

**Ministry of Commerce, International Trade, Investment, Enterprise  
Development and Consumer Affairs**

**CHECKLIST**  
**Application for Fiscal Incentives and Duty Free Concessions**

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**The following information is required in order to process your application:**

1. Completed Fiscal Incentives Application Form or Concessions Application Form ( Can be found on the Ministry's website <http://commerce.gov.lc> or downloaded directly from <http://www.commerce.gov.lc/resources/index/19> )
2. Copy of Certificate of Incorporation or Certificate of Registration of Business Name (*New Applicant*)
3. Copy of Business Plan
4. Compliance Letter from Inland Revenue
5. Compliance Letter from National Insurance Corporation
6. Certificate of good standing from Registry of Companies & Intellectual Property
7. Valid Trade Licence (*for businesses owned by non-CARICOM citizens*)
8. Specifications for Equipment, Machinery and Vehicles which should include Engine Capacity, Year, Make & Model
9. Health Certification (*if applicable*)
10. VAT Registration (*if applicable*)
11. Saint Lucia Bureau of Standards Certificate (*if applicable*)
12. An indication of the number of employees and positions over the last five (5) years and projected employment levels for the incentives period.
13. Financial Statements for the last three (3) years
14. Investment levels over the last five (5) years and projected investment for the concession / incentives period (plant, machinery etc.)