

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

CHECKLIST

Application for Fiscal Incentives and Duty Free Concessions

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

1. Completed Fiscal Incentives Application Form or Concessions Application Form (See website: <http://commerce.gov.lc>).
2. Copy of Registration of Business Name Certificate or Certificate of Incorporation.
3. Business Plan (*New Applicant*)
4. Compliance Letter from Inland Revenue
5. Compliance Letter from National Insurance Corporation
6. Specifications for Vehicles (*Engine Capacity, Year, Make & Model*) and Equipment
7. Health Certification (*if applicable*)
8. VAT Registration (*if applicable*)
9. Saint Lucia Bureau of Standards Certificate (*optional*)
10. Annual Returns (for an incorporated business or for a company)
11. Single Administrative Document or validated Spreadsheet (prepared by broker)

For Renewal please provide:

1. An indication of the number of employees and positions over the last five (5) years and projected employment levels for the concession period.
2. Financial Statements for the last three (3) years
3. Investment levels over the last five (5) years and projected investment for the concession / incentives period (*plant, machinery etc.*)

NB: Documents should be prepared in the name of the company and not the owner if incorporated.

NOTE: A formal letter must first be written to the Permanent Secretary, Ministry of Commerce requesting duty free concessions.

Address: Mrs. Sophia M. Henry
Permanent Secretary
Ministry of Commerce, International Trade, Investment,
Enterprise Development and Consumer Affairs
4th Floor, Heraldine Rock Building
Waterfront
Castries

Use the format presented in the table below to provide a breakdown of the items to be imported.

BUSINESS NAME						
Asset Listing & Duties						
ITEM	QTY	COST US\$	COST ECS	IMPORT DUTY ECS	OTHER APPLICABLE DUTY/TAX ECS	TOTAL INCL. DUTY SEC
EQUIPMENT:						
TOTAL						
RAW MATERIAL:						
TOTAL						
OTHER:						
TOTAL						
GRAND TOTAL						