



TENANCY APPLICATION FORM



Cove Tobago

The information provided by the applicant will be used exclusively by the Eco-Industrial and Business Park for the assessment of the business. Please take the time to provide accurate and comprehensive information, as requested. All sections of this application are required to be completed; if there is any section irrelevant to your organization please insert 'N/A'.

In addition to completing the application form, please provide the following documents;

1. Two (2) forms of ID from the Business owners in the case of a sole proprietorship or partnership, or, in the case of a company, directors or principals will be asked to submit ID.
2. Utility Bill
3. Business Plan for the activity/ activities being undertaken on the Park
4. Financial Information
 - a) For established companies;
 - Audited Financial Statements for the last three (3) years;
 - Financial Projections for the next 5 years of cove operation (to include Pro Forma Balance Sheets, Cashflows and Income Statements);
 - Annual Foreign Exchange currently earned/to be earned.
 - b) For start-up companies;
 - Financial Projections for the first 5 years (including Pro forma, Cashflow statement, Income Statement and Balance Sheet)
 - Personal Financial Statements (to date) for the principals
 - Annual Foreign Exchange to be earned
5. Copy of the Business Certificate and Business Registration Documents
6. Reference Letter from Financial Institution.
7. Any other relevant supporting documents. For example; in the event of the business securing finances from external sources, documentation to this effect must be provided.

Please note that the application will not be evaluated unless all the relevant information is submitted. All documents submitted with this application will be retained by the E-IDCOT Ltd for its records in strictest confidentiality.

All applications can be submitted directly to the office

Eco-Industrial Development Company of Tobago Ltd
1st Floor Isaac T McLeod Building
Sislyn Thomas Craig Road
Cove Eco Industrial and Business Park
Canoe Bay Road, Lowlands
Tobago.

or submitted via email to leadinvsourcing@e-idcot.co.tt

SECTION 1 - APPLICANT INFORMATION			
Applicant			
Name			
Address			
Tel/ Fax nos		E-mail:	
Bankers			
Contact Person			
Name			
Designation/ Position			
Address			
Tel/ Fax Nos		E-mail:	

SECTION 2 - COMPANY PROFILE			
Name of Company			
Date of Incorporation		Country of Incorporation	
dd-mm-year			
Registered Address			
Mailing Address			
Tel/ Fax nos		Email:	
Legal Structure		Sole Proprietorship <input type="checkbox"/>	Company <input type="checkbox"/>
		Partnership <input type="checkbox"/>	Joint Venture <input type="checkbox"/>

Principals			
Name	Address	Position	Years with company

SECTION 3 - FINANCING	
Has the company secured financing for the operations to be located on the Park?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please identify the financial institutions /sources of finance for the operations to be established at the Park. Provide supporting documents where necessary.	
1.	
2.	
3.	
4.	

SECTION 4 - OPERATIONS
Proposed Activity;
Please provide a full description of your intended operations; eg Manufacture or Production of...



TENANCY APPLICATION FORM



Production/ Manufacturing Process;

Please describe *all intended* production processes.

Equipment

Please identify all equipment to be used in the manufacturing process.

1.	
2.	
3.	
4.	
5.	
6.	
7.	

Hours of Operation (not limited to one selection)

8AM-12 PM <input type="checkbox"/>	1PM – 5 PM <input type="checkbox"/>
6PM- 10PM <input type="checkbox"/>	Other. Please specify _____

Percentage (%) of local materials to be utilized

Percentage (%) of foreign content to be utilized

--	--

Raw Materials

Raw materials to be used

Daily Volumes

Please indicate the time required between application approval and start up; _____

How will raw materials be transported? _____

How will finished goods be transported? _____

Does your company currently operate in another facility? Yes No

Address of the current facility _____

Telephone Number _____

SECTION 5 – PRODUCTION OUTPUT			
Type of Product/ Service	Volume of Production	Annual Value Sold to Local Market	Annual Value Sold to Export Market

