

**Ministry of Commerce, Business Development, Investment and
Consumer Affairs**

CHECKLIST

Application for Fiscal Incentives and Duty Free Concessions

The following information is required in order to process your application:

1. Completed Fiscal Incentives Application Form or Concessions Application Form (See website : <http://commerce.gov.lc>).
2. Copy of Registration of Business Name Certificate or Certificate of Incorporation.
3. Business Plan (*New Applicant*)
4. Compliance Letter from Inland Revenue
5. Compliance Letter from National Insurance Corporation
6. Specifications for Vehicles(*Engine Capacity, Year, Make & Model*) and Equipment
7. Health Certification (*if applicable*)
8. VAT Registration (*if applicable*)
9. Saint Lucia Bureau of Standards Certificate (*optional*)

For Renewal please provide:

1. An indication of the number of employees and positions over the last five (5) years and projected employment levels for the concession period.
2. Financial Statements for the last three (3) years
3. Investment levels over the last five (5) years and projected investment for the concession / incentives period (*plant, machinery etc.*)