



APPLICATION FOR CONCESSIONS

FOR NEW AND EXISTING

HOTEL DEVELOPMENTS

**CONCESSIONS WILL BE GRANTED UNDER THE HOTELS AID ACT CHAPTER 85:04
OF THE LAWS OF THE COMMONWEALTH OF DOMINICA**

**Definition: “Hotel” means a building or group of buildings that offers food and beverage, providing breakfast, lunch and dinner, bar/lounge room service, banquet meeting facilities, laundry services and parking, and retail services. The premises must contain a minimum of five (5) bedrooms.
(Each with private toilet and bath/shower).**

The construction and furnishing of the facility must be guided by the Dominica Tourism Regulations and Standards Act No. 19 of 2005

This application must be accompanied by the following:

1. A copy of notice of approval and approved architectural plans from the Physical Planning Division confirming that permission to build the facility (as proposed) has been granted;
2. A copy of land registration or a copy of property lease agreement.
3. Copy of the Business Registration Certificate.
4. A Business Plan that supports the financial projections.
5. The enterprise must be in compliance with the requirements of the Dominica Tourism Regulations and Standards Act No. 19 of 2005.
6. Copy of work permit (if required).

Please address to:

INVEST DOMINICA AUTHORITY
First Floor, Financial Centre
Roseau
COMMONWEALTH OF DOMINICA

Tel: (767) 448-2045

Fax: (767) 448-5840

Email: investdominica@investdominica.dm

Website: www.investdominica.com

SECTION A

SELECT PURPOSE OF APPLICATION

- NEW INVESTMENT
- EXPANSION
- EXTENSION OF CONCESSIONS

1. Company/Enterprise Name:

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(a) Address:

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(b) Telephone: Fax:

Email: Web site.....

2. Contact Person: Position:

(a) Address:

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(b) Telephone: Fax:

Email: Web site.....

3. Indicate whether:

- (a) sole proprietorship
- (b) public/private company
- (c) partnership
- (d) other (please state)

4. Date of business registration/ incorporation: MonthYear

5. a) Has the business registration changed: Month Year

a) i) Please explain:

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6. Is the company a subsidiary of another company? Yes..... No

If YES, name of parent Company:

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7. Ownership:

i. Local % ii. Foreign%

8. Shareholders/Owners:

NAME	NATIONALITY	COUNTRY OF RESIDENCE	SHARES HELD (%)

9. Give details of business background of major shareholders/owners:

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10. Give a brief description of the proposed project:

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11. Below, provide data applicable to the proposed establishment / expansion of the hotel/guesthouse/apartment/cottages:

Item	Suites	Villas	Cottages	Apartments
# of units				
# of beds per room				
Single Rooms				
Double Rooms				
Studio				

12. State the location for the proposed development:

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.....

13. i) What is the projected start-up date of the enterprise?

Month: Year:

OR

ii) What is the projected start-up date for the expansion/extension?

Month: Year:

14. Please indicate whether any of the share holders of the company in question have received concessions as a shareholder or sole proprietor (from the Government of Dominica), in respect to any development enterprise? Give details.

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QUESTIONS 15 – 18 FOR EXPANSIONS / EXTENSIONS ONLY

15. Why do you intend to expand/refurbish your present hotel?

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16. What aspects of the operation are to be expanded/diversified?

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17. Give details of the expansion/refurbishment work to be undertaken:

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18. Describe the expected impact of the expansion on the existing operation:

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SECTION B

1. Is there already a facility like this in Dominica?

YES NO

2. What special features and amenities will differentiate your facility from others already in existence?

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3. Describe the sort of clientele you expect to attract:

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4. Outline the marketing plan to be employed relative to:

(a) Product

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(b) Pricing (your facility vs competition)

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(c) Promotion (tools and budget)

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(d) Place (geographic markets)

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5. i) List the countries to which promotion are currently targeted:

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ii) List the countries to which promotion will be primarily targeted:

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6. What will be the average rate of occupancy for the entire facility?
 (%).....
7. What is your current rate of occupancy for the entire facility?
 (%)

SECTION C

1. Investment Required:

Currency used (EC \$) Rate of exchange: US \$1.00 = EC \$2.70

	EQUITY		LOAN		TOTAL
	Local	Foreign	Local	Foreign	
Land					
Building					
Machinery & Equipment					
<u>Total Assets</u>					
Working Capital					
<u>TOTAL</u>					

2. Labour:

Positions	Year 1		Year 2		Year 3	
	No.	Cost	No.	Cost	No.	Cost
Managerial						
Restaurant						
Housekeeping						
Maintenance						
Front Desk						
Total						

APPENDIX I

Suggested Format for Projected Cash Flow Statements

COMPANY X

Three Year Earnings Projections

	Year 1	Year 11	Year 111
Revenue:	EC\$	EC\$	EC\$
Product (1)			
Product (2)			
Product (3)			
Product (4)			
Other			
Total Revenue			
Operating Expenses:			
Salaries/Wages			
Adv. & Promotions			
Insurance & Licences			
Utilities			
Maintenance			
Purchases			
Sanitation & Supplies			
Telephone & Fax			
Automobile Expense			
Miscellaneous			
Earnings before Int. & Depreciation			
Interest			
Depreciation			
Net Earnings			

SECTION D

1. **Experience and Training**

(a) What is the applicant's experience in this type of operation?

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(b) What experience is available to the operation?

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(c) Outline the plans for training employees:

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SECTION E

1. List the concessions requested:

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THIS SECTION IS RELATED TO CONCESSIONS PREVIOUSLY GRANTED TO THE ENTERPRISE.

1. Was the enterprise able to meet the required level of investment?

Yes No

If NO, please explain:

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2. Was the enterprise able to meet the required level of employment?

Yes No

If NO, please explain:

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.....

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3. Was the enterprise able to provide the required number of rooms?

Yes No

If NO, please explain:

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4. Is the enterprise compliant with the Dominica Social Security & Inland Revenue

Division:

Yes No

If NO, please explain:

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5. Is the enterprise in compliance with the Dominica Bureau of Standards?

Yes No.....

If NO, please explain:

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6. Is the enterprise in compliance with the Environmental Health Unit?

Yes No

If NO, please explain:

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4. Did the enterprise submit its audited annual accounts to Invest Dominica Authority?

Yes No

If NO, please explain:

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5. Please provide relevant information from your enterprise's experience with this project which can be useful to Invest Dominica Authority.

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6. Please provide any other information which will help us to process your application:

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7. Do you require any additional information from Invest Dominica Authority?

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8. The Constitution of the Commonwealth of Dominica enshrines certain fundamental rights of the individual. Please comment on the attitude of the company towards the right to organize on the part of the workers:

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I certify that to the best of my knowledge, the information given in this application and in the attached documents are correct in light of the information currently available.

Name:

Address:

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.....

.....

Telephone: e-mail.....

Signature:

Date:

APPENDIX II

Format for submission of Master List of items for duty free concessions

Company Name:
Company Tele #:.....

Cabinet Decision No.....
Date of Cabinet Decision

1. Equipment & Machinery

No.	Item	Quantity	Units
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

2. Building Materials

No.	Item	Quantity	Units
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Promoter's Signature

Designated Signature