

TENANCY APPLICATION FORM

Land Tenancy



Applications can be submitted directly to the office or via e-mail to inv.sourcing-strat@e-idcot.co.tt

The information provided by the applicant will be used exclusively by the Eco-Industrial and Business Park for the assessment of the business and its suitability to become a tenant of the Cove Tobago Business Park. Please take the time to provide accurate and comprehensive information, as requested. All sections of this application are required to be completed; if any section is irrelevant to your organisation please insert ‘N/A’.

In addition to completing the application form, please provide the following documents;

ID and Proof of Address

Two (2) Valid forms of ID from the **business owner** in the case of a sole proprietorship or partnership or in the case of a company, its **directors**.

Business Registration

Provide copies of the **Business Certificate, Articles of Incorporation, Notice of Address, Notice of Directors and Bye-Laws**, as is applicable.

References

Provide a reference Letter from Financial Institution. Reference letters from former landlords, client testimonials, business associations, etc. should also be provided.

Financial Information

| Established Companies | Start-Up Companies |
|--|--|
| Audited Financial Statements for the last three (3) years . To include; | Personal Financial Statements (to date) for the past year for the principal(s) of the company |
| Financial Projections for the next five (5) years . These are to include; Cashflow Statements Income Statements Balance Sheets | Financial Projections for the next five (5) years . These are to include; Cashflow Statements Income Statements Balance Sheets |
| Estimated Foreign Exchange to be earned (if any). | Clearly state the source of the funds to be used to establish the company. Evidence of assets owned or under the control of the entity, and estimated Foreign Exchange to be earned (if any). |

Other supporting documents

Include Letters of Intent/ commitment that can further prove demand for product or services, etc.

Please note that incomplete submissions will not be assessed until all relevant information is received. All applications and accompanying documents submitted will be retained by E-IDCOT for its records in strictest confidence.

SECTION 1
CONTACT INFORMATION

| | | | |
|--------------|----------------------|--------|----------------------|
| Contact Name | <input type="text"/> | | |
| Position | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| Tel | <input type="text"/> | e-mail | <input type="text"/> |

SECTION 2
BUSINESS INFORMATION

| | | | |
|--|---|--------------------------|--------------------------|
| Business Name | <input type="text"/> | | |
| Date of Incorporation | <input type="text"/> <i>dd-mm-year</i> | Country of Incorporation | <input type="text"/> |
| Registered Address | <input type="text"/> | | |
| Mailing Address (if different from above) | <input type="text"/> | | |
| Sole Proprietorship | <input type="checkbox"/> | Company | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> | Joint Venture | <input type="checkbox"/> |
| Principals | | | |
| Name | Position | Address | Years with Company |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

SECTION 3

BUSINESS SUMMARY

Please provide a summary of the main activities of the business.

Please provide a brief summary of your marketing Plan.

Who are your main competitors?

Please provide a brief risk analysis.

Please provide your organisational structure *(Please attach drawing if unable to describe or fit in prescribed space).*

SECTION 4

FINANCING

Has the company secured financing for the operations to be located at the Park?

Yes

☐

No

☐

Please identify the financial institutions/ sources of finance for the operations to be established at the Park. Please provide supporting documents where necessary.

SECTION 5

OPERATIONS ON THE PARK

Please provide a summary of the activities to be undertaken at the Park; e.g Manufacturing or the Production of....

Please describe ALL INTENDED production processes to be undertaken at Cove Tobago.

Please identify all equipment to be used in the manufacturing process.

What are the intended hours of operation?

8 AM – 4 PM

Overnight

Other. Please specify. _____

Materials to be utilized.

% Tobago based Content

%National Content

%Foreign Content

Does your company operate in another facility?

Yes

No

Address of
Current Facility

Tel

Provide the number of persons to be employed as a result of the Park operations.

| | |
|--|--|
| Number of Managerial and Supervisory Positions | |
| Non-Supervisory Administration | |
| Physical Labour | |
| Skilled Labour | |
| Total | |

Please indicate the time required between approval and start-up.

| Accommodation Requirements | |
|---|------|
| Land Size Required | |
| Type of Building to be constructed | |
| Estimated Electricity Required for the next five (5) years. | KWh: |

| Electricity Consumption Guide | | | | |
|-------------------------------|----------------------|--|--|--|
| Operations | | | | |
| Total Floor Space | | Manufacturing/ Production Heavy machinery or equipment usage | Office/ Administrative Moderate energy usage for lighting, AC and office equipment | Research and Development Specialized equipment |
| | Up to 1,000 sq. ft | 1,000 – 5,000 KWh per month | 500 – 2,000 KWh per month | |
| | 1,000 – 5,000 sq. ft | 5,000 – 20,000 KWh per month | 2,000 – 10,000 KWh per month | 2,000 – 10,000 KWh per month |
| | 5,000 + | 20,000 – 100,000 KW h per month | 10,000 - 50,000 KWh per month | |

