



MINISTRY OF ENERGY AND ENERGY INDUSTRIES

International Waterfront Centre, Tower C, #1 Wrightson Road, Port of Spain

Tel: (868) 623-6708; 626-6334; Fax: (868) 623-4810

Application Form for Import Licence

Application Type: New Licence Renewal						
APPLICANT DETAILS						
Applicant's Name (Name in which licence is to be granted)						
Applicant's Address						
Tel Number		Fax Number		Email		
Company / Business Registration No.						
Name of Person Authorised to Sign on Behalf of Applicant (for a Company or Business)				ID / DP / Passport # (copies of two types required)		
Board of Inland Revenue Number				Vat Registration Number		
IMPORT DETAILS						
MINERAL TYPE	SIZE (mm)	QUANTITY (units)	QUALITY (SPECIFICATIONS)	\$TT VALUE/ (units)	CIF/FOB	DESTINATION IN TRINIDAD AND TOBAGO

IMPORT PURPOSE	
<p>(please tick)</p> <p>Trade <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Sample <input type="checkbox"/></p> <p>Other (please state proposed use) _____</p>	<p>O)</p>
<p>Is the proposed mineral import for use in any contract awarded to your company? _____</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p style="text-align: center;">demand timing.</p> <p>If yes, please specify contract nature, proposed contract duration and mineral _____</p>	
<p>Is the Type, Quantity and Quality of minerals to be imported available in Trinidad and Tobago? _____</p>	
FOREIGN SELLER DETAILS	
<p>Seller Name _____</p>	
<p>Seller Address _____</p>	
<p>Name of Mine (source of minerals) _____</p>	
<p>Address of Mine _____</p>	
APPLICANT IMPORT HISTORY	
<p>Have you ever imported minerals before? _____</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	
<p>If yes, state number of times in past 5 years: _____</p>	
<p>Previous Import Origin(s) and Quantities _____</p>	
<p>Additional Remarks/ Details _____</p>	

DECLARATION/UNDERTAKING

In accordance with section 45 (3) (b) of the Minerals Act, Chap 61:03, I _____ hereby declare that the particulars and the statements made in this application are true and correct to the best of my knowledge and belief and nothing has been concealed or held therefrom. I understand that it is an offense, punishable by a fine and imprisonment, to make a false declaration.

S i g n a t u r e o f t h e A p p l i c a n t D a t e _ _ _ _ / _ _ / _ _ _ _
(dd/mm/yyyy)

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.
- S. Copies of the following are required, where applicable:**
- a. Ministry of Trade and Industry import form for minerals on the import negative list
 - b. Contracts and other documentation supporting the request to import minerals
 - c. Title Documents, and Lease/permit (where applicant is not the owner of land)
 - d. Eight (8) Originals of a Survey Plan
 - i. Approved by the Director of Surveys, for State land
 - ii. Registered by the Director of Surveys, for Private land
 - e. Certificate of Incorporation / Certificate of Business Registration
 - f. Organizational Structure for Import operations
 - g. 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)
 - h. Rehabilitation Plan (to be completed using template)
 - i. Certificate of Environmental Clearance (CEC)
 - j. Town and Country Planning Approval
 - k. Water Abstraction Permit (from the Water and Sewerage Authority)
 - l. 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)
 - m. Performance Bond (to be posted if licence is approved)
 - n. Rehabilitation Bond (to be posted if licence is approved)
 - o. Receipt for payment of licence application / renewal fee
 - p. Land and building taxes receipt (most recent)