

**FORM 12**

**(Regulation 20)**

**ANNUAL OPERATION PLAN FOR AN SEZ ENTERPRISE**

The Annual Operation Plan for SEZ Enterprises should be in the format and contain the information as set out below.

**1. Executive Summary**

The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.

**2. Review of Operations in Current Financial Year**

A review of operations in the current financial year, including:

- (a) Overall operating expenditure incurred in the current financial year;
- (b) New investments made in Zone-related buildings, machines, equipment, facilities and other assets in the current financial year;
- (c) The total number of persons employed in the current financial year, including the number of qualified full-time personnel and other persons with appropriate qualifications
- (d) The total sales turnover in the Zone; and
- (e) Any other relevant information relating to the operations of the Special Economic Zone in the current financial year.

**3. Operations in New Financial Year**

An SEZ Enterprise shall provide the following information with respect to operations in the new financial year:

- (a) Overall operating expenditure expected to be incurred in the new financial year;
- (b) New investments expected to be made in Zone-related buildings, machines, equipment, facilities and other assets in the new financial year;
- (c) The total number of persons that would be employed in the new financial year, including the number of qualified full-time personnel and other persons with appropriate qualifications;
- (d) Any other relevant information relating to the operations in the Special Economic Zone in the new financial year; and
- (e) An SEZ Enterprise carrying on any of the business activities in the sectors as set out in Schedule 2 of the regulations, shall provide additional information and or documentation to satisfy the requirements that the enterprise is conducting the core income generating activities relevant to its business.

***Please provide the following documents in support of the Annual Operation Plan for the SEZ Enterprise Licence:***

- (a) ***The management accounts in year one and the latest audited financial statements of the SEZ Enterprise thereafter.***
- (b) ***A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.***
- (c) ***A valid Income Tax Clearance Certificate.***
- (d) ***A valid Value Added Tax Clearance Certificate.***
- (e) ***A valid National Insurance Board (NIB) Compliance Certificate.***
- (f) ***A copy of the registration documents for the registration of the Enterprise with the Financial Intelligence Unit of Trinidad and Tobago.***