

COMMERCE & INDUSTRY SITE VISIT RECORD

Year _____ Month _____ Day _____ SV# _____

Commerce & Industry Officer _____ **Time In** _____ **Time Out** _____

1.0 GENERAL INFORMATION

Business Name: _____

Owner: _____

Contact Person _____ Designation _____

Type of Business: Sole __ Partnership __ Inc. __ Franchise __ Other (state) _____

Products Manufactured: _____

Service Provided: _____

Location: _____

Sector _____ Subsector _____

Mailing Address: _____

Business Address: _____

Email Address: _____

Website: _____

Contact: Cell _____ Land Line _____ Fax _____

Value of Assets \$ _____ Liabilities \$ _____

Export? Y N Countries _____

Recipient of: Duty Free Concessions N Fiscal Incentives N

Existing business (Renewals/New Applicants)

	After				
	Yr1	Yr2	Yr3	Yr4	Yr5
Number of Employees					
Domestic Sales					
Export Sales					
Assets					
Investment					

New Businesses

Description	Current	Projected				
		Yr1	Yr2	Yr3	Yr4	Yr5
Number of Employees						
Domestic Sales \$						
Export Sales \$						
Assets\$						
Investment\$						

2.0 BUSINESS REQUEST

Duty Free Concessions Fiscal Incentives Technical Assistance

Specify ----- Trade Licence Other -----

3.0 MEETING OBJECTIVES

.....

.....

.....

.....

4.0 ENTREPRENEUR'S SHORT TERM PLANS (1-5 YEARS)

.....

.....

.....

.....

.....

.....

.....

.....

5.0 MATTERS DISCUSSED (*Challenges, Opportunities, Business Issues*)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

6.0 MINISTRY'S INTERVENTION PLAN

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

7.0 ACTION TO BE UNDERTAKEN BY ENTREPRENEUR

.....

.....

.....

.....

.....

.....

8.0 OBSERVATIONS/COMMENTS

.....

.....

.....

.....

.....

Proposed date for review/assessment of client

Signatures

Entrepreneur _____ Date _____

Commerce & Industry Officer(s) _____ Date _____

.....

Checklist of Documents to be provided by Client

- Business Name Registration/ Certificate of Incorporation
- Financial Records
- Business Plan
- Health Certificate
- Declaration letter from Inland Revenue/National Insurance Corporation (NIC)
- Value Added Tax (VAT) Registration
- Specifications for Vehicles and Equipment (*where applicable*)
- Saint Lucia Bureau of Standard certificate (*optional*)