



Grenada Investment Development Corporation (GIDC)
Consultancy to Update the Investment Facilitation Manual

INVESTMENT FACILITATION MANUAL

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EXECUTIVE SUMMARY

The Investment Facilitation Manual has been developed to make the process of doing business in Grenada easier for both locals and foreign investors wanting to establish, operate and or expand business in Grenada. It provides clear guidelines on:

- What should be done by potential investors to obtain the necessary approvals, permits, licenses and/ or certificates
- The order in which the steps should be executed
- The relevant agencies responsible for issuing the appropriate approvals, permits, licenses and or certificates
- The individuals involved in the process of obtaining approvals, permits, licenses and or certificates
- The associated fees required for obtaining the necessary approvals, permits, licenses and or certificates
- The approvals, permits, licenses and or certificates that can be obtained from each agency

In order to make this Investment Facilitation Manual user friendly, it has been sub-divided into the following six (6) sections:

1. Key Approval Issuing Agencies in Grenada
2. Sector Specific approvals/permits/licences/certificates
3. Prerequisite approvals/permits/licences/certificates
4. Steps, Time & Cost associated with obtaining approvals/permits/licences/certificates in Grenada
5. Business Process Maps for approval procedures at each Approval Agency
6. Contact Information for each Approval Issuing & Collaborating Agency in Grenada

SECTION 1:

Key Approval Issuing Agencies in Grenada

Content

Section 1 covers all Agencies involved in the issuance of approvals/licences/permits/certificates that a business would generally require in order to establish and operate business in Grenada.

Organisation

The information in this section is organized by Approval Issuing agency and groups all approvals/licences/permits/certificates that are issued by a particular Agency in one place.

Purpose

This deliberate grouping of approvals/licences/permits/certificates will help the investor save time and avoid repeated visits to any particular agency that issues different approvals/licences/permits /certificates that the investor would require.

LISTING OF AGENCIES INVOLVED IN THE INVESTMENT FACILITATION, APPROVAL, START-UP & OPERATION STAGES AND Relevant Approvals, Licences, Permits, Certificates issued by each agency				
AGENCY/ORGANIZATION		APPROVALS/ LICENCES / PERMITS / CERTIFICATES		
1	Prime Minister's Ministry			
	(a) Cabinet Secretariat	1. Cabinet Approval	2. Aliens Landholding Licence	
	(b) Immigration & Passport Office	1. Right of Establishment	2. Extension of Stay	3. Authorizing stay in country
2	Ministry of Works			
	(a) Physical Planning Unit	1. Approval in Principal	2.Part Approval for land development	3.Conditional approval for land development
		4. Full approval for land development	5. Change of use approval	
	(b) Electrical Inspectorate Unit	1. Electrical Inspection Certificate of Approval		
	(c) National Telecommunications Regulatory Commission	1. Individual Licence	2. Class Licence (<i>Type A</i>)	3. Class Licence (<i>Type B</i>)
		4. Class Licence (<i>Type C</i>)	5. Frequency Authorization	6. Special Licence
3	Ministry of Health			
	(a) Environmental Health Dep't	1. Refreshment House Licence	2. Food Handler's Health Record	3. Certification of Establishment for Processing of Fish
4	Ministry of Labour	1. Work Permit	2. Renewal of Work Permit	
LISTING OF AGENCIES INVOLVED IN THE INVESTMENT FACILITATION, APPROVAL, START-UP & OPERATION STAGESAND Relevant Approvals, Licences, Permits, Certificates issued by each agency				

AGENCY/ORGANIZATION		APPROVALS/ LICENCES / PERMITS / CERTIFICATES		
5	Ministry of Finance			
	(a) Inland Revenue Dep't	1. Tax Registration - TIN #	2. Individual Income Tax	3. Corporation Income Tax
		4. Annual Stamp Tax	5. Withholding Tax	6. Property Transfer Tax
	(b) Treasury Dep't	1. Payment of most Fees, Licences, Permits, Taxes		
	(c) Valuation Division	1. Demand Notice for Property Tax	2. Property Transfer Tax	
	(d) Value Added Tax (VAT) Unit	1. VAT Registration	2. VAT Return	
	(e) Customs & Excise	1. Declaration of import and export items.	2. Facilitation of Duty & Tax Exemption / Concessions	3. Temporary Bond Licence
		4. Permanent Bond/ Bond Warehouse Licence	5. Application for Import Licence	6. Export Approval Licence
	(f) Grenada Port Authority	1. Day Charter Licence	2. Permission to establish a Port of Entry <u>or</u> set up a Temporary Port	
		3. Permission for Marina Development	4. Permission to construct a Jetty and to place Mooring Buoys & Mooring Aides & Navigational Aides	
		5. International Ship & Port Security (ISPS) certificate		

LISTING OF AGENCIES INVOLVED IN THE INVESTMENT FACILITATION, APPROVAL, START-UP & OPERATION STAGES AND Relevant Approvals, Licences, Permits, Certificates issued by each agency				
AGENCY/ORGANIZATION		APPROVALS/ LICENCES / PERMITS / CERTIFICATES		
6	Ministry of Environment, Foreign Trade & Export Development			
	(a) Trade Licence Office	1. Negative List	2. Import License	3. Export License
	(b) Grenada Bureau of Standards	1. Certificate of Analysis	2. Barcodes	3. Metrology Certificate
		4. Label certification	5. Construction Materials Testing	
7	Ministry of Legal Affairs			
	(a) Corporate Affairs & Intellectual Property Office (CAIPO)	1. Certificate of Registration	2. Certificate of Incorporation	3. Certificate of Registration for External Companies
		4. Certificate of Amalgamation	5. Certificate of Amendment	6. Certificate of Registration of Trademarks
		7. Certificate of Registration of Patent		
	(b) Deeds & Land Registry	1. Registration of Deeds (Conveyance, Re-conveyance, Mortgage, Power of Attorney)	2. Registration of Aliens Landholding Licence	3. Document Search & Certification

LISTING OF AGENCIES INVOLVED IN THE INVESTMENT FACILITATION, APPROVAL, START-UP & OPERATION STAGES AND Relevant Approvals, Licences, Permits, Certificates issued by each agency				
AGENCY/ORGANIZATION		APPROVALS/ LICENCES / PERMITS / CERTIFICATES		
	(c) Magistrate's Court	1. Permanent Liquor Licence	2. Temporary Liquor Licence	3. Renewal of Permanent Liquor Licence
8	Ministry of Agriculture, Forestry & Fisheries	1. Agricultural concessions		
	(a) Plant Protection & Quarantine Unit (<i>Pest Management Unit</i>)	1. Plant & Plant Product Import Permit	2. Phyto-Sanitary Certificate	
	(b) Fisheries Division	1. Fish & Fishery Products Import Licence	2. Fish & Fishery Products Export Licence	3. Local Fishing Vessel Licence
		4. Foreign Fishing Vessel Licence (<i>for length less than 60 feet</i>)	5. Foreign Fishing Vessel Licence (<i>for length of 60 feet or more</i>)	6. Fish Transshipment Licence
9	Grenada Industrial Development Corporation	1. Fiscal Incentives / Concessions	2. Factory Space Lease/Rental	

LISTING OF AGENCIES INVOLVED IN THE INVESTMENT FACILITATION, APPROVAL, START-UP & OPERATION STAGES AND Relevant Approvals, Licences, Permits, Certificates issued by each agency				
AGENCY/ORGANIZATION		APPROVALS/ LICENCES / PERMITS / CERTIFICATES		
10	Grenada Tourism Authority	1. Attractions Licence	2. Car Rental Operators	3. Accommodation Licence
		4. Taxi/Tour Operators Licence	5. Tourist Vendors Licence	6. Tourist Guide Operators Licence
		7. Dive/Snorkel Operators Licence	8. Water Taxi Operators Licence	9. Water Taxi Operators
11	Grenada Electricity Services Limited (GRENLEC)	1. New electricity connection (single and three phase)	2. Reconnection after 6 months	3. Reconnection after re-wiring
		4. Transfer/Relocation of a meter	5. Temporary connection	6. Upgrade to 3-phase
12	National Water & Sewerage Authority (NAWASA)	1. New water connection	2. New sewerage connection	3. Transfer of water service
		4. Transfer of sewerage service	5. Installation & Connection of additional meter(s)	
13	National Insurance Scheme (NIS)	1. Employer Registration	2. Employee Registration	
14	Minor Spices Co-operative Marketing Society Ltd.	1. Export Permit for minor spices		

LISTING OF AGENCIES INVOLVED IN THE INVESTMENT FACILITATION, APPROVAL, START-UP & OPERATION STAGES AND Relevant Approvals, Licences, Permits, Certificates issued by each agency				
AGENCY/ORGANIZATION		APPROVALS/ LICENCES / PERMITS / CERTIFICATES		
15	FLOW	1. Telephone Land Line connection	2. Cable connection	3. Internet connection
		4. Mobile phone connection		
17	DIGICEL Grenada	1. Mobile phone connection		
18	Ministry of Foreign Affairs			
	(a) Immigration & Passport Office	1. Certificate of Recognition of Caribbean Community Skills Qualification 2. Approval of "Rights of Establishment"		

SECTION 2:

Sector Specific Approvals/Licences/Permits/Certificates

Content

All approvals/licences/permits/certificates applicable to each Industry, sector have been compiled in this section.

Organization

The information is organized in separate tables by industry sector, using four (4) principal industry sector categories:

1. Agriculture, Agribusiness & Fisheries.
2. Tourism & Tourism-related projects
3. Information & Communication Technologies
4. Manufacturing

Following the industry sector categories is a Cross-sector table which lists general approvals/licences/permits/certificates that are applicable across all four (4) industry sectors.

A listing of approvals/licences/permits/certificates that are generally required in the business start-up stage is displayed.

Section 2 concludes with a listing that illustrates the organizational level(s) at which approvals/licences/permits/certificates are granted.

NOTE: 15% Value Added Tax (VAT) should be applied to costs.

Purpose

Investors can identify the approvals/ licences/ permits and certificates that are relevant to their respective business.

2a Agriculture, Agribusiness & Fisheries

Approvals/Licences/Permits/Certificates

Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
15	Product & Batch Compliance Certificates	5	17	\$100 - \$1,000
18	Minor Spices Export Permit	1	1	\$25
19a	Agricultural Concessions	5	8	\$0
19b	Plant & Plant Product Import Licence	9	15	\$5 - \$50
19c	Phyto Sanitary Certificate	1	2	\$20 - \$50
20a	Certification of Establishment for Processing of Fish	10	25	\$500
20b	Licence to Export Fish & Fishery Products	5	8	\$0
20c	Licence to Import Fish & Fishery Products	5	10	\$0
20d	Local Fishing Vessel Licence	25	27	\$5 - \$50
20e	Foreign Fishing Vessel Licence	28	48	\$1,000 - \$4,000
20f	Fish Transshipment Licence	6	10	\$0

2b Tourism & Tourism-related projects

Approvals/Licences/Permits/Certificates

Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
4a	Refreshment House Licence	9	19	\$500
4b	Food Handler's Record	5	15	\$0
5a	Permanent Liquor Licence	15	23	\$250
5b	Renewal of Permanent Liquor Licence	7	7	\$150-\$250
5c	Temporary Liquor Licence	1	2	\$3-\$5
15	Product & Batch Compliance Certificates	5	17	\$100 - \$10,000
16	Operator Licences	2	4	\$12 - \$2,500
25a	Day Charter Licence	4	9	\$250 - \$1,790
25b	Permission for Marina Development	21	42	<i>Special Arrangement (see Section 4)</i>
25c	Permission to establish a Port of Entry <u>or</u> setup a Temporary Port	21	52	<i>Variable (see Section 4)</i>
25d	Permission to construct a Jetty or place Mooring and Mooring & Navigational Aides	5	10	<i>Variable (see Section 4)</i>

2c Information & Communication Technologies

Approvals/Licences/Permits/Certificates

Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
23a	FLOW Telephone (Land Line) Connection	10	10	\$264.50
23b	FLOW Cable/Mobile/Internet Connection	3	6	\$99-\$349 / Varies \$75- \$349.99
24	DIGICEL Grenada Mobile Phone Connection	10	21	Varies*
26	Telecommunications Licences	30	70	Application: \$25 - \$1,000 Initial Fee: \$100 - \$50,000

2d Manufacturing Approvals/Licences/Permits/Certificates

Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
3a	Registration of Trademarks	7	11	\$250
3b	Re-registration of United Kingdom Patents	3	5	\$75
15	Product & Batch Compliance Certificates	5	17	\$100 - \$1,000
20a	Certification of Establishment for Processing of Fish	10	25	\$500
21a	Importation of goods/items	1	1	<i>Variable (see Section 4)</i>
21b	Exportation of goods/items	3	4	<i>Variable (see Section 4)</i>
27a	Fiscal Incentives	34	116	\$250 - \$5,000
27b	Factory Space Lease	37	101	Legal & Deposit Fees: equivalent to first and last month rent plus security deposit of 1 month rent Mthly Rental: \$1 - \$2.5 per square foot

2e Cross-Sector Approvals/Licences/Permits/Certificates

Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost EC\$
		Min.	Max	
1a	Business Registration	4	6	\$27
1b	Company Incorporation	7	9	\$1,210
2a	Income Tax Registration	1	2	\$0
2b	Value Added Tax (VAT) Registration	12	13	\$0
6	Work Permit	8	13	\$0 - \$5,000
7a	National Insurance Scheme (NIS) Employer Registration	2	5	\$0
7b	National Insurance Scheme (NIS) Employee Registration	1	1	\$0
8a	Cabinet Approval	10	15	\$0
8b	Aliens Land Holding Licence	28	55	Varies*
9a	Document Search & Certification	1	2	Search Fee: \$0.50 per hr. Certification: \$1 per page
9b	Registration of Deeds	8	22	Stamp Duty: 0.15% of value of deed Recording Fee: \$5
10a	Property Transfer Tax	2	4	5%-15% on remaining value of property after 1 st \$20,000
10b	Property Tax	1	2	0.0-0.5% on the value of land 0.0-0.3% on the value of buildings
11a	Land Development - Approval in Principle (Outline Approval)	31	96	\$100
11b	Land Development Permit	30	95	\$50 - \$10,000

CROSS-SECTOR Approvals/Licences/Permits/Certificates <i>(continued)</i>				
Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
11c	Renewal of Expired Land Development Permission	6	12	See section 4
12	Water & Sewerage Connection	9	27	\$80 - \$1,500
13	Electrical Certificate of Approval	6	16	\$155 - \$1,000
14	Electricity Connection	24	37	\$100 - \$350
15	Batch & Product Compliance Certificates	5	17	\$100 - \$1,000
17a	Trade Import Licence	1	1	\$5
17b	Trade Export Licences	1	2	\$5
21a	Importation of goods/items	1	1	<i>Variable (see Section 4)</i>
21b	Exportation of goods/items	3	4	<i>Variable (see Section 4)</i>
22a	Temporary Bond	3	6	<i>Variable (see Section 4)</i>
22b	Bonded Warehouse Licence (<i>Permanent Bond</i>)	6	13	\$6,000 - \$10,000
23a	FLOW Telephone (Land Line) Connection	5	10	\$264.50
23b	FLOW Cable/ Mobile/ Internet Connection	3	6	\$99-\$349 / Varies \$75- \$349.99
26	DIGICEL Grenada Mobile Phone Connection	10	21	Varies

2f Approvals/Licences/Permits/Certificates generally required for Business Start-up

Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
1a	Business Registration	4	6	\$27
1b	Company Incorporation	7	9	\$1,210
2a	Income Tax Registration	1	2	\$0
2b	Value Added Tax (VAT) Registration	11	14	\$0
6	Work Permit	8	13	\$0 - \$5,000
7a	National Insurance Scheme (NIS) Employer Registration	2	5	\$0
7b	National Insurance Scheme (NIS) Employee Registration	1	1	\$0
8b	Aliens Land Holding Licence (If you intend to purchase land for development)	28	55	Varies*
11a	Land Development - Approval in Principle (Outline Approval) (If constructing your own business facilities)	31	96	\$100
11b	Land Development Permit (If constructing your own business facilities)	30	95	\$50 - \$10,000
12	Water & Sewerage Connection	9	27	\$80 - \$1,500
13	Electrical Certificate of Approval	6	16	\$155 - \$1,000
14	Electricity Connection	24	37	\$100 - \$350
15	Batch & Product Compliance Certificates	5	17	\$100 - \$500
23a	FLOW Telephone (Land Line) Connection	5	10	\$264.50
23b	FLOW Cable/Mobile/Internet Connection	3	6	\$99-\$349 / Varies \$75-\$349.99
26	DIGICEL Grenada Mobile Phone Connection	10	21	Varies
27b	Factory Space Lease If intending to rent or lease existing space in an industrial area.	37	101	Legal & Deposit Fees: equivalent to first and last month rent plus security deposit of 1 month rent

				<i>Mthly Rental:</i> \$1 - \$2.5 per square foot
<p style="text-align: center;">GENERAL</p> <p style="text-align: center;">Approvals/Licences/Permits/Certificates generally required for Business Start-up <i>(continued)</i></p>				
Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
28a	Right of Establishment	1	28	\$25 - \$250
28b	Certificate of Recognition of Caribbean Community Skills Qualification	16	33	\$250

2g Organizational Level at Which Approvals/Licences/Permits/Certificates are Granted

Business Process Map No.	Approval/Licence/Permit /Certificate	APPROVAL ISSUED BY			
		Agency	Board	Minister	Cabinet
1a	Business Registration	✓			
1b	Company Incorporation	✓			
2a	Income Tax Registration	✓			
2b	Stamp Duty Tax	✓			
2c	Value Added Tax (VAT) Registration	✓			
3a	Registration of United Kingdom Trademarks	✓			
3b	Registration of United Kingdom Patents	✓			
4a	Refreshment House Licence	✓			
4b	Food Handler's Record	✓			
5a	Permanent Liquor Licence	✓			
5b	Renewal of Permanent Liquor Licence	✓			
5c	Temporary Liquor Licence	✓			
6	Work Permit	✓			
7a	National Insurance Scheme (NIS) Employer Registration	✓			
7b	National Insurance Scheme (NIS) Employee Registration	✓			
8a	Cabinet Approval				✓
8b	Aliens Land Holding Licence				✓
9a	Document Search & Certification	✓			
9b	Registration of Deeds	✓			
10a	Property Transfer Tax	✓			
10b	Property Tax	✓			
11a	Land Development - Approval in Principle (Outline Approval)			✓	
11b	Land Development Permit			✓	
11c	Renewal of Expired Land Development Permit			✓	
12	Water & Sewerage Connection	✓			
13	Electrical Certificate of Approval	✓			
14	Electricity Connection	✓			
15	Batch & Product Compliance Certificates	✓			

Business Process Map No.	Approval/Licence/Permit /Certificate	APPROVAL ISSUED BY			
		Agency Official	Board	Minister	Cabinet
16	Operator Licences	✓			
17a	Trade Import Licence	✓			
17b	Trade Export Licences	✓			
18	Minor Spices Export Permit	✓			
19a	Agricultural Concessions	✓			
19b	Plant & Plant Product Import Licence	✓			
19c	Phyto-Sanitary Certificate	✓			
20a	Certification of Establishment for Processing of Fish			✓	
20b	Licence to Export Fish & Fishery Products	✓			
20c	Licence to Import Fish & Fishery Products	✓			
20d	Local Fishing Vessel Licence	✓			
20e	Foreign Fishing Vessel Licence				✓
20f	Fish Transshipment Licence	✓			
21a	Importation of goods/items	✓			
21b	Exportation of goods/items	✓			
22a	Temporary Bond	✓			
22b	Bonded Warehouse Licence (<i>Permanent Bond</i>)	✓			
23a-b, 24	Telephone (Land Line), Mobile Phone, Internet Connection	✓			
25a	Day Charter Licence	✓			
25b	Permission for Marina Development		✓		
25c	Permission to establish a Port of Entry <u>or</u> setup a Temporary Port			✓	
25d	Permission to construct a Jetty or place Mooring and Mooring & Navigational Aides		✓		
26	Telecommunications Licences		✓		
27a	Fiscal Incentives - Manufacturing		✓		
27a	Fiscal Incentives – Service & Any Other				✓
27b	Factory Space Lease	✓			
28	Right of Establishment	✓			
28	Certificate of Recognition of Caribbean Community Skills Qualification	✓		✓	

SECTION 3:

Pre-requisite Approvals/Licences/Permits/Certificates

Content

Approvals/licences/permits/certificates that are precursors to or prerequisites for obtaining other approvals/ licences/ permits/certificates are listed in Section 3.

