

Small Business Development Act

Cap. 318C

**FORM 1**

*(Sections 4(2) and 15(c))*

**APPLICATION FOR APPROVED SMALL BUSINESS STATUS**

*(To be completed by companies that have been in operation for more than one year)*

<b>1. Name including the Corporate Name of Business</b> .....		<b>2. Company Incorporation No.</b> .....	
<b>3. Date of Incorporation of Company</b> .....		<b>4. Registered Office of Company</b> .....	
<b>5. Type of Business</b> ..... ..... .....		<b>6. Principal Place of Business</b> ..... ..... .....	
<b>7. DIRECTOR(S)</b>			
i. Name (First, Middle and Surname) ..... ..... .....		ii. Any Former First Name or Surname ..... ..... .....	
iii. Present Nationality .....		iv. Nationality of Origin .....	
v. Place of Residence ..... ..... .....	vi. Residential Address ..... ..... .....	vii. Occupation ..... ..... .....	
viii. Any Other Business Occupation (if any) .....		ix. Signature .....	
i. Name (First, Middle and Surname) ..... ..... .....		ii. Any Former First Name or Surname ..... ..... .....	
iii. Present Nationality .....		iv. Nationality of Origin .....	
v. Place of Residence ..... ..... .....	vi. Residential Address ..... ..... .....	vii. Occupation ..... ..... .....	
viii. Any Other Business Occupation (if any) .....		ix. Signature .....	

<b>7. DIRECTOR(S) – Cont'd</b>		
i. Name (First, Middle and Surname) ..... ..... .....	ii. Any Former First Name or Surname ..... ..... .....	
iii. Present Nationality .....	iv. Nationality of Origin .....	
v. Place of Residence ..... ..... .....	vi. Residential Address ..... ..... .....	vii. Occupation ..... ..... .....
viii. Any Other Business Occupation (if any) .....	ix. Signature .....	
<b>8. SHAREHOLDER(S)</b>		
i. Name (First, Middle and Surname) ..... ..... .....	ii. Any Former First Name or Surname ..... ..... .....	
iii. Present Nationality .....	iv. Nationality of Origin .....	
v. Place of Residence ..... ..... .....	vi. Residential Address ..... ..... .....	vii. Occupation ..... ..... .....
viii. Any Other Business Occupation (if any) .....	ix. Signature .....	
i. Name (First, Middle and Surname) ..... ..... .....	ii. Any Former First Name or Surname ..... ..... .....	
iii. Present Nationality .....	iv. Nationality of Origin .....	
v. Place of Residence ..... ..... .....	vi. Residential Address ..... ..... .....	vii. Occupation ..... ..... .....
viii. Any Other Business Occupation (if any) .....	ix. Signature .....	

<b>8. SHAREHOLDER(S) – Cont'd</b>		
i. Name (First, Middle and Surname) ..... ..... .....		ii. Any Former First Name or Surname ..... ..... .....
iii. Present Nationality .....		iv. Nationality of Origin .....
v. Place of Residence ..... ..... .....	vi. Residential Address ..... ..... .....	vii. Occupation ..... ..... .....
viii. Any Other Business Occupation (if any) .....		ix. Signature .....
9. Estimated investment in plant and equipment ..... .....		
10. Employees during last Financial Year  (i) Full-time:..... (ii) Part-time:.....		
11. Sales for last Financial Year (\$BBD) ..... .....		
12. Particulars Re:-  Levels of exports Foreign Exchange Earnings for last Financial Year (\$BBD)		
13. Names of all other affiliated companies referred to in section 4(3)(c) of the Act ..... ..... .....		
14. Names of the Directors and Shareholders of affiliated companies and the number of shares held by them referred to in Section 4(3)(c) of the Act ..... ..... ..... .....		
15. Date of commencement of business, or date on which the business is likely to commence. .....		

16. (i) I, \_\_\_\_\_ hereby declare on oath that there is no agreement for the payment of fees on a continuing basis for managerial or other services to any person and that those services do not form part of the normal business operations of the enterprise.

(ii) I, \_\_\_\_\_ hereby declare on oath that the information contained herein is true and correct to the best of my knowledge, information and belief.

.....  
Director/Secretary

Sworn before me \_\_\_\_\_ at \_\_\_\_\_  
on the day of \_\_\_\_\_

.....  
Justice of the Peace

**17. FOR OFFICIAL USE ONLY**

**Contact Information of Applicant Business:**

**Telephone No.:**.....

**E-mail Address:**.....

**Fax No.:**.....

**Application received by:**.....

**Title of Officer:**.....

**Date received:**.....

**Signature:**.....

**Documents Received:**.....

Liability discharged  
Yes No

- Certificate of Incorporation
- Certificate from Inland Revenue
- Certificate from Land Tax Department
- Certificate from Director, Value Added Tax Division
- Certificate from National Insurance Department
- Audited Financial Statement – Year.....
- Review Engagement – Year.....

Comments:

