

# CHECKLIST FOR SUBMISSION OF SEZ ZONE USER AUTHORISATION

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## I. GENERAL

- Application Fee (non-refundable): US\$100
  - *Zone User Authorization is generally provided for a specific period. No annual fees will be required. However, should the Zone User require continued authorization for operation with the Special Economic Zone, a new application and payment of the non-refundable application fee will be required.*
- Completed Data Capture Form

## II. COMPANY INFORMATION

- Certified copy of the company's Memorandum and Articles of Association; and
- Certified copy of Certificate of Incorporation;  
**or**  Certified copy of Business' registration; if the applicant is not incorporated
- Certified copy of Tax Registration Number (TRN)
- Certified copy of General Consumption Tax (GCT) number; if applicable
- Brief of business activities See "*Zone User Business Proposal Template*" provided
- Plan of logistics and security arrangements; if retail activities will be undertaken by the Zone User within the Special Economic Zone. See "*General Security Guidelines*" provided.

## III. SWORN STATEMENTS

- An affidavit setting out all relevant commercial information of the Zone User applicant, 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.  
*See "Company Affidavit" or "Sole Proprietorship Affidavit" provided*

## IV. OCCUPANCY REQUIREMENT

- Copy of lease agreement

**V. APPROVALS**

- Certified copy of the Fire Safety Certificate
- Certified copy of the relevant environment permit; if applicable

I have reviewed and submitted the documents highlighted in the checklist as a part of an application for Special Economic Zone designation.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_