Organization

The organization of Section 3, the precursory approval/licence/permit/certificate is listed first on the left side of the table. Then the approvals/licences/permits/certificates which require those precursors are listed on the right.

Purpose

Section 3 provides the investor with information about the order of approvals, in an effort to eliminate unnecessary steps that lead to starting your respective business.

Business Process Map No.	PREREQUISITE Approval/Licence/Permit /Certificate	Required in order to obtain
1a	Business Registration	Nearly all other approvals
1b	Company Incorporation	Nearly all other approvals
2a	Income Tax Registration	Nearly all other approvals
2b	Annual Stamp Tax Registration	Nearly all other approvals
2c	Value Added Tax (VAT) Registration	Nearly all other approvals
4a	Refreshment House Licence	Bar & Food Service Operators & Assistants Licence
4b	Food Handler's Record	Bar & Food Service Operators & Assistants Licence
6	Work Permit	Nearly all other approvals
7a	National Insurance Scheme (NIS) Employer Registration	Value Added Tax (VAT) Registration
8a	Cabinet Approval	Aliens Land Holding Licence
8b	Aliens Land Holding Licence	Property Transfer Tax
13	Electrical Certificate of Approval	Grenada Electricity Services Ltd. (GRENLEC) Electricity Connection
15	Grenada Bureau of Standards (GDBS) Compliance Certificates	Cabinet Approval; Grenada Tourism Authority (GTA) Operator Licences; Grenada Industrial Development Corporation (GIDC) Fiscal Incentives
16	Grenada Tourism Authority (GTA) Operator Licences	Grenada Industrial Development Corporation (GIDC) Fiscal Incentives
17a	Trade Import Licence	Importation of some goods/items
17b	Trade Export Licences	Exportation of some goods/items
20a	Certification of Establishment for Processing of Fish	Licence to Export Fish & Fishery Products
22a	Temporary Bond	Importation of goods/items which are before Cabinet for approval
26	Telecommunications Licences	All radio and telecommunications services & equipment

SECTION 4:

Required Steps, Time & Cost Associated With Obtaining Approvals/Licences/Permits/Certificates in Grenada

Content

Section 4 provides information on the steps, time and cost required To start and establish a business in Grenada from each agency

Organization

- Each step in a particular Agency's business process is numbered, explained and positioned in the exact order in which it occurs.
- A minimum & maximum timeframe, in working days, is also given for each step in the business process.
- Since in many instances the approval fee is not fixed, but instead varies according to some identified variable (*e.g. Length of the vessel, Value of the property, etc.*), a sub-section titled "**COST**" details all the associated costs in the approval process.
- All supporting documentation required to begin the approval process are listed in a sub-section titled "**SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT**".
- The output from each Business Process at each Agency is listed in the sub-section titled "**ITEMS TO BE RECEIVED FROM ...**"

Purpose

The main purpose of this section are as follows:

1. Alerts the investor of which approval processes require less or more time.
2. Allows the investor to effectively plan for and group approval activities so that implementation of the proposed project can occur within schedule.
3. Helps the investor accurately calculate costs associated with start-up and operation of the proposed project in Grenada.
4. Gives the investor upfront, detailed information on requirements for beginning the approval process at each Agency, so that unnecessary processing delays can be avoided.
5. Provides the investor with a sort of checklist of what he/she should get or have in hand at the end of the approval process.

	CORPORATE AFFAIRS & INTELLECTUAL PROPERTY OFFICE		
No. of Steps	1a	Working Days	
	BUSINESS REGISTRATION	Min.	Max.
1	Applicant visits <u>or</u> telephones CAIPO to obtain a template of the "Cover Letter" and "Statement of Particulars" to be submitted for registration.	1	1
2	Applicant reproduces the "Cover Letter" & "Statement of Particulars" in duplicate, with details specific to his/her business, submits the signed documents to CAIPO, pays the relevant Business Registration Fee and collects a "payment receipt".	1	3
3	Company & Business Names Data Entry Clerk affixes the filing stamp on the documents and returns the duplicate copy to the applicant.		
4	Company & Business Names Data Entry Clerk does a name search to ensure that the requested name on the "Statement of Particulars" is not currently held by another entity, neither is so similar nor confusing to an existing registered name.		
5	Company & Business Names Data Entry Clerk prepares a "Certificate of Registration" using the approved business name, passes it, along with the filed documents, to the Registrar for verification and issuance.		
6	Registrar signs the "Certificate of Registration" and passes it back to the Company & Business Names Data Entry Clerk.	1	1
7	Company & Business Names Data Entry Clerk enters the name in the Register and prepares a filing jacket.	1	1
8	Applicant returns with the Business Registration receipt and collects the "Certificate of Registration" from the Company & Business Names Data Entry Clerk.		
8	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	4	6
	COST		
	CAIPO Fees: (a) Photocopy of template for "Cover Letter" & "Statement of Particulars" - EC\$2 (b) Business Registration Fee - EC\$25		
	NB: Applicant submits the Business Registration receipt, the "Certificate of Registration" and stamped copies of the "Cover Letter" and "Statement of Particulars" to Inland Revenue for tax registration.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Cover Letter		
	Statement of Particulars		
	Statutory Declaration (in certain cases)		
	ITEMS TO BE RECEIVED FROM CAIPO		

	Certificate of Registration		
No. of Steps	1b	Working Days	
	COMPANY INCORPORATION	Min.	Max.
1	Applicant visits and contracts a Lawyer to prepare the necessary incorporation documentation.		
2	Lawyer's Office completes and submits a "Request for Name Search and Name Reservation" form in duplicate to CAIPO, pays the requisite Name Search & Reservation Fee.	1	1
3	Company & Business Names Data Entry Clerk issues a receipt to the Lawyer's Office, affixes the filing stamp to both copies and retains them at CAIPO.		
4	Company & Business Names Data Entry Clerk searches the Register to ensure that the name to be reserved is not currently held by another entity, neither is so similar nor confusing to an existing registered name.	1	2
5	Company & Business Names Data Entry Clerk ticks the name indicating its approval and passes the duplicate original forms to the Registrar.		
6	Registrar verifies the forms, places the "Name Reserved" stamp on the "Request for Name Search and Name Reservation" forms, signs and dates them indicating that the name has been reserved.		
7	Lawyer's Clerk collects one (1) copy of the approved "Request for Name Search and Name Reservation" form.	1	1
8	Lawyer prepares and submits in duplicate originals the "Articles of Incorporation" of the approved company, "Notice of Address of Registered Office", "Notice of Directors" and "By Laws" to CAIPO and pays the requisite Incorporation Fee.	1	1
9	Company & Business Names Data Entry Clerk issues a 'payment receipt' to the Lawyer's Clerk, affixes the filing stamp to the documents and returns one (1) copy to the Lawyer's Clerk.		
10	Company & Business Names Data Entry Clerk prepares the "Certificate of Incorporation" bearing the Company's registered number and passes it along with the other supporting documentation to the Registrar.	1	2
11	Registrar reviews the documents, signs the "Certificate of Incorporation" and passes all the documents back to the Company & Business Names Data Entry Clerk.		
12	Company & Business Names Data Entry Clerk prepares a file for the said Company.		
13	Lawyer's Clerk returns with the Company Incorporation receipt and collects the "Certificate of Incorporation" from the Company & Business Names Data Entry Clerk.	1	1
14	Applicant submits the Company Incorporation receipt, the "Certificate of Incorporation" and stamped copies of the "Articles of Incorporation", "Notice of Address of Registered Office", "Notice of Directors" and "Articles of Association / Bye Laws" to Inland Revenue for tax registration.	1	1
14	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	7	9

	COST		
	CAIPO Fees: (a) Name Search & Reservation Fee - EC\$10 (b) Company Incorporation Fee - EC\$1,200 (c) Certificate of amendment- EC\$25		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	'Request for Name Search and Name Reservation' form with a maximum of three (3) names stated in order of priority.		
	Articles of Incorporation		
	Notice of Address of Registered Office		
	Notice of Directors		
	Bye Laws (optional at incorporation; can be filed later)		
	ITEMS TO BE RECEIVED FROM CAIPO		
	Certificate of Incorporation		

No. of Steps	1b continued	Working Days	
		Min.	Max.
1	Applicant visits and contracts a Lawyer to prepare the necessary registration documentation.		
2	Lawyer's Office completes and submits a "Request for Name Search and Name Reservation" form to CAIPO, pays the requisite Name Search & Reservation Fee <u>or</u> Name Amendment Fee.	2	3
3	Company & Business Names Data Entry Clerk issues a receipt to the Lawyer's Office, affixes the filing stamp to both copies and retains them at CAIPO.		
4	Company & Business Names Data Entry Clerk searches the Register to ensure that the foreign name to be registered is not currently held by another entity in Grenada, neither is so similar nor confusing to that registered name.		
5	Company & Business Names Data Entry Clerk ticks the name on the "Request for Name Search and Name Reservation" form indicating that the name has been approved and passes the duplicate original forms to the Registrar.	1	2
6	Registrar reserves the name by affixing the "Name Reserved" stamp on the "Request for Name Search and Name Reservation" forms, signs and dates them.		
7	Lawyer's Clerk collects one (1) copy of the approved "Request for Name Search and Name Reservation" form.	1	1
8	Lawyer prepares and submits the Company's relevant supporting documentation to CAIPO in duplicate and pays the relevant Registration Fee.		
9	Company & Business Names Data Entry Clerk issues a 'payment receipt' to the Lawyer's Clerk, affixes the filing stamp to the documents and returns one (1) copy to the Lawyer's Clerk.	1	1

10	Company & Business Names Data Entry Clerk prepares the "Relevant Certificate of Registration" and passes it, along with the supporting documents, to the Registrar for verification and signing.	1	2
11	Registrar signs the "Relevant Certificate of Registration" and passes it back to the Company & Business Names Data Entry Clerk.		
12	Applicant returns with the Company Registration receipt and collects the "Relevant Certificate of Registration" from the Company & Business Names Data Entry Clerk.	1	1
13	Applicant submits the Company Registration receipt, the "Relevant Certificate of Registration" and stamped copies of the supporting documents to Inland Revenue for tax registration or amendment of tax registration details.	1	1
13	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	8	11
	COST		
	CAIPO Fees: (a) Name Search & Reservation Fee - EC\$10 (b) Registration Fee (Amended Company) - EC\$25 (c) Registration Fee (External Company) - EC\$2,500 (d) Local company Registration Fee (Amalgamated Company) – EC\$500 (e) For the amalgamation of any additional company – EC\$100		
	DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Request for Name Search and Name Reservation' form; for amalgamated and amended companies		
	Statement giving full particulars of the Company. For e.g. name, jurisdiction of incorporation, date of incorporation, period fixed for duration of company, the business that the company will carry on in Grenada, date of commencement of business in Grenada, full address and directors of the company etc.		
	Copy of Corporate Instrument of the Company		
	Statutory declaration by an Attorney-at-law that the Company has complied with Section 344 of the Companies Act.		
	Power of Attorney empowering a resident of Grenada to act as the Attorney of the company for the purpose of receiving services and lawful notices.		
	Statutory Declaration of verification of particulars by a Director of the Company.		
	Certified copy of an extract from Board Minutes where amalgamation was agreed to; for amalgamated company only		
	Articles of amalgamation		
	A statutory declaration of director		
	Notice of directors notice of addresses		
	Resolution if required		
	ITEMS TO BE RECEIVED FROM CAIPO		
	Certificate of Registration for External Companies		

	Certificate of Amalgamation		
	Certificate of Amendment		

	INLAND REVENUE DEPARTMENT		
No. of Steps	2a	Working Days	
	INCOME TAX REGISTRATION - TAX IDENTIFICATION NUMBER (TIN)	Min.	Max.
1	Applicant collects, completes & submits "Individual Registration Form" <u>or</u> "Non-Individual Enterprise Registration Form", as is applicable, along with relevant supporting documentation from the supreme court registry		
2	After submission by applicant registration clerk at Inland Revenue enters the application details in Inland Revenue's SIGTAS database, assigns taxes to the applicant based on the type of business and assigns the applicant a Tax Identification Number (TIN). (A registration letter is then issued)	1	2
3	Individual & Corporate Income Tax Returns are mailed out to all registered Individuals/Sole Proprietors/Partnerships/Corporations close to their respective financial year end (based on the fiscal year end).	Annually	
4	Tax Inspectors undertake tax assessments for each eligible Individual/Partner/Company etc.	Annually	
4	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	1	2
	COST		
	<p>Income Tax:</p> <ul style="list-style-type: none"> - Individuals pay 10% on amounts earned above \$36,000 but less than \$60,000 and 28% on amounts earned in excess of EC\$60,000 per annum. - Corporations pay 30% of Net Income for the year. <p>NOTES:</p> <ul style="list-style-type: none"> - Taxes must be paid within 90 days of the financial year end (fiscal or calendar) in the case of income tax and by 31st march in the case of annual stamp tax. - for late filing within the specified period, there is a late fee of; <ul style="list-style-type: none"> • 5% of the amount of tax owing plus a further 1% for tax owing for each month or part of a month during which failure to file continues and • -\$500 plus a further \$100 for each month or part of month the failure to file continues. <p>Late Payments;</p> <ul style="list-style-type: none"> - A taxpayer who fails to pay all or part of the tax due on or before its due date will be liable to a late payment fee of 20% of the amount of tax due or not paid. - A taxpayer who fails to pay all or part of an instalment within 14 day of the due date is liable to a late payment fee equal to 10% of the amount of the tax due but not paid - No extensions are allowed for income tax 		

	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Certificate of Incorporation, Articles of Incorporation, Memorandum of Association; for Company		
	Business Name Registration Certificate, Statement of particulars; for Sole Proprietor		
	Business Name Registration Certificate, Statement of particulars; for Partnerships		
	Audited Financial Statements; on submission of Corporation Income, Annual Stamp Tax and Tax Return in the case of Companies and Partnerships <u>or</u> Individual Income Tax Return for each partner in the case of Partnerships		
	Completed Individual Income Tax Return, Corporation Income Tax Return, Annual Stamp Tax, Employer's Annual Return (Continuation Sheet), Certificate of Remuneration Paid & Taxes Deducted, as applicable.		
	ITEMS TO BE RECEIVED FROM INLAND REVENUE DEPARTMENT		
	Tax Identification Number		
	Individual Income Tax Return; for Individuals, Sole Proprietors and Partners		
	Corporation Income Tax Return; for Corporations		
	Employer's Annual Return (Continuation Sheet); for Employers		
	Certificate of Remuneration Paid & Taxes Deducted; for Employers		

	ANNUAL STAMP TAX		
No. of Steps	2b	Working Days	
	STAMP TAX REGISTRATION	Min.	Max
1	Applicant collects, completes & submits "Individual Registration Form" or "Non-Individual Enterprise Registration Form", as is applicable, along with relevant supporting documentation from the supreme court registry	1	2
2	After submission by applicant registration clerk at Inland Revenue enters the application details in Inland Revenue's SIGTAS database, assigns taxes to the applicant based on the type of business and assigns the applicant a Tax Identification Number (TIN). (A registration letter is then issued)		
3	Individual & Corporate Income Tax Returns are mailed out to all registered Individuals/Sole Proprietors/Partnerships/Corporations close to their respective financial year end (based on the fiscal year end).	Annually	
4	Tax Inspectors undertake tax assessments for each eligible Individual/Partner/Company etc.	Annually	
4	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	1	2
	COST		
	Stamp tax: - Businesses with gross receipts in the amount of \$300,000 and above per		

	<p>annum will pay a rate of 0.7%.</p> <ul style="list-style-type: none"> - Businesses with gross receipts under \$300,000 per annum will pay a rate of 0.5% <p>Notes</p> <ul style="list-style-type: none"> - The first \$36,000 of the gross receipts shall be exempt - Stamp tax are payable in 9 equal monthly instalments from the month of April to December - Late filing within the specified period, there is a late fee of; <ul style="list-style-type: none"> • 5% of the amount of tax owing plus a further 1% for tax owing for each month or part of a month during which failure to file continues and • -\$500 plus a further \$100 for each month or part of month the failure to file continues. <p>Late payments;</p> <ul style="list-style-type: none"> - A taxpayer who fails to pay all or part of the tax due on or before its due date will be liable to a late payment fee of 20% of the amount of tax due or not paid. - An interest rate of 1.5% per month or part thereof will be charged on any unpaid balances. The interest is compounded monthly - Entities can apply in writing to the Comptroller of Inland Revenue for an extension to file and pay Income Tax before the Tax is due. 		
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	VALUE ADDED TAX (VAT) IRD		
No. of Steps	2c	Working Days	
	VALUE ADDED TAX (VAT) REGISTRATION	Min.	Max.
1	Applicant visits the Inland Revenue Department and express a desire to be registered for Value Added Tax. Applicants also have the option of visiting the web site www.eservice.gov.gd for information.	1	1
2	Applicant fills out the 'VAT Application Registration' Form and submits it to the		

	Inland Revenue.		
3	Registration Officer makes an appointment to visit the applicant's premises.	2	3
4	Registration Officer visits the applicant's premises, conducts an advisory in order to substantiate the applicant's claim of being eligible for registration and payment of VAT; A business/ person will be eligible if they meet the following criteria on the last day of any month; <ul style="list-style-type: none"> the business is earning gross revenue of EC\$300,000 or more per annum. The business exceeds 1/3 of the registration threshold in the period of 4 months ending on the day That there are reasonable grounds to expect that a person will exceed the registration threshold in the 12 months period commencing on the following day 	1	1
5	Registration Officer returns to the Inland Revenue Department, prepares an "Advisory Report" on the business visited and submits it to the Supervisor of registration.	1	2
6	Supervisor of Registration reviews the "Advisory Report", comments on it and returns it to the Registration Officer for processing.	1	2
7	If the applicant is not eligible for VAT registration, the request is denied and the applicant is informed in writing by the Comptroller of Inland Revenue.	1	1
8	If the applicant is eligible for VAT registration, the Registration Officer enters the relevant details from the 'VAT Application for Registration' Form in the database and generates a VAT Identification number.		
9	Supervisor of registration reviews the details in the database and approves it.	1	1
10	Registration Officer prints a 'Letter of Registration' informing the applicant of his/her effective date of VAT registration and passes it to the Supervisor of registration.	1	1
11	Supervisor of Tax Payer Services signs the 'Letter of Registration' and passes it along with the 'VAT Certificate of Registration' to the Comptroller of Inland Revenue.	1	1
12	Comptroller of Inland Revenue signs the 'VAT Certificate of Registration' and passes it to the Supervisor of registration.	1	1
13	Supervisor of registration passes the 'VAT Certificate of Registration' to the Registration Officer for delivery to the tax payer.		
14	Registration Officer hand delivers the 'Letter of Registration' and the 'VAT Certificate(s) of Registration' to the applicant. (taxpayer)		
15	Business completes a "VAT Return" each month and submits it to the Inland Revenue Department by the 20 th of the following month.	20	20
16	If VAT is owed to the Government, payment should be made simultaneously with submission/filing of the monthly "VAT Return". Extensions can be granted once it has been applied for before the due date.		
17	If VAT is owed by the Government, the amount is credited against future monthly VAT payments.		
18	If after three (3) consecutive months of being carried forward the amount owed by Government is in excess of EC\$250, the business can apply to the Comptroller of Inland Revenue for a refund, which the Comptroller must pay	1	60

	within two (2) months.		
19	Within two (2) months an audit of the company is undertaken in order to verify that the refund request is authentic.		
19	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	12	13
	COST		
	<p>VAT Return:</p> <ul style="list-style-type: none"> - Stated Monthly Value Added Tax (VAT) owed to the Government of Grenada <u>or</u> owed by the Gov't of Grenada <p>NOTE:</p> <ul style="list-style-type: none"> - Businesses earning Gross Revenue of EC\$120,000 or more per annum are required to complete and submit a VAT Return each month. - The VAT Return must be submitted by the 20th of the following month. - If the VAT Return is submitted after the 20th of the month, the business incurs the following penalties: <ul style="list-style-type: none"> a) 1.5% interest charge per month on the outstanding amount of VAT due b) A further 20% late charge on the outstanding amount of VAT due c) Additional failure to pay will result in a late fee equal or greater of 5% per month or part thereof for each month the failure to file continues or \$500 plus a further \$100 for each month owing. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	VAT registration Number		
	VAT return		
	ITEMS TO BE RECEIVED FROM INLAND REVENUE		
	Value Added Tax (VAT) Registration		
	Monthly Value Added Tax (VAT) Return Forms		

