings, machines, equipment, facilities and other assets; (c) A timeline for all development works; (d) The total number of persons that would be employed, including the number of qualified full-time personnel and other persons with appropriate qualifications; (e) Financial projections for at least three years; (f) Marketing strategy to attract new business opportunities; (g) Building and/or business expansion plans including timeframes; and (h) Any other relevant information relating to the operations in the Special Economic Zone.

SCHEDULE 1—CONTINUED

FORM 24

*(Regulation 24)*APPLICATION FORM FOR THE RENEWAL OF A
SINGLE ZONE ENTERPRISE LICENCE**SECTION 1 – GENERAL INFORMATION**

1. Name of Applicant:	
2. Date Enterprise Licence Granted:	
3. Office Address:	
4. Office Number:	
5. Email Address:	

SECTION 2 – COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE SINGLE ZONE ENTERPRISE LICENCE

<p>6. Has a Notice of Non-Compliance been issued to the Single Zone Enterprise at any time throughout the duration of the existing Single Zone Enterprise Licence, by the Authority, for non-compliance with the provisions of the Trinidad and Tobago Special Economic Zones Act, 2022 or the terms and conditions of the Single Zone Enterprise Licence?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details:</p>

SECTION 3 – CORRECTIVE ACTION BY SINGLE ZONE ENTERPRISE

<p>7. If yes to item 6 above, has the Single Zone Enterprise completed all corrective actions within the period as specified by the said Notice of Non-Compliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details:</p>

SCHEDULE 1—CONTINUED

FORM 24

(Regulation 24)

APPLICATION FORM FOR THE RENEWAL OF A
SINGLE ZONE ENTERPRISE LICENCE

SECTION 4 – ATTESTATION

<p>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.</p> <p>Declared to at _____ in _____</p> <p>By _____</p> <p>This _____ day of _____, _____</p> <p>Before me, Commissioner of Affidavits</p>	
Signature:	
Name in Block Letters:	
Position:	
Date:	
Official Seal/Stamp:	

Please provide the following documents in support of the Application for Renewal of the SEZ Enterprise Licence or the Single Zone Enterprise Licence:

- (a) An Operation Plan – Form 25, Schedule 1 to the Regulations.*
- (b) An updated AML/CFT/PF risk assessment – Form 7, Schedule 1 to the Regulations.*
- (c) The latest audited financial statements.*
- (d) A Declaration consenting to the entry of inspectors – Form 7, Schedule 1 to the Regulations.*
- (e) A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.*
- (f) A valid Income Tax Clearance Certificate.*
- (g) A valid Value Added Tax Clearance Certificate.*
- (h) A valid National Insurance Board Compliance Certificate.*
- (i) A copy of the registration documents for the registration of the SEZ Enterprise or the Single Zone Enterprise with the Financial Intelligence Unit of Trinidad and Tobago.*

SCHEDULE 1—CONTINUED

FORM 25

(Regulation 24)

OPERATION PLAN FOR FOR A
SINGLE ZONE ENTERPRISE LICENCE

The Operation Plan for Single Zone Enterprises, for the renewal of a Single Zone Enterprise Licence, should, as far as practicable, be in the format and contain the information as set out below.

<p style="text-align: center;">1. <u>Executive Summary</u></p> <p>The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.</p>
<p style="text-align: center;">2. <u>Current Status of Single Zone Enterprise</u></p> <p>A brief overview of the Single Zone Enterprise:</p> <ul style="list-style-type: none"> (a) Current annual operating expenditure incurred in the Special Economic Zone; (b) Total investments made in Zone-related buildings, machines, equipment, facilities and other assets in Special Economic Zone, to date; (c) An updated organization chart; (d) The total number of persons currently employed in the Special Economic Zone, including the number of qualified full-time personnel and other persons with appropriate qualifications; and (e) Any other relevant information relating to the operations in the Special Economic Zone.
<p style="text-align: center;">3. <u>Proposed Operations</u></p> <p>The Single Zone Enterprise shall provide the following information with respect to the proposed operations of the Special Economic Zone upon renewal of the licence:</p> <ul style="list-style-type: none"> (a) Overall operating expenditure expected to be incurred on an annual basis; (b) New investments expected to be made in Zone-related buildings, machines, equipment, facilities and other assets; (c) A timeline for all development works; (d) The total number of persons that would be employed, including the number of qualified full-time personnel and other persons with appropriate qualifications; (e) Financial projections for at least three years; (f) Marketing strategy to attract new business opportunities; (g) Building and/or business expansion plans including timeframes; and (h) Any other relevant information relating to the operations in the Special Economic Zone.

SCHEDULE 2

(Regulation 15)

CORE INCOME GENERATING ACTIVITIES

The core income generating activities relevant to the following business sectors are set out below—

(a) in the case of banking business:

- (i) raising funds;
- (ii) managing risk including credit, currency and interest risk;
- (iii) taking hedging positions;
- (iv) providing loans, credit or other financial services to customers;
- (v) managing regulatory capital; and
- (vi) preparing regulatory reports and returns.

(b) in the case of insurance business:

- (i) predicting and calculating risk;
- (ii) insuring or re-insuring against risk;
- (iii) providing client services; and
- (iv) preparing regulatory reports and returns.

(c) in the case of financing and leasing business:

- (i) agreeing funding terms;
- (ii) identifying acquiring assets to be leased in the case of leasing;
- (iii) setting the terms and duration of any financing or leasing;
- (iv) monitoring and revising any agreements; and
- (v) managing any risks.

(d) in the case of fund management business:

- (i) taking decisions on the holding and selling of investments;
- (ii) calculating risks and reserves;
- (iii) taking decisions on currency or interest fluctuations and hedging positions;
and
- (iv) preparing relevant regulatory or other reports for government authorities
and investors.

SCHEDULE 2—CONTINUED

(Regulation 15)

CORE INCOME GENERATING ACTIVITIES

- (e)* in the case of logistics and distribution business:
 - (i) transporting and storing goods;
 - (ii) managing stocks and taking orders; and
 - (iii) providing consulting or other administrative services.
- (f)* in the case of maritime services:
 - (i) managing crew, including hiring, paying and overseeing crew members;
 - (ii) hauling and maintaining ships;
 - (iii) overseeing and tracking deliveries;
 - (iv) determining what goods to order and when to deliver them; and
 - (v) organizing and overseeing voyages.
- (g)* Any combination of the business activities as contained in this Schedule 2.

SCHEDULE 3

(Regulations 4, 10, 14, 22, 23 and 24)

FEES

Description	Amount of Fee (TTD)
Application for Operator Licence	\$5,000.00
Application for Amendment or Variation of Operator Licence	\$2,500.00
Application for Renewal of Operator Licence	\$2,500.00
Application for Surrender of Operator Licence	\$1,000.00
Application for SEZ Enterprise Licence/Single Zone Enterprise Licence	\$2,500.00
Application for Amendment or Variation of SEZ Enterprise Licence/Single Zone Enterprise Licence	\$1,000.00
Application for Renewal of SEZ Enterprise Licence/Single Zone Enterprise Licence	\$1,000.00
Application for Surrender of SEZ Enterprise Licence/Single Zone Enterprise Licence	\$1,000.00
Fee for Inspection of Public Register	\$100.00
Fee for Certified Copy or Extract from Public Register	\$100.00

Dated this 23rd day of November, 2023.

P. GOPEE-SCOON
Minister of Trade and Industry