###### Invest Da Auth Logo Final 75%

**APPLICATION FOR CONCESSIONS**

**FOR**

**NEW SERVICE OPERATIONS**

**CONCESSIONS WILL BE GRANTED UNDER THE**

**FISCAL INCENTIVES AMENDMENT ACT NO. 3 OF 2019 OF THE LAWS OF THE COMMONWEALTH OF DOMINICA**

**This application must be accompanied by:**

1. **Copy of the notice of and approved architectural plans from the Physical Planning Division confirming that permission to build the facility (as proposed) has been granted.**
2. **Copy of land registration certificate and survey plan or a copy of a registered property lease agreement of at least 3 years.**
3. **Copy of Business Registration Certificate.**
4. **A Business Plan that supports the financial projections.**
5. **The enterprise must be in compliance with the requirements of the Dominica Tourism (Regulations and Standards) Act No. 19 of 2005.**
6. **The enterprise must obtain a licence from the Fisheries Division of the Ministry of Agriculture to undertake any water-sports activity (If required).**
7. **A letter indicating compliance with the Bureau of Standards and the Environmental Health Unit.**
8. **Copy of work permit (if required).**

**SECTION A**

1. Company/Enterprise Name:

………………………………………………………………………...............….......

1. Address: ………………………………………………………………………………………………………………………………………………………………………………………………................................................................................................
2. Telephone: …………………….……… Fax: ………………..............................

Email: ...................................................... Web site………………………………

1. State the location for the proposed development:

……………………………………………………………………………………

2. Contact Person: ………………………................. Position: ………………….……

(a) Address:

 .................................................................................................................................

 .................................................................................................................................

 .................................................................................................................................

(b) Telephone: …………………….……… Fax: ………………..............................

Email: ...................................................... Web site………………………………

3. Indicate whether:

(a) sole proprietorship …………………………….

(b) public/private company …………………………….

(c) partnership …………………………….

(d) other (please state) …………………………….

4. Date of business registration/ incorporation: Month …………… Year ……………..

5. Has the business registration changed? Yes................ No ...............

a) If YES: Month …………… Year ……………..

b) Please explain:

.....................................................................................................................................................................................................................................................................................................................................................................................................................

6. Is the company a subsidiary of another company? Yes................ No ...............

 If YES, name of parent company:

 ................................................................................................................................

 ................................................................................................................................

7. Ownership:

i. local ……………….. % ii. foreign ……………….. %

8. Shareholders/Owners:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **NATIONALITY** | **COUNTRY OF RESIDENCE** | **SHARES HELD (%)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

9. Give the business background details of the major shareholders/owners:

1. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

2. ……….………………………………………………………………………

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 3. ………………………………………………………………………………

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1. ………………………………………………………………………………

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10. Nature and purpose of the business:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………............…………….

11. Give a brief description of the proposed project:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Space required (sq. ft): ............………………………………….............................

12. What is the projected start-up date of the enterprise?

Month: ………………………………….. Year: …………………...

###### SECTION B

## **Market**

1. Is there already another service facility like this in Dominica?

YES………………….. NO……………………

1. What special features and amenities will differentiate your facility from others already in existence?

……………………………………………………………………………………….

……………………………………………………………………………………….

1. Who is the target market?

............................................. .............................................. ..................................

............................................. .............................................. ..................................

1. Outline the marketing plan to be employed relative to:
2. Product ………………………………………………………………………

………………………………………………………………………………..

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1. Pricing (your facility vs competition)

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1. Promotion (tools and budget)

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1. Place (location vs geographic markets)

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**SECTION C**

###### 1. Investment Required:

Currency used (EC$) Rate of exchange: US $1.00 = EC$2.70

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EQUITY** | **LOAN** | **TOTAL** |
|  | Local | Foreign | Local | Foreign |  |
| Preliminary costs:Studies, plans, site preparations, registration, lawyer fees, related business travel, transportation etc  |  |  |  |  |  |
| Land |  |  |  |  |  |
| Building |  |  |  |  |  |
| Machinery & Equipment |  |  |  |  |  |
| Total Assets |  |  |  |  |  |
| Working Capital (6 months)Salaries/wages, utilities, maintenance and administrative costs |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

2. Total Investment Breakdown:

|  |  |  |  |
| --- | --- | --- | --- |
| Year 1 | Year 2 | Year 3 | Year 4 |
| Description | Expenditure/ Investment | Description | Expenditure/Investment | Description | Expenditure/Investment | Description | Expenditure/ Investment |
| Site preparation  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total: $ | Total: $ | Total: $ | Total: $ |
| **TOTAL EXPENDITURE** =  |

1. Labour Inputs:

|  |  |
| --- | --- |
|  | Year 1 |
| **Positions** | **No.** | **Skill sets/ training** |
| Managerial |  |  |
| Supervisor |  |  |
| Skilled |  |  |
| Unskilled |  |  |
| Other |  |  |
| **Total** |  |  |

Suggested Format for Projected Cash Flow Statements

# **COMPANY X**

## Three Year Earnings Projections:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1 | Year 11 | Year 111 |
| **Revenue:** | EC$ | EC$ | EC$ |
| Product (1) |  |  |  |
| Product (2) |  |  |  |
| Product (3) |  |  |  |
| Product (4) |  |  |  |
| Other |  |  |  |
| Total Revenue |  |  |  |
| Operating Expenses: |  |  |  |
| Salaries/Wages |  |  |  |
| Adv. & Promotions |  |  |  |
| Insurance & Licences |  |  |  |
| Utilities |  |  |  |
| Maintenance |  |  |  |
| Purchases |  |  |  |
| Sanitation & Supplies |  |  |  |
| Telephone & Fax |  |  |  |
| Automobile Expense |  |  |  |
| Miscellaneous |  |  |  |
| **Earnings before Int. & Depreciation** |  |  |  |
| Interest |  |  |  |
| Depreciation |  |  |  |
| Net Earnings |  |  |  |

**SECTION D**

1. **Experience and Training**
2. What is the applicant’s experience in this type of operation?

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1. What other experience is available to the operation?

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1. Outline the plans for training employees:

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**SECTION E**

1. List the concessions requested:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………................................

1. Please indicate when the items are expected to arrive in Dominica:

……………………………………………………………………………………..………………………………………………………………………………………..………………………………………………………………………………………..…

3. Do you require any additional information from Invest Dominica Authority?

……………………………………………………………………………………......

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4. The Constitution of the Commonwealth of Dominica enshrines certain fundamental rights of the individual. Please comment on the attitude of the company towards the right to organize on the part of the workers:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….......

5. I certify that to the best of my knowledge, the information given in this application and in the attached documents are correct in light of the information currently available.

Name: ………………………………………………….....…………...........………

Signature: …………………………………… Date: ..........................………

**Please address to:**

 **INVEST DOMINICA AUTHORITY**

 First Floor, Financial Centre

 Roseau

 **COMMONWEALTH OF DOMINICA**

 Tel: (767) 448-2045

 Fax: (767) 448-5840

 Email: info@investdominica.dm

Website:www.investdominica.com