	CORPORATE AFFAIRS & INTELLECTUAL PROPERTY OFFICE		
No. of Steps	3a	Working Days	
	REGISTRATION TRADEMARK / RENEWAL TRADEMARK	Min.	Max.
1	Applicant visits and contracts a Lawyer or agent to act on his/her behalf.	1	2
2	Lawyer/ agent submits an "Application for registration of Trademark" to CAIPO along with supporting documentation in accordance with ACT 1 of 2012 of Grenada.	1	2
3	Trademark/ Patent Clerk reviews the "Application for registration of Trademark" and the supporting documentation. Trademark/Patent Clerk carry out searches in Trademark Index and register to ensure that no other trademark exist.	1	1
4	Senior IP Officer edits the classes in accordance with the International Classification of Goods and Services and the Vienna Classification.	1	1
5	Registrar/ Deputy Registrar conducts substantial examination of Trademarks.	1	2
6	Registrar reviews the documentation and returns all documentation to the Trademark / Patent Clerk once no errors have been identified.		
7	A letter is issued to the applicant indicating approval of trademark.	1	1
8	The Trademark & Patent Clerk will prepare trademark and associated documents to have trademark gazetted for a period of one month.	30	
9	Once no opposition have been received to the gazetted trademarks after the one-month period, the Trademark / Patent Clerk prepares "Trade Mark Certificate" to be signed by Registrar.		
10	Applicant collects the "Trademark Certificate" and a copy of the supporting documentation, pays the requisite Trademark registration fee.	1	2
11	The Trademark is sent for republication in the gazette indicating that the trademark has been registered in Grenada.		
11	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	7	11
	COST		
	CAIPO Fees: a) Application for registration – EC\$250 for the first class and \$60 for each additional class b) Trade mark search – EC\$10 c) Notice of opposition- EC\$225 d) Filing counter statements- EC\$100 Publication Fee; a) Word mark -EC\$200 for single class and EC\$200 for each additional class b) Combined mark – EC\$225 for single class and EC\$150 for each additional class		

	<p>c) Logo/ device mark – EC\$250 for single class and EC\$125 for each additional class</p> <p>Renewal of registration of trademark in respect of:</p> <p>a) Goods or services in a single prescribed class – EC\$150</p> <p>b) Goods and/ or services in more than 1 prescribed class – EC\$30 for each additional class</p> <p>NOTE:</p> <p>- A Trademark Certificate is only valid for ten (10) years and must be renewed every ten (10) years in order to retain title to the trademark.</p> <p>- Fees for additional services can be obtained from the CAIPO office</p>		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Application form with 2 copies of specimen (trademark)		
	Power of Attorney/ Authorization of Agent – this must be filed within 2 months from filing the application		
	ITEMS TO BE RECEIVED FROM CAIPO		
	Certificate of Registration of Trademark		
	RENEWAL OF TRADEMARK		
1	Applicant Visits and contracts Lawyer/Agent to act on his/her behalf	1	2
2	Lawyer/Agent submits in duplicate an “Application fo Renewal of Trademark “ to CAIPO along with supporting documentation and the prescribed fees in accordance with Trademark ACT No. 1 of 2012and SRO 18		
3	Trademark & Patent Clerk reviews the “Application of Renewal of Trademark” and the supporting documentation, files and issues receipt on payment. The “Renewal of Trademark Certification “is prepared and submitted with the supporting documentation to the Registrar of Trademarks		
4	Registrar reviews the documentation, signs the “Trademark Certificate” and returns all documentation to the Trademark and Patent Clerk	1	2
5	Trademark & Patent Clerk prepares list of renewal of Trademarks for publication in the Government Gazette.		
6	Lawyer/Agent collects the “Trademark Certificate” and a copy of the supporting documentation		
	TOTAL NO.Of STEPS		
	TOTAL Minimum & Maximum NO. of Days		
	Cost		
	<p>CAIPO Fees :</p> <p>(a) Application for renewal of Trademark – EC \$150 for the first(1st) class plus \$30 for each additional class</p> <p>(b) Authorization of Agent – EC\$ 10</p> <p>(c) Publication Fee</p> <p>I. Word mark EC\$200</p>		

	II. Combined mark \$225 III. Logo/Device \$250 NOTE: At expiry date of the Trademark, a late fee of EC\$35 for each month or part thereof is charged within the six (6) months grace period.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Certified copy of UK Trademark Certificate		
	Power of Attorney/ Authorization of Attorney		

No. of Steps	3b RE-REGISTRATION OF UNITED KINGDOM PATENT / RENEWAL OF RE-REGISTRATION OF UNITED KINGDOM PATENT	Working Days	
		Min.	Max.
1	Applicant visits and contracts a Lawyer/ Agent to act on his/her behalf.		
2	Lawyer/ Agent submits in duplicate an "Application for registration of UK Patent" to CAIPO along with supporting documentation and the prescribed fees in accordance with ACT 1 2012 registration of United Kingdom Patent Act cap 283 SRO 18.		
3	Trademark & Patent Clerk reviews the "Application for registration of Patent" and the supporting documentation, files the document in duplicate, retains the original and returns a filed copy to the Attorney together with the receipt as proof of filing and payment. The Trademark and Patent Clerk prepares a "Certificate of Registration", places a gold seal paper on the "Certificate of Registration" and submits it along with the supporting documentation to the Governor General's Office for sealing.	1	2
4	Executive Secretary at the Governor General's Office reviews the documentation, sets the Governor General's seal on the gold seal paper on the "Certificate of Registration", prepares an accompanying Memo and returns all documentation to the Trademark & Patent Clerk.	1	2
5	Lawyer/ Agent collects the "Certificate of Registration" and a copy of the supporting documentation and pays the requisite Patent registration Fee.	1	1
5	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	3	5
	COST		
	CAIPO Fees: a) Application for registration of patent – EC\$50 b) Stamp Duty – EC\$15 c) Patent renewal fee – EC\$10 (NOTE: - A Patent is only valid for twenty (20) years and must be renewed every twenty (20) years in order to retain title to the patent.		

	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Certified copy of U.K. Patent Certificate including drawings if any		
	Power of Attorney/ Authorization of Agent		
	Certificate of the Comptroller- General of the United Kingdom Patent Office		
	ITEMS TO BE RECEIVED FROM CAIPO		
	Certificate of Registration of Patent		

	ENVIRONMENTAL HEALTH DEPARTMENT		
No. of Steps	4a	Working Days	
	REFRESHMENT HOUSE LICENCE	Min.	Max.
1	Applicant applies, in writing, to the Comptroller of Inland Revenue.		
2	Comptroller of Inland Revenue reviews and sends a written notice to the Ministry of Health (MOH) and the Commissioner of Police: a. Informing that an application has been submitted for operation of a Refreshment House to Inland Revenue. b. Requesting that the MOH and the Police each carryout an inspection of the establishment/premises and certify whether the establishment/premises meets sanitary requirements, is suitable for the applied purpose and is safe and secure.	1	2
3	Public Health Inspector (PHI)/ Environmental Health officer (EHO) at the Ministry of Health and the Police visit and inspect the establishment/premises.		
4	Public Health Inspector (PHI)/ Environmental Health officer (EHO) and Police each submit an "Inspection Report", on the status of and findings in relation to the establishment/premises visited, to the Chief Environmental Officer (CEO) at the Ministry of Health.	1	5
5	Chief Environmental Officer (CEO) reviews and submits the "Inspection Report" to the Chief Medical Officer who forwards them to the Comptroller of Inland Revenue.	2	3
6	Comptroller of Inland Revenue reviews the "Inspection Report" and makes a decision as to whether or not a "Refreshment House Licence" should be issued to the applicant.	2	3
7	"Recommendation" sent to the Permanent Secretary (PS) and the Minister in the Ministry of Finance for review.		
8	Permanent Secretary and Minister of Finance review the "Recommendation", date, sign and submit to Comptroller.	1	2
9	Inland Revenue Secretary informs applicant, by letter, of the approval decision or denial decision, with reasons for the denial.	1	2
10	Successful applicants come into Inland Revenue with the "approval letter" for registration as Refreshment House License holders.		
11	Inland Revenue Secretary registers successful applicants, issues them with an "Account Number" and a receipt for payment of the Refreshment House	1	2

	License fee.		
12	Successful applicants pay the Refreshment House Licence fee of EC\$500 at Inland Revenue.		
12	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	9	19
	COST		
	Refreshment House Licence: EC\$500 each year. NOTE: The Licence expires on the 31st December each year and must be renewed by January 7th of the following year.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Written Application (including name of business, contact person, contact number & mailing address).		
	ITEMS TO BE RECEIVED FROM MINISTRY OF HEALTH		
	Refreshment House Account Number		
	Refreshment House Licence		
	Registration Certificate		
No. of Steps	4b	Working Days	
	FOOD HANDLER'S HEALTH RECORD	Min.	Max.
1	Applicant obtains an empty "Food Handler's Health Record" card from the Ministry of Health (MOH).	5	10
2	Applicant carries the "Food Handler's Health Record" to a doctor/physician.		
3	Doctor/physician examines the applicant, gives the relevant vaccinations, records the results of the medical examination in the "Food Handler's Health Record", signs the "Food Handler's Health Record" and returns it to the patient/applicant.		
4	Applicant returns with the completed "Food Handler's Health Record" to the MOH.		
5	Public Health Inspector (PHI)/ Environmental Health officer (EHO) signs the completed "Food Handler's Health Record", records information on the applicant in MOH electronic database and returns the "Food Handler's Health Record" to the applicant.		
6	Public Health Inspector (PHI)/ Environmental Health officer (EHO) conducts periodic inspection of the food establishment based on the MOH's operational plan. <i>(On-going)</i>	Ongoing	
6	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	5	10
	COST		

	Food Handler's Health Record: Free of charge		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	1 passport sized photograph		
	Food Handler's Health Record completed by a physician/ medical doctor		
	ITEMS TO BE RECEIVED FROM MINISTRY OF HEALTH		
	Food Handler's Health Record signed by the Public Health Inspector (PHI)/ Environmental Health officer (EHO) and a medical doctor.		

	MAGISTRATE'S COURT		
No. of Steps	5a	Working Days	
	NEW, PERMANENT LIQUOR LICENCE	Min.	Max.
1	Applicant collects an application form from the Magistrate's Court in his/her district for a permanent license.	1	1
2	Applicant returns the completed application form, a 25 cents stamp and two (2) recommendation letters, attesting that he/she is of suitable character to hold a Liquor Licence, to the district Magistrate's Court.	2	5
3	Clerk at Magistrate's Court collects and files the application form and informs the applicant of the date that he/she must return to the Magistrate's court for the quarterly Liquor Licence hearing.		
4	Clerk at Magistrate's Court reviews the "Notices" and sends a "Memorandum" and a "List of Liquor Licence Applicants" to the following agencies for the noted reasons: a. Foreman, Government Printery - for gazetting b. Permanent Secretary, Ministry of Finance - for information c. Public Health Officer, Ministry of Health - for inspection d. Commissioner of Police - for inspection e. Liquor Licence Assessors - for attendance at the hearing and to assist in making the decision to grant the Liquor Licence.		
5	Public Health Inspector (PHI)/ Environmental Health officer (EHO) at the Ministry of Health and the Police visit and inspect the applicant's establishment/premises.	5	10
6	Public Health Inspector (PHI)/ Environmental Health officer (EHO) and Police give a verbal report of their inspection findings to the Chief Magistrate and the Liquor Licence Assessors.	1	1
7	Chief Magistrate and Liquor Licence Assessors interview each applicant, confer and make determination of whether to grant or deny the applicant's request for a Liquor Licence.		
8	Clerk at Magistrate's Court reviews the Chief Magistrate's decisions after the hearing and prepares a "Liquor Dealers' Licences Ordinance" for each successful applicant.	5	5
9	Chief Magistrate signs each "Liquor Dealers' Licences Ordinance" granting approval to successful applicants to hold a Liquor Licence.		

10	Clerk at Magistrate's Court prepares a list of applicants to whom Liquor Licences have been granted.		
11	Clerk at Magistrate's Court submits a letter along with the list of applicants to whom Liquor Licences have been granted, to Inland Revenue.		
12	Successful applicants pay the stated Liquor Licence fee at Inland Revenue & Collect the Liquor Licence. The receipt number becomes his/her license number for the year	1	1
12	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	15	23
	COST		
	<p>Liquor Licence Fee:</p> <ul style="list-style-type: none"> - EC\$250 for establishments within the town - EC\$150 for establishments one (1) mile or more away from the town <p>NOTES:</p> <ul style="list-style-type: none"> - Applications for Liquor Licences are reviewed at the district Magistrate's Court once every 3 months (Mar., Jun., Sept. & Dec.) - The deadline for submission of Liquor Licences applications to the Magistrate's Court is one (1) month before the hearing. - The Licence expires on the 31st December each year and must be renewed in December of each year to be able to have a valid licence for operation the following year. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Two (2) Recommendation Letters		
	One 25 cents stamp		
	Two copies of the permanent application form		
	ITEMS TO BE RECEIVED FROM INLAND REVENUE		
	Liquor License <i>(this document is in the form of a receipt from Inland Revenue stating the name of the applicant and the period of validity of the Licence)</i>		
No. of Steps	5b	Working Days	
	RENEWED, PERMANENT LIQUOR LICENCE	Min.	Max.
1	Applicant collects an application form from the Magistrate's Court in his/her district.	1	1
2	Applicant returns the completed application form and a 25 cents stamp to the district Magistrate's Court.		
3	Clerk/Typist at Magistrate's Court prepares a list of old Liquor Licence applicants who are eligible for renewal of their licences.	5	5

4	Clerk/Typist at Magistrate's Court submits a letter along with the list of old applicants to Inland Revenue.		
5	Renewing applicants pay the stated Liquor Licence fee at Inland Revenue & Collect the Liquor Licence. The receipt number becomes his/her license number for the year.	1	1
5	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	7	7
	COST		
	<p>Liquor Licence Renewal Fee:</p> <ul style="list-style-type: none"> - EC\$250 for establishments within the town - EC\$150 for establishments one (1) mile or more away from the town <p>NOTES:</p> <ul style="list-style-type: none"> - Applications for Liquor Licences are reviewed at the district Magistrate's Court once every 3 months (Mar., Jun., Sept. & Dec.) - The deadline for submission of Liquor Licences applications to the Magistrate's Court is one (1) month before the hearing. - The Licence expires on the 31st December each year and must be renewed in December of each year to be able to have a valid licence for operation the following year. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	One 25 cents stamp		
	Two copies of the permanent application form		
	ITEMS TO BE RECEIVED FROM INLAND REVENUE		
	Liquor License <i>(this document is in the form of a receipt from Inland Revenue stating the name of the applicant and the period of validity of the Licence)</i>		
No. of Steps	5c	Working Days	
	TEMPORARY LIQUOR LICENCE	Min.	Max.
1	Applicant collects a "Temporary Liquor Licence Form" from Inland Revenue Department or any Inland Revenue sub-office.	1	2
2	Applicant obtains the signatures of a licenced Liquor Dealer and the owner of the premises/venue for which the Licence is needed.		
3	Applicant carries the "Temporary Liquor Licence Form" with the stated two (2) signatures to the Inland Revenue Cashier.		
4	Inland Revenue Cashier verifies the authenticity of the Licensed Liquor Dealer who signed & the currency of his/her Liquor Licence and takes the "Temporary Liquor Licence Form" with the stated two (2) signatures to the Comptroller of Inland Revenue.		

5	Comptroller of Inland Revenue signs the "Temporary Liquor Licence Form" if making recommendation that the Licence should be granted to the applicant.		
6	Inland Revenue Cashier returns the "Temporary Liquor Licence Form" to the applicant.		
7	Applicant carries the "Temporary Liquor Licence Form" with the stated three (3) signatures to the Magistrate's Court.		
8	Magistrate's Court Cashier <u>or</u> a senior officer verifies the details on the "Temporary Liquor Licence Form" and signs it on behalf of the Magistrate.		
9	Applicant takes the "Temporary Liquor Licence Form" with the stated four (4) signatures to Inland Revenue to make the requisite payment for the Temporary Liquor Licence.		
10	Inland Revenue Cashier receives and processes payment, dates & signs the "Temporary Liquor Licence Form", retains a copy of the "Temporary Liquor Licence Form" for internal filing and returns a copy of the "Temporary Liquor Licence Form" to the applicant along with an "Inland Revenue payment receipt"		
10	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	1	2
	COST		
	<p>Temporary Liquor Licence Fee:</p> <ul style="list-style-type: none"> - EC\$5 per day, for venues within the town - EC\$3 per day, for venues one (1) mile away from the town <p>NOTES:</p> <ul style="list-style-type: none"> - A Temporary Liquor Licence is only valid for four (4) consecutive days. - Licences will be approved by the respective district Magistrate - Application Forms can be obtained from the relevant Inland Revenue sub-office in a district/parish. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Fully completed and signed, Temporary Liquor Licence Form		
	ITEMS TO BE RECEIVED FROM INLAND REVENUE		
	Temporary Liquor Licence		

	MINISTRY OF LABOUR		
No. of Steps	6	Working Days	
	WORK PERMIT	Min.	Max.
1	Applicant makes a payment to Treasury department for a "Work Permit Application".		
2	Upon presentation of the paid receipt, applicant collects "Work Permit Application and Guidelines document" from Ministry of Labour.	1	1
3	Applicant submits completed "Work Permit Application" to Ministry of Labour.		
4	Work Permit Clerk (WPC) logs particulars from the "Work Permit Application" in the record book. The WPC then sends documentation to the supervisor for review.	1	1
5	The application is then sent to the Immigration department for the verification of police records and sent back the Ministry of Labour	1	3
6	The Supervisor reviews all "Work Permit Applications" and supporting documents, recommends "Work Permit Applications" and returns them to the WPC.	1	1
7	If not recommended the applicant is notified by the WPC.	1	1
8	The WPC prepares and sends Work Permit Application and supporting documentation to the Labour Minister for signing.		
9	The Minister of Labour reviews the "Work Permit Applications" and supporting documents, approves, denies or asks for clarification on the Applications, makes appropriate comments, signs and dates the Applications and returns them to the WPC	1	3
10	Upon receipt of the signed documentation from the labour Minister, the WPC prepares a payment voucher and notifies the applicant to make payment at the treasury.		
11	The WPC records all approved, refused or pending "Work Permit Applications": a. Approved - WPC notifies each successful applicant by telephone of the Work Permit approval, that payment of the Work Permit fees must be made within 48 hours and issues a "Payment Voucher" to the each successful applicant. b. Pending - WPC calls the applicant seeking a response/clarification to the comments made by Minister of Labour (MOL). c. Refused - WPC issues a letter to the applicant indicating that the Work Permit was not granted.		
12	Approved applicants collect payment vouchers from the MOL.	2	3
13	The applicant is given forty-eight hours (48) to make payment at the treasury and presents receipt to the Ministry of Labour		
14	Approved applicants return Treasury receipt to the MOL.		
15	Approved applicants pay relevant Work Permit fees to the Treasury.		
16	Approved applicants return Treasury receipt to the MOL.		
17	The WPC records the MOL receipt number and the Treasury receipt number together on the "Work Permit Application" for ease of reference.		

