



CHECKLIST FOR SME FISCAL INCENTIVE APPLICATION

NEW APPLICATION

APPLICATION FOR EXTENSION

Name of Company _____

	Please Print Yes/No
Application Fee (IF APPLICABLE)	
Completed Application	
Principals/Shareholders	
Banker's Reference	
Sources of Funds (Bank Letter/Statement)	
Proposed Investment Amount	
Annual Foreigner Exchange Earnings	
Clientele/Marketing Plan	
Description of Undertaking	
Time Frame for Project Completion	
Employment Figures	
Relevant Licenses and/or Permits	
Land Tenure Deed/Rental Agreement	
List of Items Requesting for Duty Exemption	
Interview Sheet	
Site Visit	____/____/____

Comments and Recommendations:

Date:

Officer's Signature:
