

FOR OFFICIAL USE ONLY

Name of Officer Processing Application _____

Date Received:

Signature of Officer Processing Application _____

____/____/____

(dd/mm/yyyy)

GUIDELINES FOR APPLICANTS

1. Please complete all sections legibly.
2. Supplemental pages are to be inserted where required.
3. Please retain a copy of your submission.
4. All financial data submitted are to be quoted in Trinidad and Tobago (TT) dollars only.
5. Copies of the following are required, **where applicable**:
 - a. Ministry of Trade and Industry export form for minerals on the export negative list
 - b. Contracts and other documentation supporting the request to export minerals
 - c. Certificate of Incorporation / Certificate of Business Registration
 - d. Organizational Structure for Export operations
 - e. A letter from a recognized financial institution (indicating that the Applicant possesses the financial capacity to conduct the operations for which a licence is being sought)
 - f. Certificates and other qualifications of the Manager (indicating that the Applicant possesses the technical qualifications necessary to conduct the operations for which a licence is being sought)
 - g. Performance Bond (to be posted if licence is approved)
 - h. Rehabilitation Bond (to be posted if licence is approved)
 - i. Receipt for payment of licence application / renewal fee