18	The WPC submits the "Work Permit Applications", with information on fees paid, payment receipt number, whether the Work Permit is being newly issued or renewed, the Work Permit number and the Work Permit to the Permanent Secretary.														
19	The Permanent Secretary reviews and signs the Work Permits.														
20	The applicant collects the Work Permit from the MOL.														
20	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	8	13												
	COST														
	Application Form: EC\$100 Replacement of loss permits: EC\$100 Fee for late submission of application for renewal: EC\$100 Work Permit Fees: <table><tr><td>NATIONALITY</td><td>ENTERTAINER (NEW & RENEWAL)</td><td>ALL OTHERS (NEW & RENEWAL)</td></tr><tr><td>CARICOM Nationals:</td><td>EC\$0</td><td>EC\$1,000</td></tr><tr><td>Commonwealth (<i>including US, EU & UK</i>)</td><td>EC\$2,500 (per band)</td><td>EC\$3,000</td></tr><tr><td>Others:</td><td>EC\$2,500 (per band)</td><td>EC\$5,000</td></tr></table> NOTES: <ul style="list-style-type: none">- Medical practitioners and allied health workers must attach registration or certificate on submission to the Ministry of Labour- Letter of exemption from payment of fees must be attached to application. Persons who are in possession of a Caricom Skills Certification or OECS nationals can also receive exemption- Work Permit fees must be paid within 48 hours of notification of approval.- Work permits can be collected from MOL 2-5 days after the receipt is submitted- Work Permits are not valid beyond 1 year- Upon approval and collection, the applicant must go to the immigration department for the necessary endorsements- The Work Permit must be renewed for each additional year or period that the individual intends to work in Grenada.	NATIONALITY	ENTERTAINER (NEW & RENEWAL)	ALL OTHERS (NEW & RENEWAL)	CARICOM Nationals:	EC\$0	EC\$1,000	Commonwealth (<i>including US, EU & UK</i>)	EC\$2,500 (per band)	EC\$3,000	Others:	EC\$2,500 (per band)	EC\$5,000		
NATIONALITY	ENTERTAINER (NEW & RENEWAL)	ALL OTHERS (NEW & RENEWAL)													
CARICOM Nationals:	EC\$0	EC\$1,000													
Commonwealth (<i>including US, EU & UK</i>)	EC\$2,500 (per band)	EC\$3,000													
Others:	EC\$2,500 (per band)	EC\$5,000													
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT														
	Completed application forms in duplicate with company stamp affixed														
	Original Police Record/ Clearance from country of residence for the preceding six (6) months														
	Notarized copies of certificates of qualification														
	Letter from prospective employer addressed to the Permanent Secretary														
	Two (2) letters of professional references from previous employer or reputable citizen (if no previous employer)														
	Two (2) passport size photos with applicant's name written in blocked letters at the back														
	Certificate of Registration or Certificate of Incorporation														

	Copy of proof of Finance/ Bank Statement from a reputable bank		
	Copy of passport which includes the Bio- data page and includes details of the last date of arrival or extension in Grenada		
	Most recent Tax and Vat receipt		
	Recent NIS receipt		
	Requirements for renewal		
	Application must be submitted three (3) months prior to the expiry of work permit; a fine will be applied on late applications		
	Completed application forms in duplicate with company or employer's stamp affixed		
	Previous work permit/ Exemption certificate (original)		
	Cover letter from employer		
	Two (2) passport sized photos		
	Copy of passport which includes the Bio-data page, along with the details of the last date of arrival or extension in Grenada		
	Certificate of tax compliance from Inland Revenue Division		
	Certificate of compliance/ registration from the NIS		
	ITEMS TO BE RECEIVED FROM MINISTRY OF LABOUR		
	Work Permit payment voucher		
	Work Permit		

	NATIONAL INSURANCE SCHEME (NIS)		
No. of Steps	7a	Working Days	
	EMPLOYER REGISTRATION	Min.	Max.
1	Employer fills out "Employer Registration Form".		
2	Employer submits completed "Employer Registration Form" and Certificate of Registration/Incorporation to NIS.		
3	NIS Registration Clerk (RC)/ Customer Service Representative (CSR) enters the details in the NIS database.		
4	NIS Registration Clerk (RC)/ Customer Service Representative (CSR) issues the employer an "Employer Number" for remitting employer NIS contributions and a "Notice of Employer's Registration Number".		
5	Employer returns the bottom half of the "Notice of Employer's Registration Number" to the NIS.	1	1
6	Employer ensures that every employee is registered with NIS within 4 days of commencement of employment.	1	4
7	Employer fills out "Electronic Data Submission Form" applying for permission to submit the contribution remittance form electronically to NIS instead of manually. (OPTIONAL)		

7	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	2	5
	COST		
	<p>Registration & Remittance Form(s): No charge</p> <p>PENALTIES for late submission of contribution remittances by Employers:</p> <ul style="list-style-type: none"> - 10% surcharge on all late contribution payments. - A further 1% interest charge for every month or part of a month that the contribution payment remains outstanding. <p>NOTE:</p> <ul style="list-style-type: none"> - Employers must register with NIS within 7 days of employing the first employee. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	<p>a) Sole trader or partnership - Certificate of Registration</p> <p>b) Company - Certificate of Incorporation, Notice of Directors and Notice of Registered Office</p>		
	ITEMS TO BE RECEIVED FROM NATIONAL INSURANCE SCHEME		
	Employer Registration Number		
	Employee Registration Numbers		
No. of Steps	7b	Working Days	
	EMPLOYEE REGISTRATION	Min.	Max.
1	Employee submits completed "Picture ID", Birth Certificate and Marriage Certificate, where applicable.	1	1
2	NIS Registration Clerk (RC)/ Customer Service Representative (CSR) enters the details in the NIS database.		
3	NIS Registration Clerk (RC)/ Customer Service Representative (CSR) issues the employee an "Employee Number" and card.		
3	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	1	1
	COST		

	Remittance Form(s): No charge		
	<p>PENALTIES for late submission of contribution remittances by Employers:</p> <ul style="list-style-type: none"> - 10% surcharge on all late contribution payments. - A further 1% interest charge for every month or part of a month that the contribution payment remains outstanding. <p>NOTE:</p> <ul style="list-style-type: none"> - Employees should try to register with <u>within 4 days</u> of employment. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Picture Identification		
	Birth Certificate		
	Marriage Certificate; in the case of married females		
	ITEMS TO BE RECEIVED FROM NATIONAL INSURANCE SCHEME		
	Employee Registration Number		

	PRIME MINISTER'S MINISTRY		
No. of Steps	8a	Working Days	
	CABINET APPROVAL	Min.	Max.
1	Statutory Body, Government Agency or other authorized entity obtains and prepares a "Cabinet Submission", in the prescribed format.	1	2
2	Statutory Body, Government Agency or other authorized entity submits the "Cabinet Submission" to the Permanent Secretary in its governing Ministry.		
3	Permanent Secretary reviews the "Cabinet Submission".	3	5
4	If the Permanent Secretary has concerns with the "Cabinet Submission", he/she seeks clarification from the submitting entity.		
5	If the Permanent Secretary has no concerns with the "Cabinet Submission", he/she discusses it with the Minister, signs and dates it.		
6	Minister signs and dates the "Cabinet Submission".		
7	Submissions are received by the Cabinet Office Wednesday of each week	1	3
8	Agenda is prepared and circulated on Friday of each week with the Minutes from the previous meeting	1	1
9	Cabinet meets on Monday to deliberate on Cabinet Submissions and confirm the minutes of the previous meeting	1	1
10	Conclusions are prepared on Tuesday of each week	1	1
11	Conclusions are signed by the Secretary to the Cabinet on Wednesday	1	1
12	Conclusions are dispatched by the Cabinet Secretariat	1	1
12	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	10	15
	COST		
	Cabinet Secretariat Fee(s): No Charge NOTE: - Cabinet sits/meets every Monday from 9:00 a.m. until. - Cabinet Submissions must reach the Cabinet Secretariat by 4:00 p.m. on Wednesdays. - A seven (7) day lag time is observed to allow for review. This lag time is relaxed in urgent and exceptional circumstances.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT TO CABINET SECRETARIAT		
	Supporting policies &/or programmes <i>(if applicable)</i>		
	Recommendation(s) of committees, working groups, task forces, Government, Opposition, public &/or private groups <i>(if applicable)</i>		
	Consultation record(s) with Ministries &/or public bodies with direct interest <i>(if applicable)</i>		
	Consultation record(s) with interested groups &/or the public at large <i>(if applicable)</i>		
	ITEMS TO BE RECEIVED FROM CABINET SECRETARIAT		

	Cabinet Approval		
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	PRIME MINISTER'S MINISTRY		
No. of Steps	8b	Working Days	
	ALIENS LAND HOLDING LICENCE	Min.	Max.
1	Applicant contracts the services of a local lawyer and makes agreed partial payment of combined legal and government fees to Lawyer.	1	5
2	Applicant obtains & completes an 'Application for Acquisition of Land by Aliens', if intending to purchase land in Grenada <u>or</u> an 'Application by an Alien under the provisions of Section 8 (1)', if intending to establish a company in Grenada &/or own shares in the Grenadian company.		
3	Applicant submits relevant 'Application' with supporting documentation to the Lawyer.		
4	Lawyer's office does a search in the Deeds & Lands Registry to verify that the person selling the property to the investor has legal title to the property being sold.	1	2
5	Lawyer or individual submits 'Application' with supporting documentation to the Permanent Secretary in the Prime Minister's Ministry.	1	2
6	Permanent Secretary, Prime Minister's Ministry reviews the submitted documentation and passes it to the Senior Administrative Officer.	1	2
7	Senior Administrative Officer (SAO) checks the documentation to ensure that all requisite supporting documentation has been attached and that the 'Application' and the supporting documentation have been completed properly.	1	2
8	If the 'Application' and supporting documentation are not in accordance to stipulated requirements , the SAO contacts the applicant's Lawyer and clarifies or asks for additional details or documentation.		
9	If the 'Application' and supporting documentation are in accordance to stipulated requirements , the SAO registers the 'Application' on a database and then it is submitted to the Cabinet Sub-committee in the Ministry of Legal Affairs.		
10	Attorney General calls the Ministers on the Cabinet Sub-committee and sets a date for meeting to review the Applications.	1	5
11	Cabinet Sub-committee meets, considers, deliberates and makes recommendation to Cabinet to grant or deny approval of the 'Aliens Land Holding Licence'.	1	1
12	Cabinet considers the recommendation of the Cabinet Sub-committee and approves or denies the 'Aliens Land Holding Licence'.	5	5
13	Cabinet confirms its approval or denial of the 'Aliens Land Holding Licence', in the following week.	5	5
14	The Permanent Secretary receives Cabinet Conclusion and inform the relevant attorney of Cabinet's Decision	1	2
15	Cabinet Secretary passes the signed 'Application for Acquisition of Land by Aliens' <u>or</u> 'Application by an Alien under the provisions of Section 8 (1)' to the Cabinet Secretariat Clerk.	1	2

16	Lawyer prepares the "Alien Landholding License"/ Deed of Conveyance and submit it to the Attorney General, Ministry of Legal Affairs for perusal.		
17	The Lawyer will submit the Aliens Landholding Licence'/ Deed of Conveyance and a copy of the receipt of payment of property transfer tax to the Cabinet Office.	1	2
18	Lawyer prepares the 'Aliens Landholding Licence' and sends it to the Attorney General, Ministry of Legal Affairs.	1	3
19	Attorney General reviews the 'Aliens Landholding Licence', signs it and returns it to the Lawyer, if there are no discrepancies.	1	5
20	If there are discrepancies, the Attorney General returns the 'Aliens Landholding Licence' to the Lawyer's Office for fixing.		
21	Lawyer prepares the 'Deed of Conveyance' on behalf of the applicant.	5	10
22	Lawyer submits the original & one (1) copy of both the 'Aliens Landholding Licence' & the 'Deed of Conveyance' to the Deeds & Land Registry for signing and recording/registration.		
23	Deeds & Land Registry records/registers both the 'Aliens Landholding Licence' & the 'Deed of Conveyance' and files a copy of each document.		
24	Lawyer's office collects signed original of the "Aliens' Landholding License" and the "Deed of Conveyance" from the Deeds & Land Registry.		
25	The license is forwarded to the Cabinet Office for signing by the Secretary to the Cabinet		
26	The Cabinet Secretariat researches the matter to ensure that Cabinet has granted approval for the issuance of the License and prepares the document for dispatch		
27	The Secretary to the Cabinet reviews the document for completeness and signs the License if all the documents are in order. If there are missing documents, the Secretary to the Cabinet will request same from the lawyer. Signing occurs after all documents		
28	The License is passed to the Secretariat		
29	Cabinet Secretariat forwards License to the Ministry of National Security		
30	Lawyer's office notifies investor that the "Aliens' Landholding License" and the "Deed of Conveyance" are ready.		
31	Investor/applicant settles outstanding fees with the Lawyer and collects the "Aliens' Landholding License" and the "Deed of Conveyance".	1	2
31	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	28	55
	COST		
	Lawyer's Fees for processing Aliens' Landholding License: - Between EC\$1,500 and EC\$1,900) + 15% Value Added Tax (VAT)		
	Lawyer's Fees for preparing Deed of Conveyance: - 2% of the purchase price of the land) + 15% Value Added Tax (VAT)		
	Deeds & Lands Registry Fees: - EC\$30 (EC\$25 for stamp duty on Aliens' Landholding License & EC\$5 for recording)		
	Aliens Land Holding Licence Fee: (1) Stamp Duty - 1% of the purchase price of the land (2) Land Transfer Tax- 1st EC\$20,000 of the purchase price of the land; a 10% tax is applied on the remainder of the purchase price after		

	deducting that 1st EC\$20,000.		
	Deeds & Lands Registry Fees (optional): - EC\$5 (<i>for new plan on Conveyance Deed</i>)		
	Surveyor's Fees (optional): - Between EC\$600 and EC\$800 (<i>for new plan on Conveyance Deed</i>)		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT TO LAWYER		
	Character Reference from country of residence (<i>use specimen letter provided by the Prime Minister's Ministry</i>)		
	Police Certificate of Character		
	Banker's Reference		
	Sales Agreement for land to be purchased		
	Plan of land to be purchased		
	Confirmation that all taxes on the land to be purchased have been paid and there are no outstanding payments.		
	Statutory declaration signed by a Notary Public (<i>located at the back of the Aliens' Landholding Application</i>)		
	Certificate of Incumbency (<i>if application is in the name of a company</i>)		
	Certificate of Incorporation or Registration (<i>for purchase of shares or establishment of a company</i>)		
	Character Reference for all Directors of the company (<i>for purchase of shares or establishment of a company</i>)		
	Number of shares to be held by each Director of the company (<i>for purchase of shares or establishment of a company</i>)		
	Cost of shares to be held by each Director of the company (<i>for purchase of shares or establishment of a company</i>)		
	ITEMS TO BE RECEIVED FROM PRIME MINISTER'S MINISTRY THROUGH LAWYER		
	Aliens Land Holding Licence		
	ITEMS TO BE RECEIVED FROM LAWYER		
	Deed of Conveyance		

	DEEDS & LANDS REGISTRY		
No. of Steps	9a	Working Days	
	DOCUMENT SEARCH & CERTIFICATION	Min.	Max.
1	Lawyer's Clerk visits the Deeds & Lands Registry, requests a search for prior documents related to the property or document and affixes an EC\$0.50 stamp in a book, representative of a Search Fee.	1	2
2	Registry Clerk conducts a computerized search, if after June 1991 <u>or</u> Lawyer's Clerk does a manual search, if before July 1991.		
3	If found, Lawyer's Clerk pays the requisite photocopying charge to the Cashier and gets a copy of the document.		
4	Lawyer's Clerk pays the requisite certification fee and presents the document to the Registry Clerk for certification.		
4	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	1	2
	COST		
	Deed & Lands Registry Fees: (a) Search Fee - EC\$0.50 for every one (1) hour (b) Certification of the document - EC\$1 (c) Photocopy of the document - EC\$1 per page NOTE: - All searches for documents registered before the 2nd half of 1991 must be conducted manually since only documents from that period to the present are recorded in the computerized system.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	None		
	ITEMS TO BE RECEIVED FROM DEEDS & LANDS REGISTRY		
	Photocopy of search document		
	Certified document(s)		

No.	9b	Working
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of Steps	REGISTRATION OF DEEDS (Conveyance, Re-conveyance, Mortgage, Aliens Landholding Licence, Power of Attorney)	Days	
		Min.	Max.
1	Lawyer's Clerk purchases the relevant amount of stamps required for registration of the Deed, based on the consideration/value of the Deed/document prepared and signed by the Lawyer, from the Post Office Clerk at Deeds & Land Registry <u>or</u> if a large amount of stamps is required, the Lawyer's Clerk visits the Treasury to have the amount embossed by the Accountant General on the original Deed/document.	1	4
2	Lawyer's Clerk submits the original Deed/document prepared and signed by a Lawyer with the requisite stamps applied and a copy to the Deeds & Land Registry Clerk.	1	2
3	Deeds & Land Registry Clerk checks the Deed/document to ensure that the proper amount of stamps has been affixed, that all relevant signatures are present, registers the document in the computerized system and stamps the document.	1	2
4	Deeds & Land Registry Clerk passes the deed/document with the attached stamp to the Indexing Clerk.	1	4
5	Indexing Clerk fully indexes the deed/document in the computerized system and passes it back with the stamp to the Deeds & Land Registry Clerk who signs as one of two (2) signatories.	1	2
6	Registry Clerk passes the Deed/document with the attached stamp and her signature to another authorized official (Chief Clerk, Deputy Registrar or Registrar) for the second of two (2) signatures.		
7	Deed/document with the attached stamp and two (2) authorized signatures returned to the Registry Clerk who passes it to the Computer Room for verification.	1	3
8	Computer Room verifies and scans the document into the computerized system and passes it back to the Manual Indexing Clerk.		
9	Manual Indexing Clerk enters the details on the Deed/document in a Liber (large register) and passes it back to the Registry Clerk, who sends one copy for filing and holds the original for the Lawyer's Clerk.	1	2
10	Lawyer's Clerk collects the registered Deed/document from the Registry Clerk. The lawyer clerk must sign the book to confirm collection of document	1	3
10	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	8	22
	COST		
	Deed & Lands Registry Fees: (a) Recording Fee - EC\$5 (<i>Conveyance, Re-conveyance, Mortgage, Power of Attorney, Aliens Landholding Licence</i>) (b) Stamp Duty Formula; I. Mortgage stamp duty - mortgage amount divided by 240. The answer should be rounded to a whole number. Multiply the whole number by 1.5		

	<p>II. Conveyance- amount of purchase divided by 150. The answer should be rounded off to the nearest whole number. The whole number should be multiplied by 150.</p> <p>III. Power of attorney – EC\$30 plus EC\$5</p> <p>IV. Alien land holding – EC\$25 plus EC\$5</p> <p>- For a Conveyance, Mortgage, Power of Attorney or Aliens Landholding Licence, it is dependent on the consideration/value of the deed.</p> <p>(c) Stamp duty (For Re- conveyance) – EC\$4.50</p> <p>(d) Recording fee - EC\$5.00</p> <p>(e) Late Fee - A Late Fee of EC\$5 is charged, if the respective documents are not recorded at the Deeds & Lands Registry within six (6) months.</p> <p>(f) Fees for plans; small- EC\$5 per plan Large -EC\$10-EC\$15 per plan</p>		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Document/Deed signed by a lawyer <u>or</u> Notary Public, as necessary, and other relevant parties.		
	ITEMS TO BE RECEIVED FROM DEEDS & LANDS REGISTRY		
	Registered Deed/document		

	VALUATION DIVISION																			
No. of Steps	10a	Working Days																		
	PROPERTY TRANSFER TAX		Min.	Max.																
1	The Lawyer Clerk would submit the "Deed of Conveyance" to the Valuation Division		1	1																
2	Valuation Division Clerk assesses the "Deed of Conveyance" to determine the tax amount payable. The clerk then takes this assessment back to the lawyers for verification.		1	5																
3	Upon verification, the lawyer clerk returns to pay the required property transfer tax and the updated property tax to Inland Revenue.																			
4	If It's a company then a completed non-individual enterprise registration form is submitted the Valuation Division. All directors of a company must complete an individual registration form to ensure that individual taxes are not outstanding. If it is a Sole Trader or a Partnership, then an individual registration form will need to be completed and submitted to the Valuation Division.																			
5	Once all payments are made and the directors/ owners of a company or individual are cleared of all outstanding taxes, then the Valuation Division issues a stamped "Tax Clearance Certificate".																			
6	The clerk returns the "Tax Clearance Certificate" to the lawyer's office who then submits the "Deed of Conveyance" to Deeds & Land Registry to be registered.																			
7	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days		2	6																
	COST																			
	<div>Property Transfer Tax:<table><tr><td>Citizens</td><td>Percentage of market value</td></tr><tr><td>Vendor</td><td>5%</td></tr><tr><td>Non- Citizens</td><td>Percentage of consideration or market value</td></tr><tr><td>Purchaser</td><td>10%</td></tr><tr><td>Vendor</td><td>15%</td></tr><tr><td colspan="2">Tax rate payable on transfer of property other than land</td></tr><tr><td>Non- Citizens</td><td>Percentage of market value</td></tr><tr><td>Vendor</td><td>10%</td></tr></table><p>Note: where a property is transferred by way of a deed of gift, tax shall be payable on the value of such property exceeding \$150,000.00. When a transfer does not occur through a deed of gift, the tax shall only be payable on the value exceeding \$20,000.00.</p></div>		Citizens	Percentage of market value	Vendor	5%	Non- Citizens	Percentage of consideration or market value	Purchaser	10%	Vendor	15%	Tax rate payable on transfer of property other than land		Non- Citizens	Percentage of market value	Vendor	10%		
Citizens	Percentage of market value																			
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Tax rate payable on transfer of property other than land																				
Non- Citizens	Percentage of market value																			
Vendor	10%																			

	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Deed of Conveyance		
	ITEMS TO BE RECEIVED FROM VALUATION DIVISION		
	Stamped, signed & dated "Deed of Conveyance"		
	Tax Clearance Certificate		

No. of Steps	10b	Working Days																																					
	PROPERTY TAX	Min.	Max.																																				
1	Valuation Division assesses the property for taxes payable to the Government of Grenada.	Annually																																					
2	Valuation Division mails a "Demand Notice for Property Tax" to each property owner.																																						
3	Property owner presents the "Demand Notice for Property Tax" to Inland Revenue and pays the requisite property tax.	1	2																																				
4	Inland Revenue collects payment and issues an "Inland Revenue payment receipt" to the property owner.																																						
4	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	1	2																																				
	COST																																						
	<p>Property Tax:</p> <p>Exemption on house - 1st EC\$100,000, if the owner lives in the house for a total of not less than 9 months in any year. Cultivated lands are also entitled to an exemption but fist must get a certificate from the chief agricultural officer.</p> <p>Current tax rates are as follows:</p> <table><tr><th>Classification</th><th>Land</th><th>Building</th></tr><tr><td></td><td>%</td><td>%</td></tr><tr><td>Agricultural</td><td>0.0</td><td>0.0</td></tr><tr><td>Agricultural (Idle)</td><td>0.2</td><td>0.0</td></tr><tr><td>Amenity</td><td>0.1</td><td>0.1</td></tr><tr><td>Commercial</td><td>0.5</td><td>0.3</td></tr><tr><td>Hotel</td><td>0.3</td><td>0.02</td></tr><tr><td>Industrial</td><td>0.3</td><td>0.2</td></tr><tr><td>Institutional</td><td>0.1</td><td>0.1</td></tr><tr><td>Residential</td><td>0.2</td><td>0.3</td></tr><tr><td>Reserve</td><td>0.1</td><td>0.00</td></tr><tr><td>Waste</td><td>0.1</td><td>0.00</td></tr></table> <p>NOTE:</p>	Classification	Land	Building		%	%	Agricultural	0.0	0.0	Agricultural (Idle)	0.2	0.0	Amenity	0.1	0.1	Commercial	0.5	0.3	Hotel	0.3	0.02	Industrial	0.3	0.2	Institutional	0.1	0.1	Residential	0.2	0.3	Reserve	0.1	0.00	Waste	0.1	0.00		
Classification	Land	Building																																					
	%	%																																					
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Residential	0.2	0.3																																					
Reserve	0.1	0.00																																					
Waste	0.1	0.00																																					

	<ul style="list-style-type: none"> - Owner starts paying taxes from January of the following year. (<i>Property registered in the preceding year</i>) - If the Property Tax is paid between January 1st & June 30th, there is a 5% discount on the taxes owed. - If the Property Tax is paid between July 1st & August 29th, the full tax amount is paid. - If the Property Tax is paid after August 29th, there is a 10% penalty and a monthly interest charge of 2% from September 1st. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	"Demand Notice for Property Tax"		
	ITEMS TO BE RECEIVED FROM VALUATION DIVISION		
	"Demand Notice for Property Tax"		

	PHYSICAL PLANNING UNIT		
No. of Steps	11a	Working Days	
	APPROVAL IN PRINCIPLE (OUTLINE APPROVAL)	Min.	Max.
1	Applicant submits "Land Development Application" on the standard form <u>or</u> in writing, to the Physical Planning Unit (PPU), <u>before</u> a full application with drawing & plans is submitted, in order to ascertain whether the PPU is likely to grant approval: a. For the particular TYPE of land development being proposed. b. For the proposed land development to take place in a PARTICULAR AREA.		
2	PPU Clerk gives the applicant an invoice valued at EC\$100 to be paid at the Treasury.		
3	Applicant pays the indicated \$100 fee at the Treasury.		
4	Applicant returns to the PPU and submits the Treasury receipt showing that the indicated fee has been paid.		
5	PPU Clerk gives the applicant a number beginning with the letters 'AP' indicating that it is an Approval in Principle application. This reference number and the applicant's project particulars are entered manually into a register.	1	7
6	Planner or Building Inspector, engineer receives copy of the drawing, visits the site of the proposed land development and completes a "Site Inspection Report". This report is then attached to the plan.	5	20
7	MOH reviews all plans & drawings related to drainage and waste disposal and the "Site Inspection Report".	10	20
8	Planners /Senior Building inspectors at PPU reviews the "Land Development Application" and the supporting plans & drawings and makes comments on or certifies the suitability of the architectural and planning details of the proposed land development.		
9	MOH submits signed and dated "Approval/Objection Form" to PPU stating whether or not there were any objections to the proposed land development; if there are objections - the grounds for objections; any other remarks.	10	40
10	The PPU Clerk enters the comments from the MOH, PPU Planner or Building Inspector and the Engineer into the PPU computer database. These comments are communicated to the applicant or agent so that they can be addressed.		
11	PPU Clerk prepares the applications desk information Board of Directors (Planning & Development Authority Board)	1	3
12	Senior Planning Officer (Head of PPU / Executive Officer) presents the Board Submissions at the Planning & Development Authority Board Meeting. <i>(Board meets every 3rd Wednesday of the month. Extraordinary meetings are also held as needed)</i>	1	1
13	Planning & Development Authority Board deliberates on the proposed developments in the Desk Information, asks for clarification, states objection(s) to the proposed land development or grants "Approval in Principle" for the proposed development.		
14	Planning & Development Authority Board Chairman and Executive Secretary sign the Desk information document.		
15	Senior Planning Officer (Head of PPU / Executive Officer) takes the signed Board	1	2

	Submissions to the PPU Secretary for preparation of the "Notice of Grant of Approval" letters for each approved development. These letters are attached to the corresponding application. (<i>Development Permission expires after 1 year</i>)		
16	Senior Planning Officer (Head of PPU / Executive Officer) and the Executive Secretary sign the permission letters and the drawings	1	3
17	Applicant presents the Treasury receipt for payment of fees and collects the "Notice of Grant of Approval" along with the drawings and plans for the proposed land development.	1	1
17	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	31	96
	COST		
	Physical Planning Unit Fees: Approval in Principle Fee of EC\$100 for all types of development.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Cadastral		
	Location Plan		
	Site Plan		
	Floor, Elevation & Sectional Plans		
	Structural/Engineering Plans		
	A written notice of approval for development of the land from the landowner; in case of leasehold land or subdivided land.		
	Other documents maybe requested by PDA. E.g. Project Brief		
	ITEMS TO BE RECEIVED FROM PHYSICAL PLANNING UNIT		
	Notice of Grant of Approval in Principle (Outline Application) letter for land development		
No. of Steps	11b	Working Days	
	LAND DEVELOPMENT PERMISSION (Full, Part, Conditional, Change of Use)	Min.	Max.
1	Applicant completes and submits "Land Development Application" form or in writing to the Physical Planning Unit (PPU), along with supporting documents (<i>see 'Investor Information Required' section below</i>). Land development "...encompasses building, engineering, mining or other operation in, on, over or under any land as well as restrictions on changes of use of buildings or land and the subdivision of land." (<i>Land Development Control Act 1968 & Land Development Control Amendment Law 1983</i>)		
2	PPU Clerk reviews the "Land Development Application" in order to determine the type of land development being proposed and the relevant fee to be charged, based on the land area in square feet, acres, no. of rooms, cubic yards, or length (<i>see 'Land Development Control Fees Regulations S.R.O 13 of 2002 and Cabinet Conclusion No. 865 dated June 3, 2002'</i>).	1	7

3	PPU Clerk gives the applicant an invoice detailing the fees to be paid at the Treasury.		
4	Applicant pays the indicated fees at the Treasury.		
5	Applicant returns to the PPU and submits the Treasury receipt showing that the indicated fees have been paid.		
6	PPU Clerk assigns a reference number to the application and the applicant's project particulars are entered manually into two (2) registers; by number and by name.	1	2
7	Planner or Building Inspector receives copy of the drawing, visits the site of the proposed land development and completes a "Site Inspection Report". This report is then attached to the plan.	5	20
8	MOH reviews all plans & drawings related to drainage and waste disposal and the "Site Inspection Report".		
9	MOH submits signed and dated "Approval/Objection Form" to PPU stating whether or not there were any objections to the proposed land development; if there are objections - the grounds for objections; any other remarks.	10	20
10	Civil or Structural Engineer at PPU reviews the "Land Development Application" and the supporting plans & drawings and makes comments on or certifies the suitability of the engineering design of the proposed land development.		
11	Planner/ Building Inspectors at PPU reviews the "Land Development Application" and the supporting plans & drawings and makes comments on or certifies the suitability of the architectural and planning details of the proposed land development.		
12	The PPU Clerk enters the comments from the MOH, PPU Planner or Building Inspector and the Engineer into the PPU computer database. These comments are communicated to the applicant or agent so that they can be addressed.	10	40
13	PPU Clerk prepares the applications desk information Board of Directors (Planning & Development Authority Board)	1	3
14	Senior Planning Officer (Head of PPU / Executive Officer) presents the Board Submissions at the Planning & Development Authority Board Meeting. <i>(Board meets every 3rd Wednesday of the month Extraordinary meetings are also held as needed)</i>		
15	Planning & Development Authority Board deliberates on the proposed land developments in the Board Minutes, asks for clarification, states objection(s) to the proposed development or grants approval for the proposed development: 1. Full Approval 2. Conditional Approval 3. Part Approval 4. Approval in Principle 5. Change of Use Approval		
16	Planning & Development Authority Board Chairman and Executive Secretary sign Board Submissions.	1	1
17	Senior Planning Officer (Head of PPU / Executive Officer) takes the signed Board Submissions to the PPU Secretary.		
18	PPU Secretary prepares the "Notice of Grant of Approval" for each approved land development. <i>(Development Permission expires after 1 year)</i>		
19	Drawings and Plans for each approved land development are stamped and signed by the Executive Officer and the Executive Secretary.	1	2

20	Applicant presents the Treasury receipt for payment of fees and collects the "Notice of Grant of Permission" letter along with the drawings and plans for the proposed land development.		
21	Junior Building Inspector visits the site on the day of commencement of the land development and periodically throughout the life of the development to ensure that the actual land development is in compliance with the approval granted by the Planning & Development Authority Board.	Ongoing	
21	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	30	95
	COST		
	<p>Physical Planning Unit Fees: Application form-\$5.00</p> <p>Fee based on the type of development and the area in square feet, acres, no. of rooms, cubic yards, or length.</p> <ol style="list-style-type: none"> Residential Development <ul style="list-style-type: none"> Up to 500 sq. ft. - EC\$50 to EC\$115 501 to 1000 sq. ft. - EC\$100 to EC\$1,015 1001 to 2500 sq. ft. - EC\$250 to EC\$2,515 More than 2500 sq. ft. - EC\$500 to EC\$3,515 Less than 1 acre to 20 acres & more - Varying amounts between EC\$300 and EC\$10,000 Occasional residential development (boarding, guest house, hotel, apartment hotel, dormitory) <ul style="list-style-type: none"> Up to 10 rooms \$1000 11 to 20 rooms \$1,750 More than 20 rooms \$3,000 <p>NOTE: The Development Permission is not valid beyond 1 year. If applicant does not significantly commence development after the first year following approval then a re-submission of the plan must be done.</p>		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Cadastre		
	Location Plan		
	Site Plan		
	Floor, Elevation & Sectional Plans		
	Structural/ Engineering Plans		
	A written notice of approval for development of the land from the landowner; in case of leasehold land or subdivided land.		
	Elevation Plans showing what, if any building, exists on the land and what changes, if any, are being proposed to the building.		

	Notification of date of commencement of the approved development. (After approval has been granted)		
	ITEMS TO BE RECEIVED FROM PHYSICAL PLANNING UNIT		
	Guidelines for applying for permission to develop land, Planning, Public Health & Building, Road Classifications & Setbacks, Application processing.		
	Notice for Contractors re: Excreta & Sewerage Disposal for Construction Site Workers (Ministry of Finance)		
	Notice of Grant of Approval letter		
	Approval Type 1: Approval in Principle (Outline Application) for land development		
	Approval Type 2: Part Approval for land development; if development is being done in phases		
	Approval Type 3: Conditional Approval for land development; if there are some conditions that if rectified would qualify the development for approval.		
	Approval Type 4: Full Approval for land development; if there are no objections to the development type and location.		
	Approval Type 5: Change of Use Approval; if the development being proposed will change the use for which that land has been approved in law by the Planning & Development Authority.		
	Approval in Principle (Outline Application) for land development		
	ITEMS TO BE RECEIVED FROM PHYSICAL PLANNING UNIT		
	Part Approval for land development; if development is being done in phases		
	Conditional Approval for land development; if there are some conditions that if rectified would qualify the development for approval.		
	Full Approval for land development; if there are no objections to the development type and location.		
No. of Steps	11c	Working Days	
	RENEWAL OF EXPIRED LAND DEVELOPMENT PERMISSION	Min.	Max.
1	Applicant submits the previous "Notice of Grant of Approval" along with the stamped and signed development plans & drawings to the PPU.	1	1
2	PPU Clerk reviews the resubmitted package and gives the applicant an invoice valued at EC\$100, for renewal of the land development permission, to be paid at the Treasury.		
3	Applicant pays the indicated renewal fee at the Treasury.		
4	Applicant returns to the PPU and submits the Treasury receipt showing that the indicated renewal fee has been paid.	1	1
5	Site is revisited where it is determined to be necessary	2	5
6	PPU Clerk prepares Board Re-submissions for the PPU Board of Directors (Planning & Development Authority Board).	1	3

7	Senior Planning Officer (Head of PPU / Executive Officer) presents the Board Submissions at the Planning & Development Authority Board Meeting. (<i>Board meets every 3rd Wednesday of the month</i>)		
8	Planning & Development Authority Board deliberates on the proposed land developments in the Board Minutes and grants approval (Full, Conditional, Part or In Principle), states objections or asks for clarifications.		
9	Planning & Development Authority Board Chairman and Executive Secretary sign Board Submissions.	1	1
10	Senior Planning Officer (Head of PPU / Executive Officer) takes the signed Board Submissions to the PPU Secretary.		
11	PPU Secretary prepares the "Notice of Grant of Approval" for renewal of the previously approved land development.		
12	Drawings and Plans for each approved land development are signed and stamped by the Executive Officer and the Executive Secretary.	1	2
13	Applicant presents the Treasury receipt indicating that the fees were paid and collects the "Notice of Grant of Permission" along with the drawings and plans for the re-approved proposed land development.		
14	Junior Building Inspector visits the site on the new day of commencement of the development and periodically throughout the life of the land development to ensure that the actual land development is in compliance with the approval granted by the Planning & Development Authority Board.	On-going	
14	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	6	12
	COST		
	Physical Planning Unit Fees: Renewal Fee of EC\$100 regardless of the type of development.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Previously approved drawings/plans with the attached notice of grant of approval which would include the following listed drawings and plans		
	Cadastre		
	Location Plan		
	Site Plan		
	Floor, Elevation & Sectional Plans		
	Structural/ Engineering Plans		
	Any changes or new proposals		
	A written notice of approval for development of the land from the landowner; in case of leasehold land or subdivided land.		
	Notification of date of commencement of the approved development.		
	Previous 'Notice of Grant of Approval' letter		

	NATIONAL WATER & SEWERAGE AUTHORITY (NAWASA)		
No. of Steps	12	Working Days	
	WATER & SEWERAGE CONNECTION (New, Transfer of Service, Additional Meter)	Min.	Max.
1	Applicant collects, completes & submits "Private Water Service, Additional Meter & Sewer Connection Application Form" along with one (1) valid picture ID and supporting documentation for the property for which service is being sought to show ownership.	1	2
2	Customer Service Unit (CSU) reviews the "Application Form". The CSU will call applicant to complete missing information.		
3	CSU forwards the "Application Form" to the Transmission & Distribution Supervisor in the applicant's district.		
4	T&D Supervisor inspects the area/premises for which service is being sought, makes an assessment of the cost to provide the service and returns the "Application Form" with those details to the Customer Service Unit.	2	10
5	CSU calls the applicant and informs him/her of the cost for providing the service. The estimated cost is then entered into the log book and can be paid in full or in part within three months. Payment arrangements must be approved by NAWASA.	1	5
6	CSU updates the NAWASA database with customer's information and cost estimation amount.		
7	Applicant pays the stated service cost at the NAWASA cash office. The customer then returns the payment receipt and form to CSU.		
8	CSU updates the log book with receipt number and amount paid. CSU informs the Transmission and Distribution Department that the applicant has made payment by and generating a service/work order.	5	10
9	The Transmission and Distribution Department reviews the service/work order and assigns a work crew to go out and install the service in the district.		
10	NAWASA work crew visits the property and performs the applicant's requested service (new connection, transfer of service, installation of an additional meter etc.)		
	TOTAL No. of Steps	9	27
	TOTAL Minimum & Maximum No. of Days		
	COST		

	<p>NAWASA Fees:</p> <p>1. New Water Connect Fee based on the diameter of the service main:</p> <table><tr><td>1/2 inch - EC\$80</td><td>2 & 1/2 and 3 inch - EC\$1,000</td></tr><tr><td>3/4 inch - EC\$120</td><td>4 inches - EC\$1,200</td></tr><tr><td>1 inch - EC\$175</td><td>over 4 inches - EC\$1,500</td></tr><tr><td>1 & 1/2 and 2 inch - EC\$420</td><td></td></tr></table> <p>There may be additional fees/charges related to the actual installation service, depending on the condition of the area, access to the property, distance of the main from the property etc. These additional fees generally include, Installation Cost, Material, Labour and Transportation.</p> <p>Additionally, if the service application is made by an individual who does not own the land, the following refundable deposit is payable:</p> <ul style="list-style-type: none">- Contractor: EC\$2,000- For commercial purposes: EC\$340- For residential purposes: EC\$240 <p>This deposit is refunded to the applicant when the service is terminated.</p>	1/2 inch - EC\$80	2 & 1/2 and 3 inch - EC\$1,000	3/4 inch - EC\$120	4 inches - EC\$1,200	1 inch - EC\$175	over 4 inches - EC\$1,500	1 & 1/2 and 2 inch - EC\$420			
1/2 inch - EC\$80	2 & 1/2 and 3 inch - EC\$1,000										
3/4 inch - EC\$120	4 inches - EC\$1,200										
1 inch - EC\$175	over 4 inches - EC\$1,500										
1 & 1/2 and 2 inch - EC\$420											
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT										
	1 valid Picture Identification (e.g. National ID, Passport, Driver's Licence)										
	Proof of property ownership or authorization to occupy the land (Deed of Conveyance or Statutory Declaration)										
	Completed Application Form										
	Completed & notarized Responsibility Agreement Form; for cases where the applicant is not the property owner										
	Notarized, written permission from the other property owner along with his/her Picture ID; where water lines will be laid on or trespass another property.										
	Letter from the Ministry of Agriculture, Lands & Survey; where the land is owned by Government but being leased to the applicant.										
	Work Permit; in the case of non-nationals										
	ITEMS TO BE RECEIVED FROM NAWASA										
	New water connection										
	New sewerage connection										
	Installation & Connection of an additional meter										
	Transfer of water service										
	Transfer of sewerage service										

	ELECTRICAL INSPECTORATE UNIT		
No. of Steps	13	Working Days	
	ELECTRICAL CERTIFICATE OF APPROVAL	Min.	Max.
1	Owner applies for inspection of the business facility/premises that have been wired by a licenced Electrician, using the "Application for Inspection of Electrical Installation", which must be is filled out by the licenced Electrician.	1	2
2	Owner/Applicant pays the General (Site) Inspection Fee at the Treasury.		
3	Owner/Applicant returns to the Electrical Inspection Unit with the Treasury receipt and the "Application for Inspection of Electrical Installation".		
4	Secretary retains the first two copies of the "Application for Inspection of Electrical Installation" for filing at the Electrical Inspectorate Unit (EIU) and gives the applicant the third copy for his/her records.	1	1
5	Electrical Inspector sets appointment date with applicant to visit and inspect the facility/premises as someone must be present at the premises for inspection to take place.	2	10
6	Electrical Inspector visits and inspects the newly wired or re-wired facility/premises conducting a "dead test".		
7	If approved, the Electrical Inspector makes a note on the "Application for Inspection of Electrical Installations" and returns it to the Secretary the following day.		
8	If there is a minor problem, the Electrical Inspector fills out a "Recommendation Sheet" indicating the defect(s) found during inspection, what needs to be fixed or altered by the licensed Electrician and the Electrical Inspector leaves it with the owner or licensed Electrician, then he makes a note of the recommended fixes/alterations on the "Application for Inspection of Electrical Installations" and returns it to the Secretary.		
9	Where there is a minor problem that needs fixing, the Owner/ Applicant calls EIU to conduct a subsequent inspection, at no additional charge, once the recommended alterations have been completed.		
10	If failed, the Electrical Inspector makes a note of the defect(s) found during inspection on the "Application for Inspection of Electrical Installation" and the owner/applicant must begin the process once again from application. Additional fees are only incurred when a special inspection is requested. This will be completed within 2 days and will attract a fee of EC\$90.00 per hour.		
11	Secretary enters the application details, for approved applicants, in the EIU's computerized database, as well as manually on a large ledger and prepares an "Electrical Inspection Certificate of Approval" for each successful applicant.	1	2
12	Electrical Inspectorate Supervisor/Electrical Engineer and the Electrical Inspector who visited and inspected the site/premises sign the "Electrical Inspection Certificate of Approval".		
13	Owner/applicant collects the signed "Electrical Inspection Certificate of Approval" at EIU and signs in the large ledger as having received it.	1	1
14	Owner/applicant takes "Electrical Inspection Certificate of Approval" to the Grenada Electricity Services Ltd. (GRENLEC) in order to apply for electricity service.		

14	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	6	16
	COST		
	<p>1. Electrical Inspectorate Unit Fees:</p> <ul style="list-style-type: none"> • Inspection Application Form - EC\$5 • Filing of Electrical projects –EC\$150 • Refiling of Electrical projects –EC\$200 • Review of Electrical drawings- EC\$55.00 for the first EC\$1,000 project value or less and EC\$5.00 for each additional \$1,000.00 value or part thereof. • Review of application for temporary Connection -\$75.00 plus \$1.00 per point <p>2. General (Site) Inspection - Based on the type of property & the amount of lights and sockets installed on the premises, as follows:</p> <ul style="list-style-type: none"> • Residential not more than 100 amps - EC\$45 plus \$1 per point Commercial & Industrial not more than 100 amps - EC\$75 plus \$1 per point • Residential Commercial & Industrial between 100 & 200 amps - EC\$200 plus \$1 per point • Residential Commercial & Industrial between 200 & 400 amps - EC\$300 plus \$1 per point • Residential Commercial & Industrial greater than 400 amps - EC\$600 plus EC\$60 for each 100 amps or part thereof including the \$1 per point <p>3. Re-inspection- EC\$70.00 plus General (Site) Inspection fee</p> <p>4. Special Inspection (within two working days)- EC\$90.00 per hour, plus the general Site inspection fee</p> <p>5. Inspection of Transient Projects – EC\$75.00 per stall applicable to food and beverage for carnival. Extra fees will apply for extra ordinary investigation fees</p> <p>6. Investigation (ordinary) – EC\$130 plus EC\$90 per hour</p> <p>7. Investigation (Extra Ordinary) EC\$200 plus EC\$90 per hour</p> <p>8. Inspection of transformer and electronic power supply for electric signs and outline lighting- EC\$75.00 plus EC\$1 per point</p> <p>9. Inspection of swimming pools EC\$75 plus EC\$1 per point</p> <p>10. Inspection of alternate energy –EC\$100</p> <p>11. Duplicate inspection Certificate of Approval/ Name change EC\$20.00</p> <p>NOTE: - The "Application for Inspection of Electrical Installations" is only issued to Licensed Electricians.</p>		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		

	ITEMS TO BE RECEIVED FROM ELECTRICAL INSPECTORATE UNIT		
	Electrical Inspection Certificate of Approval		

	GRENADA ELECTRICITY SERVICES LIMITED (GRENLEC)		
No. of Steps	14	Working Days	
	ELECTRICITY CONNECTION (New Connection, Transfer of Service, Reconnection, Relocation, Upgrade)	Min.	Max.
1	Applicant completes an 'Application Form' <u>or</u> submits a written request for connection/reconnection/upgrade to GRENLEC, stating the type of equipment that will be used, the electricity load required by each piece of equipment to be used by the business and submits it along with supporting documentation to the Customer Service Department/Payment Centre.	1	2
2	For application for Single Phase, Customer Service Department dates, writes comments on, accepts the 'Application Form' and support documentation including Electrical Certificate and "security deposit" payments, signs the supply contract with the customer. An account number is generated for the customer and a payment receipt issued. For application for three phase supply, Customer Service Department sends application for suspense to Transmission and Distribution Dep't for assessment and staking to be done.		
3a.	For single phase supply, Customer Service Department issues "Service Order" to Distribution Dep't to proceed to service connection or reconnection.		
3b.	If the single phased connection cannot be made due to a need for an upgrade on the electrical network, the Customer Service Department is informed and an application for suspense is made to the Transmission and Distribution Department.		
4	Transmission and Distribution Dep't reviews the application for suspense and gets appointment date to visit the applicant's premises.	5	10
5	Transmission and Distribution personnel visit, assess the site and make assessment notes on a "Staking Sheet" of whether there is available capacity, whether the area can support the business' load requirements, whether additional work and/or infrastructure is required in order to deliver electricity supply to the customer and the associated cost.		
6	Transmission and Distribution generate and submit a cost estimate (material & labour) of work required to deliver electricity supply to the customer to the Customer Service Dep't, based on the "Staking Sheet" details.		
7	Customer Service Dep't sends the cost estimate to the Administration for preparation of letter correspondence, providing directions on the content of the letter to the customer with regards to non-fundable and refundable contribution to be paid.	2	5
8	Administration passes "draft letter" to Finance Department to perform final review of the estimated cost, if any; comments and acknowledges applicable customer cost contribution.		

9	Finance Department forwards "Letter" to the Customer Service Dep't who then mails the letter to the customer/applicant informing of the cost to provide the requested service and the refundable &/or non-refundable contribution to be paid by the applicant.		
10	Applicant receives "Letter" with quotation of applicable cost contributions for infrastructure upgrade and decides on progressing with the Application Request for Service, Transfer/Reconnection/Relocation. Applicant decides to pay required contribution, secure funds and make payment accordingly.	1	Varies *
11	Customer Service Department/Payment Centre accepts applicant's contribution for the Infrastructure Upgrades. Customer Service Department informs the customer, accepts documentation and 'security deposit' payments and signs the supply contract with the customer. An account number is generated for the customer and a payment receipt issued	7	10
12	The Transmission And Distribution Dep't undertake relevant modifications or infrastructure installation to facilitate service delivery to customer. Distribution Department informs Customer Service Department of completed upgrade.	1	Varies *
13	Customer Service Department informs the customer, accepts supporting documentation and 'security deposit' payments and signs the supply contract with the customer. An account number is generated for the customer and a payment receipt issued.	7	10
14	"Service Order" issued to the Distribution Department and makes requested service connection/reconnection/relocation.		
14	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	24	37*
	COST		
	<p>GRENLEC Fees:</p> <p>New Service (single phase) - EC\$100 + 15%VAT</p> <p>New Service (three phase) - EC\$350+ 15%VAT</p> <p>Reconnection - EC\$60+ 15%VAT</p> <p>New Service (three phase)- EC\$350+ 15%VAT</p> <p>Transfer or Relocation of Meter - EC\$60+ 15%VAT</p> <p>Security Deposit - An estimated one (1) month of electricity usage based on demand request.</p> <p>Contribution Cost; where additional infrastructure is required to provide service to the customer. The Contribution Cost is not fixed and varies depending on the condition of the area, access to the property, whether a new pole is to be planted, etc.</p> <p>NOTE:</p> <p>- If the property is in an undeveloped area with no connection poles, the customer bears the cost of installing the pole but some of that cost is refunded to the customer, if, within three (3) years another customer connects to that electricity pole.</p> <p>- A cost estimate is only valid for sixty (60) days and must be paid in full <u>or</u> over a</p>		

	<p>stipulated period of time, by agreement with GRENLEC.</p> <ul style="list-style-type: none"> - The security deposit less outstanding balances is refunded when the account is closed. - The security deposit earns annual interest of 4%, which is also given to the customer when the account is closed. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	One (1) valid picture Identification (Passport, National ID, Driver's Licence)		
	Electrical Inspection Certificate of Approval from the Ministry of Works (Electrical Inspectorate Unit)		
	Site/ Location Plan; for three phase installation or distribution modification		
	Load details; for three phase installation or distribution modification		
	Authorization Letter; if applying on behalf of someone else		
	Authorization Letter on official Company stationery with Company stamp/seal affixed; if applying on behalf of a business		
	Articles of Association		
	Certificate of Incorporation in the case of a company		
	ITEMS TO BE RECEIVED FROM GRENLEC		
	New Service Connection (single phase supply)		
	New Service Connection (three phase supply)		
	Service Reconnection (service disconnected for more than 6 months)		
	Service Reconnection (wiring has been modified)		
	Transfer or Relocation of meter		
	Temporary Connection (for construction purposes only) 6 months extension to be obtained from the Ministry of Works		
	Upgrade to three-phase supply		

	GRENADA BUREAU OF STANDARDS		
No. of Steps	15	Working Days	
	COMPLIANCE CERTIFICATES (Analytical Laboratory)	Min.	Max.
1	Business/individual contacts Grenada Bureau of Standards (GDBS) to ascertain whether there are standards for the product(s) being manufactured by the business <u>or</u> GDBS contacts the business advising of standards not being met by the business/individual.	1	2
2	Business owner/contact brings a sample of the product to GDBS, completes, signs and submits a "Service Request Form". A down payment is also collected at this time for the product being tested.	1	1
3	Laboratory Technician conducts relevant analyses, tests, and quality controls on the product sample using prescribed test methods or advise the business owner to see another laboratory if the Bureau is unable to perform the test.	1	10
4	GDBS contacts the business owner/contact and advises the applicant that the analysis/test/quality control has been completed.	1	2
5	Business owner/contact visits the GDBS, pays the stated fee(s) and collects the results of the product analysis/test/quality control.		
6	If clarification is needed the head of the Laboratory Services Division at GDBS discusses the results of the analysis/test/quality control with the business owner. Recommendations to fix identified gaps and/or problems are only provided upon request.		
7	GDBS issues a "Compliance Certificate" signed by the Director and or the Head: Laboratory Services Division to the business owner/contact: Products for export - GDBS certificate has a unique ID # for each sample tested in each batch (Batch certification).	1	2
8	Business owner/contact takes the "Compliance Certificate" to the Grenada Industrial Development Corporation (GIDC) in order to access concessions for equipment, spare parts, raw material and packaging material for the product.		
9	Exporting business owner/contact uses the "Compliance Certificate" to gain permission through a broker to ship and import the product in another country.		
	GDBS Inspector conducts random or planned inspection of products at local supermarkets etc. <i>(On-going)</i>		
9	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	5	17
	COST (prices are subject to change)		
	Audit & Analysis Request Form(s): No charge Chemical Laboratory Analysis: Range between EC\$10 to EC\$200 depending on product and type of tests to be conducted. Microbiological Test EC\$175 and \$ EC\$50 for any additional test		

	Analysis requiring use of a Gas Chromatography Mass Spectroscopy (GCMS): EC\$200 to EC\$600 depending on run time.		
	Testing of refrigerators energy efficiency EC\$1,000		
	Pesticide residue in agri-produce EC\$300 – EC\$600		
	Air quality residue starts at EC\$150		
	Noise pollution per point EC\$50		
	Heavy metal Identification EC\$500		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	None required		
	ITEMS TO BE RECEIVED FROM GRENADA BUREAU OF STANDARDS		
	Certificate of Analysis		

	Grenada Bureau of Standards		
No of steps	15b	Working days	
	OTHER SERVICES OFFERED BY THE BUREAU	Min	Max
1	Label Certification (Compulsory)		
	Business owner submits a sample of the label for certification. Cost – EC\$15 and EC\$5 for every other label within the same product range	1	3
2	Barcodes		
	Business owner submits a sample of the product with attached label Cost -EC\$65; if owner require more barcodes, then a charge of EC\$50 will be applied for each additional bar code	1	1
3	Construction Materials Testing		
	Business owner calls GDBS to request service and fills out a service request form. A pay first system will apply with fees ranging from EC\$40 to EC\$700 plus the associated transportation cost and overtime fees where applicable.	1	5
4	Metrology		
	Business owner makes a request at GDBS, fills out a service request form. Cost EC\$25 to EC\$1,000 and the associated transportation fees will be applied	1	1

GRENADA TOURISM AUTHORITY (GTA)			
	16	Working Days	
	OPERATOR LICENCES	Min.	Max.
1	Applicant visits the Grenada Tourism Authority and submits requisite supporting documentation		
2	Quality Assurance Officer (QAO) reviews the submitted documentation for completion		
3	Applicant pays relevant Licence Fee(s) and Photo ID charges.		
4	Q. A. Officer takes a photo of the applicant. Applicant information and photo is then entered into the ASSURE ID database		
5	Q.A. Officer prints the applicant's ID Card using the photograph and applicant details from the system.		
6	Officer in the department punches the ID Card. (ID cards are colour coded from the development of the template as per zone).	1	1
7	Applicant collects the ID Card or officers distribute them at the various sites.	1	3
7	TOTAL No. of Steps	2	4
	TOTAL Minimum & Maximum No. of Days		
	COST		
	<p>Vendors Registration Fee: \$5.00 Vendor Licence: \$10.00 Identification Card: \$20.00</p> <p>Zone Fees (For Bar/Booth/Table Rental)/Month</p> <ul style="list-style-type: none"> - Bar Operator – Food & Drink EC\$72.00; Food Only – EC\$40.00 - Booths – (10x13) = EC\$78.00; (10x10) = EC\$60.00; (8x10) = EC\$48.00 - Tables – EC\$40.00 - Beach Chair Operator – EC\$250.00 for the 1st 50 chairs + EC\$5.00 for each additional chair - Hair Braider – EC\$12.00 <p>TOURIST ACCOMMODATION</p> <ul style="list-style-type: none"> • Apartments <ul style="list-style-type: none"> - 1 to 2 bedroom(s) – EC \$300 - Over 2 bedrooms – EC \$600 • Guest Houses <ul style="list-style-type: none"> - 1 to 2 bedroom(s) – EC \$300 - Over 2 bedrooms – EC \$600 • Villa <ul style="list-style-type: none"> - 1 to 2 bedroom(s) – EC \$300 - Over 2 bedrooms – EC \$1000 • Cottages <ul style="list-style-type: none"> - 1 to 2 bedroom(s) – EC \$300 - Over 2 bedrooms – EC \$600 		

	<ul style="list-style-type: none"> • Hotels - 20 bedrooms or less – EC \$1000 - 21 bedrooms to 90 – EC \$1500 - Over 90 bedrooms – EC \$2500 <p><u>Tourism Enterprise Operators</u></p> <ul style="list-style-type: none"> - Car Rental Operators – EC\$300 - Water Sports Operators – ES\$300 - Taxi Drivers – EC\$100 - Tour Operators – EC\$200 - Tourist Guide – EC\$100 - Attractions – EC \$100 <p>- Businesses requiring operator licences from GTA currently include: <i>Craft & Spice Vendors, Bar & Food Service Operators, Massage Therapists, Service Oriented Vendors, Taxi/Tour Operators, Water Taxi Operators, Ground Tour Operators, Dive/Snorkel Operators, Eco/Snorkel Tour Operator</i></p>		
	<p>SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT</p> <p>Car Rental</p> <ol style="list-style-type: none"> 1. Copy of Public Liability and Personal Accident Insurance indicating period of coverage 2. Copy of Registration of Business Name (where applicable i.e. if Business Name is different from the name of the Company) 3. Value Added Tax(VAT) Registration Certificate (where applicable) <p>Taxi Operators</p> <ol style="list-style-type: none"> 1. Copy of Public Liability and Personal Accident Insurance indicating period of coverage 2. Grenada Ports Authority Approval (where applicable) 3. Valid Police Record from Royal Grenada Police Force 4. Character Reference from qualified persons (non-relative) e.g., School Principal, Priest, Doctor 5. Health Certificate from Health Clinic or Medical Doctor 6. Valid Driver's Licence 7. Taxi Certification from TAMCC or other Recognized Training Institution <p>Tour Operators</p> <ol style="list-style-type: none"> 1. Copy of Public Liability and Personal Accident Insurance indicating period of coverage 2. Copy of Registration of Business Name (where applicable i.e. if Business Name is different from Operating Name) 3. Grenada Ports Authority Approval (where applicable) 4. Valid Driver's /Water Craft Licence 5. Value Added Tax(VAT) Registration Certificate (where applicable) 		