SECTION 6
ENVIRONMENTAL ASSESSMENT

Please be as specific as possible.

| Daily Emission Rates | | | |
|-------------------------------|------|---------|--------------------------|
| Waste | Type | Volumes | Concentration/ Levels |
| Gaseous | | | |
| Liquid | | | |
| Chemicals | | | |
| Solids | | | |
| Noise | | | |
| Odours | | | |
| Toxic/ Hazardous Materials | | | |

What arrangements are to be implemented for the disposal/ treatment of any/all of the identified emissions/ effluents?

Do you require assistance for the disposal/ treatment of the waste identified? If yes, please provide information about the type of assistance required.

SECTION 7
GENERAL INFORMATION

Should your application be approved, are you prepared to conform to the provisions of an Environment Management System?

Yes

No

If no, why not?

Should your application be approved, would you participate in by-product or energy exchange programs?

Yes

No

If no, why not?

Please identify any special needs or requirements.

Is a Certificate of Environmental Clearance required from the EMA?

Yes

No

SECTION 8

CHECKLIST

Thank you for taking the time to complete this application form. Please take a moment to review your application and supporting documents before submission.

WHAT IS THE VALUE OF THE INVESTMENT TO BE UNDERTAKEN AT COVE TOBAGO? \$_____

| | |
|---|--------------------------|
| BUSINESS REGISTRATION DOCUMENTS | |
| BUSINESS REGISTRATION CERTIFICATE | <input type="checkbox"/> |
| NOTICE OF DIRECTORS (IF APPLICABLE) | <input type="checkbox"/> |
| NOTICE OF ADDRESS (IF APPLICABLE) | <input type="checkbox"/> |
| 2 VALID FORMS OF ID FOR EACH PRINCIPAL | <input type="checkbox"/> |
| PROOF OF ADDRESS | <input type="checkbox"/> |
| REFERENCES | |
| FINANCIAL INSTITUTION | <input type="checkbox"/> |
| OTHER REFERENCES | <input type="checkbox"/> |
| HISTORICAL FINANCIALS FOR PREVIOUS 3 YEARS- (AUDITED OR MANAGEMENT FINANCIALS (IF APPLICABLE)). | |
| MUST INCLUDE: | |
| CASHFLOW STATEMENTS | <input type="checkbox"/> |
| INCOME STATEMENTS | <input type="checkbox"/> |
| BALANCE SHEETS | <input type="checkbox"/> |
| 5 YEAR FINANCIAL PROJECTIONS | |
| CASH FLOW STATEMENTS | <input type="checkbox"/> |
| INCOME STATEMENTS | <input type="checkbox"/> |
| BALANCE SHEETS | <input type="checkbox"/> |
| PROOF OF DEMAND FOR PRODUCT OR SERVICE – (E.G. LETTERS OF INTENT) | <input type="checkbox"/> |

By signing this application, I/we agree to the terms established within this document.

I/We hereby agree to provide E-IDCOT with any additional information that may be important in support of this application, including by not limited to, a Letter / Letters of Comfort, from my/our Bankers, to support this application, if required.

Should your application be successful, please be advised that one of the principals of the company will be required to serve as a guarantor for all receivables.

I certify that the information provided in this Application for Tenancy is true and correct.

| | | | |
|---------------|-------------|-----------|------------|
| _____ | _____ | _____ | _____ |
| Name | Designation | Signature | Date |
| Block Letters | | | dd-mm-year |

CONSENT CLAUSE

I / We.....confirm that the information given in this application is true and correct and I / we understand that it is being used to assist in determining my / our suitability for tenancy at the Cove Eco-Industrial and Business Park. I / We further confirm that no information, which might affect the E-IDCOT’s decision to lease the premises, has been withheld. I / We hereby authorize and consent to the E-IDCOT receiving and exchanging any financial and other information which it may have in its possession about me / us with any of its subsidiaries, agents, third party assignees, Bankers, Credit Bureaus or other persons with whom I / we may have or propose to have financial dealings from time to time. I / we indemnify the E-IDCOT against any loss, claims, damages, liabilities, legal actions and proceedings, or other expense which may be directly and reasonably incurred as a consequence of the disclosure of the financial information.

 NAME
 Block Letters

 Signature

 Name
 Block Letters

 Signature