

FORM 13

(Regulation 20)

ANNUAL OPERATION PLAN FOR A SINGLE ZONE ENTERPRISE

The Annual Operation Plan for Single Zone 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

A Single Zone 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) A Single Zone 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 Single Zone Enterprise Licence:

- 1. The latest audited financial statements of the Single Zone Enterprise.***
- 2. A copy of any certificates issued under the Occupational Health and Safety Act, Chap. 88:08.***
- 3. A valid Income Tax Clearance Certificate.***
- 4. A valid Value Added Tax Clearance Certificate.***
- 5. A valid National Insurance Board (NIB) Compliance Certificate.***
- 6. A copy of the registration documents for the registration of the Operator with the Financial Intelligence Unit of Trinidad and Tobago***