Tourist Guide

1. Grenada Ports Authority Approval
2. Valid Police Record from Royal Grenada Police Force
3. Character Reference from qualified persons (non-relative) e.g., School Principal, Priest, Doctor
4. Tour Guide Certificate
5. Letter, Contract or Agreement
6. Personal Accident Insurance
7. Public Liability Insurance, if not employed by a Tour Operator
8. Work Permit (where applicable)

Water sports Operators

1. Grenada Ports Authority Approval
2. Copy of Public Liability and Personal Accident Insurance indicating period of coverage
3. Must be 17 years and older
4. First Aid Training Certificate
5. Cardio-Pulmonary Resuscitation Training Certificate
6. Written Safety Policy and Standard Operating Procedures (SOP's)
7. Professional Certificate from Training Institute
8. Any other certificates relevant to the application

Water Taxi Operators

1. Copy of Public Liability and Personal Accident Insurance indicating period of coverage
2. Grenada Ports Authority Approval
3. Copy of Inspection Report from the Grenada Ports Authority
4. Valid Police Record from Royal Grenada Police Force
5. Character Reference from responsible adult (non-relative) e.g., School Principal, Priest, Doctor
6. Health Certificate from Health Clinic or Medical Doctor
7. Valid Water Craft Licence

Attractions

1. Proof of Permission to Occupy Location
2. Copy of Public Liability Insurance and Personal Accident Insurance indicating period of coverage
3. Copy of Business Registration Certificate
4. Value Added Tax(VAT) Registration Number (where applicable) , or
5. Annual Stamp Duty and Personal Income Tax
6. Food Handler's Permit or Valid Health Certificate (where applicable)
7. First Aid and Cardio-Pulmonary Resuscitation (CPR) Training Certificates
8. Written Safety Policy and Standard Operating Procedures(SOP's)
9. Professional Certificate from Training Institute
10. Printed Brochure and Rate Sheet

	<p>Accommodation</p> <ol style="list-style-type: none"> 1. Planning approval from the Land Development Control Authority (LDCA) for the construction of the named accommodation 2. Fire safety precautions approved by the Chief Fire Officer 3. Work Permit (non-nationals of Grenada) 4. Business Registration Certificate 5. Value Added Tax (VAT) Registration Certificate (where applicable) 6. Annual Stamp Duty and Personal Income Tax (where applicable) 7. Accommodation Licence 8. Ministry of Health Approval 9. Employees Food Handlers Certificate (where applicable) 10. Copy of any promotional brochure/material <p>Tourist Vendor</p> <ol style="list-style-type: none"> 1. Valid Health Certificate from Health Clinic or Medical Doctor 2. Valid Police Record from Royal Grenada Police Force 3. Character Reference from responsible adult (non-relative) e.g., School Principal, Priest, Doctor 4. Grenada Bureau of Standards Production of Spice Packages Certificate (where applicable) 5. Vendors Governing Rules Received and Signed 		
	ITEMS TO BE RECEIVED FROM GRENADA TOURISM AUTHORITY		
	Photo ID Card with Operator Licence information Vehicle Decal Licence Certificate (Attractions, Accommodation, Taxi and Tour Operators, Tourist vendors, Tourist guide, Water Sports Operators, , Car Rental Operators)		

	TRADE LICENCE OFFICE		
No. of Steps	17a	Working Days	
	TRADE IMPORT LICENCES	Min.	Max.
1	Applicants may call the trade office, customs department or visit the trade portal (www.tradegrenada.gd) to determine whether an item requires a trade licence.	1	2
2	All applications are processed online through the Asycuda World System. Applicants can obtain access to the Asycuda system through the following means: <ul style="list-style-type: none"> • Customs Broker – The broker will apply for the Import Licence on the behalf of the applicant. Brokers will apply their fees for this service. • Applicant may contact the customs department who will provide guidance on registering and training for the Asycuda World System. This will allow the importer to apply for licenses through the Asycuda World System provided that they are a regular importer. 		
3	Trade officers will approve licenses online through the Asycuda World System. Once approved applicants will receive a license number.		
4	The Licence number will then give applicants the go ahead to complete the customs declaration process. On completion an assessment notice showing duties and license fees will be generated. This fee will be paid to customs.		
4	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	1	2
	COST		
	Trade Licence Fee: EC\$5 per Licence NOTE: - There are 23 different Import Licences (L1 to L23) based on the category of items being imported. (The items can be found on the import/Export Trade Licence List. Each tariff heading or category of items requires a separate licence). - There is a "Negative List" which lists the items that require an import or export licence prior to importation or exportation and which can be obtained from the Trade Licence Office. - An Import Licence is valid for three (3) months in the first instance. - An extension of the Licence can be granted and is valid for one (1) month but an application for an extension must be made prior to expiry of the Licence. - A permit will be required from the Ozone unit for refrigerant gases		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Nil		
	ITEMS TO BE RECEIVED FROM TRADE LICENCE OFFICE		
	Negative List		
	Import Licence		

No. of Steps	17b	Working Days	
	TRADE EXPORT LICENCE	Min.	Max.
1	Applicants may call the trade office, customs department or visit the trade portal (www.tradegrenada.gd) to determine whether an item requires a trade licence.	1	2
2	All applications are processed online through the Asycuda World System. Applicants can obtain access to the Asycuda system through the following means: <ul style="list-style-type: none"> • Customs Broker – The broker will apply for the Export Licence on the behalf of the applicant. Brokers will apply their fees for this service. • Applicant may contact the customs department who will provide guidance on registering and training for the Asycuda World System. This will allow the exporter to apply for licenses through the Asycuda World System provided that they are a regular exporter. 		
3	Trade officers will approve licenses online through the Asycuda World System. Once approved applicants will receive a license number.		
4	The Licence number will then give applicants the go ahead to complete the customs declaration process. On completion an assessment notice showing duties and license fees will be generated. This fees will be paid to customs.		
4	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	1	2
	COST		
	Trade Licence Office Fee: EC\$5 per Licence NOTE: - There is 1 Export Licence (L24) under which all approved export items fall. - There is a "Negative List" which lists the items that require an import or export licence prior to importation or exportation and which can be obtained from the Trade Licence Office. - Restrictions on exportation are applied mainly on items that interfere with the flora, fauna, livestock and cultural heritage of Grenada. - An Export Licence is valid for three (3) months in the first instance. - An extension of the Licence can be granted and is valid for one (1) month but an application for an extension must be made prior to expiry of the Licence.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Nil		
	ITEMS TO BE RECEIVED FROM TRADE LICENCE OFFICE		
	Negative List		
	Export Licence		
	MINOR SPICES CO-OPERATIVE MARKETING SOCIETY		

	LTD		
No. of Steps	18	Working Days	
	EXPORT PERMIT	Min.	Max.
1	Exporter makes application in writing or visits the company and indicates the type and quantity of minor spices to be exported and the country to which it is being exported.	1	1
2	General Manager reviews the information and verifies that the requested items are minor spices and are being exported to a CARICOM territory.		
3	Exporter makes payment of the requisite Export Permit Fee.		
4	General Manager reviews the information and, if in compliance, fills out the information electronically on the computer, prints and signs the "Export Permit" and gives it to the Exporter.		
5	Exporter collects the Export Permit.		
5	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	1	1
	COST		
	Minor Spices Co-operative Marketing Society Ltd. Fees: Export Permit - EC\$25 NOTE: - An Export Permit is required to export "minor" spices in excess of 10 lbs./4 kg. - "Minor Spice" according to the <i>Minor Spices (Control) Law of 1980</i> refers to all spices, other than nutmeg and mace, such as cinnamon, clove, pimento, bay leaves & other plants or parts with aromatic/pungent ingredients used primarily for culinary purposes. - The Export Permit is valid for one (1) month, in the first instance. - The Exporter can apply for an extension at anytime before the expiry date.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	ITEMS TO BE RECEIVED FROM MINOR SPICES CO-OPERATIVE MARKETING SOCIETY LTD.		
	Export Permit		

	MINISTRY OF AGRICULTURE		
No. of Steps	19a	Working Days	
	AGRICULTURAL CONCESSIONS	Min.	Max.
1	Applicant collects application form from agricultural district office or the Ministry of Agriculture		
2	Applicant submit completed Application for Duty & Tax Concessions for Agriculture Purpose, supplier invoice for items to be purchased along with the required permit if applicable to their respective agricultural district office	1	1
3	Extension Officer visits the applicant's property to ascertain whether the request for concessions is necessary.		
4	Extension Officer writes a report of recommendation on the "Application for Duty & Tax Concessions for Agriculture Purpose", signs it and passes it to the Supervisor (Chief Extension Officer).	1	2
5	Chief Extension Officer reviews the Extension Officer's report of recommendation on the "Application for Duty & Tax Concessions for Agriculture Purpose", signs it and submits it to the Ministry's Registry.		
6	Registry registers the "Application for Duty & Tax Concessions for Agriculture Purpose" and submits it to the Permanent Secretary.	1	2
7	Permanent Secretary reviews the "Application for Duty & Tax Concessions for Agriculture Purpose" and passes it to the Senior Administrative Officer (SAO) for appropriate action.		
8	Senior Administrative Officer (SAO) reviews the "Application for Duty & Tax Concessions for Agriculture Purpose" signs off on it and sends it to the Typist.		
9	Typist prepares: (1) A "Concession Approval Letter" for the applicant (2) A Memo informing the Comptroller of Customs that concessions have been granted to the applicant and gives specifics. If no concessions are granted the applicant will receive a call and a letter indicating the results of the application.	1	2
10	Senior Administrative Officer (SAO) signs the "Concession Approval Letter" for the applicant and the "Memo" to the Comptroller of Customs advising of the concessions granted to the applicant, on behalf of the Permanent Secretary and sends it to the Typist.		
11	Typist mails the Memo and Letter to the respective parties.	1	1
11	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	5	8
	COST		
	Application Form: Free of charge		
	Notes: a permit must be submitted along with application form if applicable		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Supplier invoice for machinery &/or equipment being purchased		

	Supporting permit if applicable		
	ITEMS TO BE RECEIVED FROM MINISTRY OF AGRICULTURE		
	Concessions (i.e. relief from the payment of duties & taxes) on machinery & equipment for agricultural purposes		

	PLANT PROTECTION & QUARANTINE UNIT (PEST MANAGEMENT UNIT)		
No. of Steps	19b	Working Days	
	PLANT & PLANT PRODUCT IMPORT PERMIT	Min.	Max.
1	Importer applies in writing to the Permanent Secretary in the Ministry of Agriculture for permission to import plant &/or plant products, indicating the type of plant &/or plant products, the quantity and the origin of the intended plant & plant product imports.	1	1
2	Head of Plant Protection & Quarantine Unit reviews the request to determine whether the intended plant & plant product imports have pest risk potential.	1	1
3	If there is no pest risk potential, the Head of Plant Protection & Quarantine Unit prepares an 'Import Permit', signs it and passes it to the Secretary.	1	1
4	If a pest risk potential has been identified, the Head of Plant Protection & Quarantine Unit and the Pest Risk Assessment (PRA) team does a Pest Risk Assessment using the Crop Protection Compendium to ascertain whether there are any pests of quarantine significance and the actions to be taken.	5	10
5	The PPQU Secretary issues a 'Treasury invoice' to the importer for the amount of 'Import Permit Fee' payable.	1	2
6	Importer pays the 'Import Permit Fee' at the Treasury and returns with the Treasury payment receipt to Plant Protection & Quarantine Unit.		
7	The PPQU Secretary records the Treasury payment receipt number, the amount paid at the Treasury and the name of the importer in a notebook.		
8	The PPQU Secretary writes the 'Import Permit number', stamps the 'Import Permit' and gives it to the applicant.		
9	Importer collects the 'Import Permit' and presents it to the Customs & Excise Department on importation of the plant &/or plant products.		
10	<p>If the pest risk potential is low - Permission is granted to import the plant &/or plant product under specified conditions.</p> <p>If the pest risk potential is medium - Permission is granted to import the &/or plant product under stringent specified conditions.</p> <p>If the pest risk potential is high - permission to import is denied.</p>		
10	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	9	15

	COST		
	Import Permit Fees: Food items (less than 50 lbs.) - EC\$5 Planting Material - EC\$100 Food items (between 51 - 500 lbs.) - EC\$20 Food items (greater than 500 lbs.) - EC\$50		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	None		
	ITEMS TO BE RECEIVED FROM PLANT PROTECTION & QUARANTINE UNIT		
	Import Permit		

No. of Steps	19c	Working Days	
		Min.	Max.
1	Exporter visits the Plant Protection & Quarantine Unit with a sample of the plant &/or plant product to be exported <u>or</u> calls and makes an appointment for a Plant Quarantine Officer to visit the exporters packing house, if the consignment is large.	1	2
2	Plant Quarantine Officer inspects a sample of the plant &/or plant product for injurious diseases and pests and to ascertain whether it conforms to the packing, packaging & other phyto-sanitary regulations of the importing country.		
3	If injurious diseases and pests are found &/or the plant &/or plant products do not conform to the phyto-sanitary regulations of the importing country, permission to export the plant &/or plant products is denied.		
4	Plant Quarantine Officer advises the exporter on measures to correct the identified problem.		
5	If no injurious diseases and pests are found & the plant &/or plant products conform with the phyto-sanitary regulations of the importing country, permission is granted to export the plant &/or plant products.		
6	The PPQU Secretary prepares a Treasury invoice for the appropriate Phyto-sanitary Certificate Fee payable and gives it to the exporter.		
7	Exporter pays the 'Phyto-sanitary Certificate Fee' at the Treasury and returns with the Treasury payment receipt to Plant Protection & Quarantine Unit.		
8	PPQU stamps and signs the 'Phyto-sanitary Certificate' and gives it to the exporter. The invoice receipt is also recorded.		
9	Exporter collects the 'Phyto-sanitary Certificate' and presents it to the Customs & Excise Department on exportation of the plant &/or plant products.		
9	TOTAL No. of Steps	1	2
	TOTAL Maximum & Minimum No. of Days		
	COST		

	Phyto-sanitary Certificate Fees: Non Commercial items (less than 50 lbs.) - EC\$5 Commercial items (between 50 - 500 lbs.) - EC\$20 Commercial items (greater than 500 lbs.) - EC\$50 Inspection of Imports outside regular working hours - EC\$50 per hour or part thereof.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	None		
	ITEMS TO BE RECEIVED FROM PLANT PROTECTION & QUARANTINE UNIT		
	Phyto-Sanitary Certificate		

	ENVIRONMENTAL HEALTH DEPARTMENT		
No. of Steps	20a	Working Days	
	CERTIFICATION OF ESTABLISHMENT FOR PROCESSING OF FISH	Min.	Max.
1	Applicant visits the Ministry of Health-Environmental Health Department with drawings of the proposed Fisheries Facility and discusses the intention and details of the project with the Chief Environmental Officer.	1	1
2	If the Chief Environmental Officer does not deem the project idea to be in conformity with the Fish & Fishery Products Regulation, SRO 17 of 1999, he will inform the applicant.		
3	If the Chief Environmental Officer deems the project idea to be in conformity with the Fish & Fishery Products Regulation, SRO 17 of 1999, he will advise the applicant to make an appointment to have the Fisheries Facility inspected at a later date.		
4	Chief Environmental Officer assigns a district Environmental Health Officer to spearhead inspection of the Fisheries Facility.	5	10
5	Environmental Health Officer establishes a suitable date for inspection of the Fisheries Facility, in collaboration with the Grenada Bureau of Standards (GDBS) and the Fisheries Division, Ministry of Agriculture, Fisheries & Forestry.		
6	The joint Inspection Team, comprising Inspection Officers from the Environmental Health Department, Fisheries Division & GDBS, visits, inspects and confers on the decision to grant the 'Certificate of Establishment' to the Fisheries Facility.		
7	If the Fisheries Facility fails the inspection with minor infractions, the Inspection Team advises the applicant on how to fix the infractions and advises that those infractions be fixed before a recommendation can be made to grant the 'Certificate of Establishment' to the Fisheries Facility.		
8	If the Fisheries Facility fails the inspection with major problems, the Inspection Team advises the applicant that it will not recommend that the 'Certificate of Establishment' be granted to the Fisheries Facility.		

9	If the Fisheries Facility passes the inspection, the Inspection Team advises the applicant that it will recommend that a 'Certificate of Establishment' be granted to the Fisheries Facility.		
10	Environmental Health Officer prepares an "Inspection Report", which incorporates the findings and recommendation of the Inspection Team and signs it.		
11	Environmental Health Officer obtains the signatures of the Inspection Officers from GDBS and Fisheries Division who conducted the inspection and submits the jointly signed "Inspection Report" to the Chief Environmental Officer.		
12	Chief Environmental Officer reviews the Inspection Report and determines whether to further the process of certification.		
13	If the Chief Environmental Officer does not agree with the recommendation of the Inspection Team, he advises the Environmental Health Officer &/or seeks clarification.		
14	If the Chief Environmental Officer agrees with the recommendation of the Inspection Team, he contacts the applicant by telephone and advises that the proposed Fish Facility has been recommended for Certification.		
15	Applicant visits the Ministry of Health-Environmental Health Department, obtains and completes a "Form A: Application for Certification of Establishment".		
16	Applicant presents the "Form A: Application for Certification of Establishment" to Treasury and pays the requisite 'Certificate of Establishment Fee'.		
17	Applicant submits the "Form A: Application for Certification of Establishment" and the 'Treasury payment receipt' to the Environmental Health Department.	1	2
18	Chief Environmental Officer writes a 'Licence number' and other details on the "Certification of Establishment for Processing of Fish", prepares the "Form B: Certification of Establishment" and submits the documents along with a 'Cover Note' to the Minister of Health.		
19	If the Minister of Health does not agree that certification should be granted to the Fisheries Facility, he advises the Chief Environmental Officer &/or seeks clarification.		
20	If the Minister of Health agrees that certification should be granted to the Fisheries Facility, he signs the "Form B: Certification of Establishment" and the "Certification of Establishment for Processing of Fish" and returns the documents to the Chief Environmental Officer.	2	10
21	Chief Environmental Officer contacts the applicant by telephone and informs that the "Certification of Establishment for Processing of Fish" is ready.		
22	Applicant makes payment and then submit paid receipt to collect the "Certification of Establishment for Processing of Fish" from the Environmental Health Department.	1	2
22	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	10	25
	COST		

	Application Form for Certificate of Establishment: No charge Certificate of Establishment: EC\$500		
	NOTE: - The 'Certification of Establishment for Processing of Fish' is valid for one (1) year.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Drawings of Fisheries Facility		
	ITEMS TO BE RECEIVED FROM ENVIRONMENTAL HEALTH DEPARTMENT		
	Certification of Establishment for Processing of Fish		

	FISHERIES DIVISION		
No. of Steps	20c	Working Days	
	LICENCE TO EXPORT FISH AND FISHERY PRODUCTS	Min.	Max.
1	Applicant obtains "Certification of Establishment" from Environmental Health Department.	1	2
2	Applicant obtains and completes an 'Application Form for Import/Export of Fish Licence' from the Fisheries Division.		
3	Applicant submits the completed 'Application Form for Import/Export of Fish Licence' to the Fisheries Division.		
4	Fisheries Division Secretary submits the 'Application Form for Import/Export of Fish Licence' along with supporting documentation to the Chief Fisheries Officer.		
5	Chief Fisheries Officer reviews the "Application", giving consideration to the Quality Control Considerations for Export/Import under the Fish & Fishery Products Regulations SRO 17 of 1999.	3	5
6	If the intended fish & fishery products are not in compliance with Regulation standards, the Chief Fisheries Officer denies the 'Licence to Export Fish & Fishery Products'.		
7	Chief Fisheries Officer informs the applicant by telephone that the 'Licence to Export Fish & Fishery Products' has been denied.		
8	If the intended fish & fishery products are in compliance with Regulation standards, the Chief Fisheries Officer grants the 'Licence to Export Fish & Fishery Products'.		
9	Data Entry Clerk issues a Licence number, prepares the 'Licence to Export Fish & Fishery Products' and passes it to the Chief Fisheries Officer.		
10	Chief Fisheries Officer signs the 'Licence to Export Fish & Fishery Products' and		

	passes it back to the Data Entry Clerk.		
11	Data Entry Clerk calls the applicant and informs that the 'Licence to Export Fish & Fishery Products' has been approved.		
12	Applicant visits the Fisheries Division & collects the 'Licence to Export Fish & Fishery Products'.	1	1
12	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	5	8
	COST		
	Application Form for Import/Export of Fish Licence: No charge Licence to Export Fish & Fishery Products: No charge NOTE: - The 'Licence to Export Fish & Fishery Products' is valid		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Certification of Establishment for Processing of Fish		
	ITEMS TO BE RECEIVED FROM MINISTRY OF FISHERIES		
	Licence to Export Fish & Fishery Products		

No. of Steps	20c LICENCE TO IMPORT FISH AND FISHERY PRODUCTS	Working Days	
		Min.	Max.
1	Applicant obtains and completes an 'Application Form for Import/Export of Fish Licence' from the Fisheries Division.		
2	Applicant submits the completed 'Application Form for Import/Export of Fish Licence' to the Fisheries Division.	1	2
3	The Fisheries Division Secretary submits the 'Application Form for Import/Export of Fish Licence' along with supporting documentation to the Chief Fisheries Officer.		
4	Chief Fisheries Officer reviews the "Application" giving consideration to the Quality Control Considerations for Export/Import under the Fish & Fishery Products Regulations SRO 17 of 1999.		
5	Chief Fisheries Officer advises the Fisheries Inspector of the 'proposed arrival date' of the fish &/or fishery products in Grenada.	1	2
6	On the arrival date of the fish &/or fishery product, a Fisheries Inspector inspects the fish &/or fishery products at the Port of Entry.	1	2
7	If the imported fish & fishery products are not in compliance with Regulation standards, the Fisheries Inspector denies the 'Licence to Import Fish & Fishery Products'.		
8	If the intended fish & fishery products are in compliance with Regulation standards, the Fisheries Inspector grants the 'Licence to Import Fish & Fishery Products'.		

