

CHECKLIST FOR SUBMISSION OF SPECIAL ECONOMIC ZONE TRANSITION APPLICATION – FREE ZONE PROMOTER

Document checklist for companies transitioning to the Special Economic Zone Regime

This document checklist is one of the forms that needs to be submitted along with your application

Consult the application Guidelines to determine if you are required to submit some or all of the documents listed

Gather your documents in order of the checklist and check beside each item included in your application

Should you have any queries regarding the completion of the application form feel free to contact us via email at info@jseza.org or via telephone at (876) 619-SEZA (7392).

The following must be submitted in order to process your application for transition to the Special Economic Zone regime.

Application Fee

- Proof of payment of a non-refundable application fee (payment receipt)

Company Information

- Certified copy of the company's Memorandum and Articles of Association
- Certified copy of Certificate of Incorporation
- Certified copy of Tax Registration Number (TRN)
- Certified copy of General Consumption Tax (GCT) number
- Named company representative including, job title, telephone number and email address

Sworn Statements

- An affidavit setting out all relevant commercial information of the promoter, including its name, address, nationality, owners, board of directors (or equivalent management committee), auditors, bankers, as well as the capital ownership shares of the applicant

Authorising Documentation

- A copy of the instrument that authorizes the Free Zone Promoter to operate in an existing SEZ

Land Development Requirements

- Technical information
 - Set of construction drawings (can be presented on 11"x17" paper)
 - Written statement on the construction technique and the applicable planning guidelines being used in the construction of this SEZ development (*this is for applicants constructing a new building*)
 - Profile of Project Team to include technical capacity and previous experience in the construction of projects of a similar nature or large scale developments (*this is for applicants constructing a new building*)

- Surveyor's Identification Report, to include:
 - Details/description of the boundaries of the proposed SEZ area
 - Surveyor's Technical Description
 - Surveyor's Identification Site Plan

Proposed SEZ Business Operation

- A business plan that includes the names and activities of Free Zone Tenants operating in the SEZ

CHECKLIST FOR SUBMISSION OF SPECIAL ECONOMIC ZONE TRANSITION APPLICATION – FREE ZONE TENANT

Application Fee

- Proof of payment of a non-refundable application fee (payment receipt)

Company Information

- Certified copy of the company's Memorandum and Articles of Association
- Certified copy of Certificate of Incorporation
- Certified copy of Tax Registration Number (TRN)
- Certified copy of General Consumption Tax (GCT) number
- Named company representative including, job title, telephone number and email address

Sworn Statements

- An affidavit setting out all relevant commercial information of the promoter, including its name, address, nationality, owners, board of directors (or equivalent management committee), auditors, bankers, as well as the capital ownership shares of the applicant

Authorising Documentation

- A certified copy of the authorization granted to the Free Zone Tenant to operate in an existing Free Zone or other proof of Free Zone Tenant status as set out in the form provided instrument that authorizes the Free Zone Promoter to operate in an existing SEZ