|  |  |
| --- | --- |
| **1.** | Registered Business Name: |
| **2.** | Registered Business Address: |
| **3.** | Location of Production Facility: |
| **4.** | Contact Name: |
| **5.** | Contact Number/s: |
| **6.** | Email: |
| **7.** | Legal Status: |
| **8.** | Business Registration No: |
| **9.** | Number of Years in Business: |
| **10.** | Key Products or Services: |
| **11.** | Where are your products currently sold locally: (what channels)? (direct/Retail/Wholesale) |
| **12.** | How long have your products been for sale on the local market? |
| **13.** | Do you have an Export Plan  Yes { } No { } |
| **14.** | Is the Company Currently Exporting: Yes { } No { }  If yes, please state below: |
| **15.** | What are your export markets of interest: |
| **16.** | What standard are you interested in implementing? |
| **17.** | How will implementing this standard impact your export goals? |
| **18.** | What international/regional/national standards are the company currently certified in? eg: ISO 9000; ISO 22000; OSHA; GMP; HACCP; FSMA. |
| **19** | Source of financing (TT$): Equity\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loan\_\_\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **20.** | **Investment** | **TT$** |
| Land & Building |  |
| Machinery & Equipment |  |
| Working Capital |  |
| Annual Local Sales Value |  |
| Annual Export Sales Value (if applicable) |  |
| **TOTAL** |  |

Required Documents:

* Company Registration Documents
* Certificate of Free Sale
* Certificate of Origin
* Business Plan
* Export Plan
* BIR Tax Clearance Certificate
* VAT Clearance Certificate
* Company NIS Certificate
* Documentary evidence confirming the Company’s Financial Ability to meet the proposed cost of the project

SELECTION PROCESS AND CRITERIA

1. Complete and submit online application form
2. ExporTT to meet with the Client
3. Company to provide financial statements as evidence of capability to implement standard
4. Client to submit proposal from a qualified consultant including:

* Scope of Works
* The Approach Methodology
* Deliverables
* Disbursement Schedule
* Justification of consultant selection

1. Based on the submission on the above, exporTT Limited will then visit the production plant.
2. Upon approval, clients will be notified and exporTT Limited will draft an agreement for signature. The agreement will be between the Client and exporTT Limited and NOT the Consultant the Client choses.
3. Before the final reimbursement to the Client is issued, the Client must submit the final report of works implemented and exporTT Limited will execute a Site Visit to confirm same. Please note that this process of implementation must be completed within the timeline stated in the contract as dictated by the scope of works.

**exporTT reserves the right to refuse funding.   
exporTT reserves the right to request additional information**

**exporTT reserves the right to request three (3) quotations from qualified consultants for any requested standard**