

**DEPARTMENT OF COMMERCE, INTERNATIONAL TRADE,
INVESTMENT, ENTERPRISE DEVELOPMENT & CONSUMER AFFAIRS**

CHECKLIST

Application for Duty Free Concessions and Fiscal Incentives

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

1. Completed Fiscal Incentives Application Form or Concessions Application Form (See website: <http://www.commerce.gov.lc>).
2. Copy of Business Name Registration Certificate or Certificate of Incorporation.
3. Business Plan (New Applicant)
4. Compliance Letter from Inland Revenue
5. Compliance Letter from National Insurance Corporation (NIC)
6. Specifications for Vehicles and Equipment, if applicable (include Engine Capacity, Year, Make and Model)
7. Health Certification, if applicable.
8. VAT Registration.
9. Saint Lucia Bureau of Standards Certificate (optional)

For previously existing businesses, please provide:

1. An indication of the numbers 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 in business.
3. Investment levels over the last five (5) years and projected investment for the concession / incentives period (plant, machinery, etc).

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 EC\$	IMPORT DUTY EC\$	OTHER APPLICABLE DUTY/TAX EC\$	TOTAL INCL. DUTY \$EC
EQUIPMENT:						
TOTAL						
RAW MATERIAL:						
TOTAL						
OTHER:						
TOTAL						
GRAND TOTAL						