

REPUBLIC OF TRINIDAD AND TOBAGO



VENTURE CAPITAL INCENTIVE PROGRAMME (VENTURE CAPITAL ACT, 1994)

QUALIFYING INVESTEE COMPANY FORMS

OFFICE OF THE ADMINISTRATOR
VENTURE CAPITAL INCENTIVE PROGRAMME
23 CHACON STREET
PORT OF SPAIN, TRINIDAD AND TOBAGO
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QUALIFYING INVESTEE COMPANY (QIC)

General

This report is completed by the Qualifying Investee Company "QIC" and must be submitted to the Office of the Administrator, Venture Capital Incentive Programme for either of the following:

1. **QIC Advance Ruling**
The business seeking equity capital wishes to obtain a ruling as to its eligibility for VCC investment under the Venture Capital Act, 1994.
2. **QIC Ruling &/or Release from Investment Protection Account**
The QIC provides the Administrator's ruling to the VCC, which includes it with its VCC Investment Approval Application. This is required to determine the eligibility of the VCC's proposed investment in a QIC under the Venture Capital Act.

Please **complete the report in full and include all required attachments**. You may be requested to provide additional information or clarification to assist in determination of eligibility.

Eligible Small Business

For a company to qualify as a "Qualifying Investee Company" several conditions of the Venture Capital Act and Regulations must be met:

1. **Activity**
To qualify as a QIC a business must not be engaged in certain activities prescribed under regulation and should be designated a registered or incorporated Trinidad and Tobago company or CARICOM enterprise.
2. **Capitalization**
The business must have \$3.0 million or less in paid up share capital.
3. **Business Plan**
4. **Affiliates**
A list and a description of any known, or intended affiliates of the small business. Where one of the shareholders in the small business and/or its affiliates is a corporation, please provide a list of all the shareholders of that corporation.

QIC Data

Please check off the appropriate box(es) if your company is engaged in any of the following business activities:

Primary Resource Extraction
 Manufacture of Petrochemicals

Financial Services
 Retail Services

Real Estate
 Customs Brokerage

Other

Briefly describe your business activity:
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Company financing (i.e. debt or equity) obtained or to be obtained in addition to VCC investment	\$
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ANNUAL EMPLOYMENT

Employees = $\frac{\text{Total hours}}{40 \times \text{number of weeks}}$ (see Regulations 2 & 12)

	QIC	AFFILIATES
Most recent completed financial year ended <small>(dd/mm/yy)</small>	No. of Employees	No. of Employees
Working in T&T		
Working outside T&T		
TOTAL		
Projected for next year		
Projected two years from now		
TOTAL		

NOTICE OF DIRECTORS AND OFFICERS

This form lists all directors and officers of a Venture Capital Company (VCC) or a Qualifying Investee Company (QIC)

NAME OF COMPANY: _____ **DATE :** _____
(dd/mm/yy)

Name of Director or Officer:		Name of Director or Officer:	
Position:		Position:	
Residence Address:		Residence Address:	
Tel: (H) (W)		Tel: (H) (W)	
No. of Shares held (if any) :	BIR No. :	No. of Shares held (if any) :	BIR No. :

Name of Director or Officer:		Name of Director or Officer:	
Position:		Position:	
Residence Address:		Residence Address:	
Tel: (H) (W)		Tel: (H) (W)	
No. of Shares held (if any):	BIR No.:	No. of Shares held (if any):	BIR No.:

Name of Director or Officer:		Name of Director or Officer:	
Position:		Position:	
Residence Address:		Residence Address:	
Tel: (H) (W)		Tel: (H) (W)	
No. of Shares held (if any):	BIR No.:	No. of Shares held (if any):	BIR No.:

If reporting more than six directors or officers, please copy this page and attach as necessary.

ATTACHMENTS

The Company attaches hereto:

Copy of the Company's Articles of Incorporation & certificates.

Copy of the Company's registers of allotments, members, and share transfers, which are required to be kept under the Companies Act.

Copy of any agreement (or intended agreement) between or among shareholders of the Company.

Notice of Directors and Officers Form.

The Company hereby authorizes the Office of the VCIP Administrator to discuss this report with such firms and persons as required to supplement the information provided herein, and authorizes each of them to provide such information as may be requested.

FOR OFFICIAL USE ONLY

Date Received: (dd/mm/yy)	Registration No:	Approved By:	Effective Date: (dd/mm/yy)
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