SECTION 6 - LABOUR		
	Initial/ Startup Stage	Full Production Mode
Managerial and Supervisory		
Non-Supervisory Administration		
Skilled/ Professional Workers		
Others		
Total Labour Requirement		
Requirements by Gender: Male		
Female		
Number of Permanent Jobs Expected		
Number of Temporary Job Expected		

SECTION 7 – ENVIRONMENTAL ASSESSMENT			
<i>Please be as specific as possible.</i>			
<i>Daily Emission Rates</i>			
Waste	Type	Volumes	Concentrations/ Levels
Gaseous			
Liquid			
Chemicals			
Solids			
Noise			
Odors			
Toxic or Hazardous Materials			

What arrangements are to be implemented for the disposal/ treatment of any/all of the above by products/ effluents/ emissions?

Assistance required in the disposal/treatment of any/all of the above by-products/ effluents/ emissions:

SECTION 8 – ACCOMMODATION REQUIREMENTS	
Utility Requirements: Daily Requirements	
Potable Water (cubic meters/ gals)	
Process Water (cubic meters/ gals)	
Electricity	Kwh: _____ Phase: _____
Natural Gas (cubic meters/ cubic feet)	
Vehicle Type	
Passenger Cars	Requirements
Trunks/ Vans	
Containers	
Total	

<i>BUILT SPACE applications in sq. ft</i>		
Function	Floor Space	
Administration		
Manufacturing		
Total Area Required		
Estimated Time to Start of Operation		
	Estimated Time of Completion	Estimated Expenditure
Machinery, Plant and Equipment		
Customization/ Renovation Works		
Other (<i>please specify</i>)		
Total		

<i>LAND SPACE application in sq. ft</i>		
Function	Floor Space	
Administration		
Manufacturing		
Storage		
Other (<i>Please Specify</i>)		
Total Area Required		
Estimated Time to Completion of Building and Capital Expenditure		
	Estimated Time of Completion	Estimated Expenditure
Building		
Machinery, Plant and Equipment		
Other (<i>please specify</i>)		

SECTION 9 – GENERAL INFORMATION
Should your application be approved, are you prepared to conform to the provisions of an Environmental Management System? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, why not?



TENANCY APPLICATION FORM



Should your application be approved are you prepared to conform to the provisions of an Environmental Management System? Yes No

If no, why not?

If your application is approved, would you participate in by-product or energy exchange program?

Yes No

If no, why not?

Please identify any other special needs/requirements;

Is a Certificate of Environmental Clearance required from the EMA? Yes No



TENANCY APPLICATION FORM



By signing this application, I/we agree to the terms established within this document.

I/We hereby agree to provide E-IDCOT with any additional information that may be important in support of this application, including by not limited to, a Letter / Letters of Comfort, from my/our Bankers, to support this application, if required.

Should your application be successful, please be advised that one of the principals of the company will be required to serve as a guarantor for all receivables.

I certify that the information provided in this Application for Tenancy is true and correct.

Name Designation Signature Date



TENANCY APPLICATION FORM



CONSENT CLAUSE

I / We.....confirm that the information given in this application is true and correct and I / we understand that it is being used to assist in determining my / our suitability for tenancy at the Cove Eco-Industrial and Business Park. I / We further confirm that no information, which might affect the E-IDCOT's decision to lease the premises, has been withheld. I / We hereby authorize and consent to the E-IDCOT receiving and exchanging any financial and other information which it may have in its possession about me / us with any of its subsidiaries, agents, third party assignees, Bankers, Credit Bureaus or other persons with whom I / we may have or propose to have financial dealings from time to time. I / we indemnify the E-IDCOT against any loss, claims, damages, liabilities, legal actions and proceedings, or other expense which may be directly and reasonably incurred as a consequence of the disclosure of the financial information.

.....
NAME (In block letters)

.....
Signature

.....
NAME (In block letters)

.....
Signature