9	Applicant pays the relevant import duties and taxes at Customs & Excise Department.		
10	Applicant submits the 'Customs payment receipt' to the Fisheries Division.		
11	Fisheries Division Data Entry Clerk issues a Licence number, prepares the 'Licence to Import Fish & Fishery Products' and passes it to the Chief Fisheries Officer.	1	2
12	Chief Fisheries Officer signs the 'Licence to Import Fish & Fishery Products' and passes it back to the Data Entry Clerk.		
13	Data Entry Clerk calls the applicant and informs that the 'Licence to Import Fish & Fishery Products' is ready.	1	2
14	Applicant visits the Fisheries Division & collects the 'Licence to Import Fish & Fishery Products'.		
14	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	5	10
	COST		
	Application Form for Import/Export of Fish Licence: No charge Licence to Import Fish & Fishery Products: No charge NOTE: - The 'Licence to Import Fish & Fishery Products' is valid for up to one (1) year but the importer must apply for a new Licence with every consignment of fish &/or fishery products imported.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	None		
	ITEMS TO BE RECEIVED FROM MINISTRY OF FISHERIES		
	Licence to Import Fish & Fishery Products		

No. of Steps	20d	Working Days	
	LOCAL FISHING VESSEL LICENCE	Min.	Max.
1	Applicant obtains and completes an 'Application Form for a Local Fishing Vessel Licence' from the Fisheries Division.	2	3
2	Applicant submits the completed 'Application Form for a Local Fishing Vessel Licence' to the Fisheries Division.		
3	District Extension Officer verifies the "Application" to ensure the authenticity of the applicant.		
4	Fisheries Division Data Entry Clerk submits the 'Application Form for a Local Fishing Vessel Licence' along with supporting documentation to the Chief Fisheries Officer.		
5	Chief Fisheries Officer (CFO) reviews the 'Application Form for a Local Fishing Vessel Licence' and supporting documentation and verifies the details within.	2	3

6	If the CFO is not satisfied with the vessel details, he denies the 'Local Fishing Vessel Licence'.		
7	Data Entry Clerk calls the applicant by telephone and informs that the 'Local Fishing Vessel Licence' has been denied.		
8	If the CFO is satisfied with the vessel details, he grants the 'Local Fishing Vessel Licence'.		
9	Data Entry Clerk enters the vessel details in the database and generates a "Vessel Registration Number".		
10	Data Entry Clerk issues the applicant the "Vessel Registration Number" to be painted on the vessel.		
11	Fisheries Inspector inspects the vessel and ticks off compliant boat specifications against a pre-approved checklist.		
12	If the vessel does not pass inspection, the Fisheries Inspector immediately informs the applicant and makes recommendations for fixing.		
13	If the vessel passes inspection, the Fisheries Inspector issues the applicant an 'Inspection Slip'.	1	1
14	Applicant presents the 'Inspection Slip' to the Treasury and pays the relevant 'Fishing Vessel Licence Fee'.		
15	Applicant submits the "Treasury payment receipt" and the "Inspection Slip" to the Data Entry Clerk.		
16	Data Entry Clerk issues a Licence Sticker to the applicant to place on the vessel.		
17	Data Entry Clerk enters information on the vessel which has passed inspection in the database, issues a Licence Number, prepares the 'Local Fishing Vessel Licence', prints it and passes it to the Chief Fisheries Officer.		
18	Chief Fisheries Officer (CFO) reviews the 'Local Fishing Vessel Licence', signs it and passes it back to the Data Entry Clerk.	20	20
19	Data Entry Clerk makes a photocopy of the Licence, files it and laminates the original 'Local Fishing Vessel Licence'.		
20	Data Entry Clerk calls the applicant by telephone and informs that the 'Local Fishing Vessel Licence' is ready.		
21	Applicant collects the 'Local Fishing Vessel Licence' from the Fisheries Division.		
21	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	25	27
	COST		

	Application Form for Import/Export of Fish Licence: No charge		
	Fishing Vessel Licence Fee: <div style="display: flex; justify-content: space-between; margin-left: 150px;"> <div><u>LOCAL</u></div> <div></div> </div> <div style="display: flex; justify-content: space-between; margin-left: 150px;"> <div>Up to 30 feet</div> <div>EC\$5</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 150px;"> <div>Between 30 & 60 feet</div> <div>EC\$15</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 150px;"> <div>Over 60 feet</div> <div>EC\$50</div> </div> Late Inspection Fee: EC\$50 <i>(if the applicant's vessel is inspected outside of the stated inspection period)</i> NOTE: - Fisheries Division puts up posters approximately one (1) month before the inspection period in November of each year, informing of the date, time and areas where vessel inspections will be held.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	None		
	ITEMS TO BE RECEIVED FROM MINISTRY OF FISHERIES		
	Fishing Vessel Registration Number		
	Fishing Vessel Licence Sticker		

No. of Steps	20e	Working Days	
	FOREIGN FISHING VESSEL LICENCE	Min.	Max.
1	Applicant obtains and completes an 'Application Form for a Foreign Fishing Vessel Licence <i>with an overall length of less than 60 feet</i> ' or 'Application Form for a Foreign Fishing Vessel Licence <i>with an overall length of 60 feet or more</i> ' from the Fisheries Division.	1	2
2	Applicant submits the completed 'Application Form' to the Minister responsible for Fisheries .		
3	The Fisheries Division Data Entry Clerk submits the 'Application Form' along with supporting documentation to the Chief Fisheries Officer.		
4	Chief Fisheries Officer (CFO) reviews the "Application Form" and supporting documentation and passes it to the Minister of Fisheries.	1	2
5	Minister of Fisheries seeks advice from the Chief Fisheries Officer on the 'Foreign Fishing Vessel Application'.	5	10
6	If the CFO advises that the 'Foreign Fishing Vessel Licence' should not be granted, the Minister will seek legislative or other support for the advice and give similar advise to Cabinet.		
7	Cabinet considers the recommendation of the Minister, on advice of the Chief Fisheries Officer and approves or denies the 'Foreign Fishing Vessel Licence'.	10	15

8	Cabinet confirms its decision to approve or deny the 'Foreign Fishing Vessel Licence', in the following week.	5	10
9	Cabinet Secretariat prepares a "Cabinet Conclusion", indicating whether or not the 'Foreign Fishing Vessel Licence' was approved by Cabinet.	1	2
10	Cabinet Secretary reviews and signs the "Cabinet Conclusion" and passes it back to the Cabinet Secretariat.		
11	Cabinet Secretariat prepares the "Cabinet Conclusion" for hand delivery by the driver to Fisheries Division.		
12	Chief Fisheries Officer (CFO) reviews the "Cabinet Conclusion", contacts the investor/applicant and makes an appointment to meet.	1	1
13	If the 'Foreign Fishing Vessel Licence' has not been approved, the Chief Fisheries Officer gives the 'Cabinet Conclusion' stating such to the investor/applicant.		
14	If the 'Foreign Fishing Vessel Licence' has been approved, the Chief Fisheries Officer gives the 'Cabinet Conclusion' stating such to the investor/applicant.		
15	Chief Fisheries Officer advises the Data Entry Clerk if the "Foreign Fishing Vessel Licence" has been approved by Cabinet.	1	2
16	If Cabinet approved, the Data Entry Clerk enters the vessel details in the database and generates a "Vessel Registration Number".		
17	Data Entry Clerk issues the applicant the "Vessel Registration Number" to be painted on the vessel.		
18	Fisheries Inspector inspects the vessel and ticks off against a pre-approved checklist.	1	1
19	If the vessel does not pass inspection, the Fisheries Inspector immediately informs the applicant and makes recommendations for fixing.		
20	If the vessel passes inspection, the Fisheries Inspector issues the applicant an 'Inspection Slip'.		
21	Applicant presents the 'Inspection Slip' to the Treasury and pays the relevant 'Fishing Vessel Licence Fee'.		
22	Applicant submits the "Treasury payment receipt" and the "Inspection Slip" to the Data Entry Clerk.		
23	Data Entry Clerk issues a Licence Sticker to the applicant to place on the vessel.	2	3
24	Data Entry Clerk enters information on the vessel which has passed inspection in the database, issues a Licence Number, prepares the 'Foreign Fishing Vessel Licence', prints it and passes it to the Chief Fisheries Officer.		
25	Chief Fisheries Officer (CFO) reviews the 'Foreign Fishing Vessel Licence', signs it and passes it back to the Data Entry Clerk.		
26	Data Entry Clerk makes a photocopy of the Licence, files it and laminates the original 'Foreign Fishing Vessel Licence'.		
27	Data Entry Clerk calls the applicant by telephone and informs that the 'Foreign Fishing Vessel Licence' is ready.		
28	Applicant collects the 'Foreign Fishing Vessel Licence', from the Fisheries Division.	28	48
28	TOTAL No. of Steps		
	TOTAL Maximum & Minimum No. of Days		
	COST		

	Application Form for Import/Export of Fish Licence: No charge		
	Fishing Vessel Licence Fee:		
	FOREIGN		
	Up to 30 feet EC\$1,000		
	Between 30 & 60 feet EC\$2,000		
	Over 60 feet EC\$4,000		
	Late Inspection Fee: EC\$50 <i>(if the applicant's vessel is inspected outside of the stated inspection period)</i>		
	NOTE: - Fisheries Division puts up posters approximately one (1) month before the inspection period in November of each year, informing of the date, time and areas where vessel inspections will be held.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	None		
	ITEMS TO BE RECEIVED FROM MINISTRY OF FISHERIES		
	Fishing Vessel Registration Number		
	Fishing Vessel Licence Sticker		

No. of Steps	20f	Working Days	
	FISH TRANSHIPMENT LICENCE	Min.	Max.
1	Applicant obtains and completes an 'Application for Permission to Tranship Fish' from the Fisheries Division.	1	2
2	Applicant submits the completed 'Application for Permission to Tranship Fish' to the Fisheries Division.		
3	Fisheries Division Data Entry Clerk submits the 'Application for Permission to Tranship Fish' along with supporting documentation to the Chief Fisheries Officer.		
4	Chief Fisheries Officer reviews and considers the "Application for Permission to Tranship Fish" and the supporting documentation".	3	5
5	If the intended fish & fishery products cannot be transhipped due to, for e.g. the species of fish, closed season, the Chief Fisheries Officer denies the 'Fish Transhipment Licence'.		
6	Data Entry Clerk calls to the applicant advising that the 'Fish Transhipment Licence' was denied.		

7	If the intended fish & fishery products can be transhipped, the Chief Fisheries Officer grants the 'Fish Transhipment Licence'.		
8	Chief Fisheries Officer instructs the Data Entry Clerk to prepare the 'Fish Transhipment Licence'.		
9	Data Entry Clerk issues a Licence number, prepares the 'Fish Transhipment Licence' and passes it to the Chief Fisheries Officer.	1	2
10	Chief Fisheries Officer signs the 'Fish Transhipment Licence' and passes it back to the Data Entry Clerk.		
11	Data Entry Clerk calls the applicant and informs that the 'Fish Transhipment Licence' has been approved.		
12	Applicant visits the Fisheries Division & collects the 'Fish Transhipment Licence'.	1	1
12	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	6	10
	COST		
	Application for Permission to Tranship Fish: No charge Fish Transhipment Licence: No charge NOTE: - The 'Fish Transhipment Licence' is valid for one (1) year.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Relevant supporting documentation from Vessel to which fish will be transhipped		
	ITEMS TO BE RECEIVED FROM MINISTRY OF FISHERIES		
	Fish Transhipment Licence		

	CUSTOMS & EXCISE DEPARTMENT		
No. of Steps	21a	Working Days	
	CUSTOMS DECLARATION FOR IMPORTATION OF GOODS/ITEMS	Min.	Max.
1	Importer contracts the services of a Customs Broker, if unable to prepare the document.	1	1
2	Importer submits "Commercial Invoice(s)", "Bill of Lading/ Airway Bill / Shipping Bill", relevant "Import Licence(s)" from the Trade Licence Office (Ministry of Finance) (<i>if applicable</i>), and a "Concession Letter" from the Grenada Investment Development Corporation (<i>if applicable</i>) to the Customs Broker.		
3	Customs Broker prepares the document online using the ASCYDA World. Two (2) copies are printed one for the importer and one for customs.		
4	After the customs officer gets the hit via the ASCYDA system, the entry is checked online or manually then a release order is issued.		

4	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	1	1
	COST		
	Customs & Excise Fee(s): Based on Cost , Insurance & Freight (CIF), rate of duties and Import Taxes		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Completed & signed Customs Declaration		
	Commercial Invoice(s)		
	Bill of Lading/ Airway Bill / Shipping Bill		
	Concession Letter; if applicable		
	Trade Import Licence; if applicable		
	Phyto Sanitary Certificate		
	ITEMS TO BE RECEIVED FROM CUSTOMS & EXCISE		
	Release order		
	Payment Receipt if applicable		

No. of Steps	21b CUSTOMS DECLARATION FOR EXPORTATION OF GOODS/ITEMS	Working Days	
		Min.	Max.
1	Exporter contracts the services of a Customs Broker, if exporter does not wish to prepare documents him/herself, at least three (3) days before packing the items for export.	1	1
2	Exporter submits "Commercial Invoice(s)", "Certificate of Origin", "Bill of Lading/ Airway Bill / Shipping Bill", relevant "Export Licence(s)" from the Trade Licence Office (Ministry of Finance) (<i>if applicable</i>) to the Customs Broker.		
3	Exporter/Customs Broker submits the "Customs Declaration" along with the supporting documentation to the Customs Export Desk for processing. (If examination or witness to the packing is required, at least 48 hours notification is required; including exports with implications for VAT). <i>[If the items are being exported to another CARICOM country, one (1) copy of the "CARICOM Certificate of Origin" are also attached so that the exporter will be exempt from the payment of the Common External Tariff (CET) in the receiving country].</i>		
4	Export Desk retains one (1) copy of all submitted documentation, if the item being exported has implications for VAT.		
5	Customs Cashier writes "Nil" on the documentation, indicating that no duties and taxes are to be paid.		
6	For large containers that will be packed at the exporter's premises, the Exporter/Customs Broker makes an appointment with the Export Desk for a	1	1

	Customs Officer to visit the premises and witness the packing of the export items.		
7	Customs Officer visits the premises, witnesses the packing of the export items and verifies that the goods being packed are the same as those listed on the "Customs Declaration" and in the stated quantities.		
8	Exporter completes the packing process and the container is sealed by Customs.		
9	Customs Officer writes the seal and container numbers at the back of the original and copies of the "Customs Declaration" as certification of the contents of the container. <i>(The process then moves along to step 11)</i>		
10	For small shipments that will be packed on the Port, a Customs Officer undertakes the verification of export items and certification of contents at the Port, seals the package(s) with tape and initials the tape on the package(s).		
11	When the items are being loaded onto the vessel or aircraft, a Customs Officer verifies that the seals on the container(s) <u>or</u> package(s) are intact, that they are the same container(s) <u>or</u> package(s) that were certified by a Customs Officer during the packing process, signs the back of the original and four (4) copies of documentation and returns the documents to the Exporter.	1	2
12	After the items are loaded onto the vessel or aircraft, the captain of the vessel or aircraft also sign the original and four (4) copies of the documentation as certification that the loaded items are those stated on the documentation.		
12	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	3	4
	COST		
	Customs & Excise Fee(s): No charge. (Charges may be applied if officer visits after normal working hours)		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Completed & signed Customs Declaration		
	Commercial Invoice(s)		
	Bill of Lading/ Airway Bill / Shipping Bill		
	CARICOM Certificate of Origin, if applicable		
	Export Permits, if applicable		
	EPA Form (Cariforum)		
	ITEMS TO BE RECEIVED FROM CUSTOMS & EXCISE		
	Approval to Export stated item(s)		

	CUSTOMS & EXCISE DEPARTMENT		
No. of Steps	22a	Working Days	
	TEMPORARY BOND	Min.	Max.
1	Grenada Investment Development Corporation (GIDC) sends a "Letter" requesting the temporary release of goods on bond for a business, along with a	1	2

	"list" of the items to be released on bond, to the Comptroller of Customs.		
2	Comptroller of Customs passes the "Letter" and supporting documentation to the Supervisor of Accounts.		
3	Supervisor of Accounts passes the "Letter" and supporting documentation to the Bonds Officer.		
4	Business owner/representative carries a copy of the "Invoice", "Bill of Lading" and other documents necessary to calculate duty & tax liability to Customs & Excise Bond Officer. <i>Also carry a copy of "GIDC Letter" & "list", in case GIDC concession letter has not arrived at Customs as yet.</i>	1	2
5	Bond Officer calculates the liable duties and taxes that will be temporarily foregone and the stamp duty required to be placed on the C52 form. The "C52 Form and Bond Information form" is given to the Business owner/representative.		
6	Business owner/representative signs the "Bond information Form", affixes the necessary stamp duty, company stamp and takes it to the business' bankers.		
7	Business banker places a lien on the business' bank account in the amount stated on the "C52 Bond Form", signs and stamps the "C52 Bond Form" and returns it to the Business owner/representative.		
8	Business owner/representative carries the "C52 Bond Information Form" to the Bond Officer.		
9	Deputy Comptroller of Customs reviews, stamps and signs the "C52 Bond Information Form" and returns it to the Business owner/representative.		
10	Business owner/representative takes the completely signed "Bond information Form" to the Bond Officer.		
11	Bond Officer establishes the Bond and issues a Bond number from the Bond Book.		
12	Business owner/representative presents for processing a "C22 or C24 Form" at the Accounts department and pays the requisite Customs Service Charge (CSC) and Environmental Levy charge (EVL) if applicable to the Cashier. Business owner/ representative provides bond officer with tax identification number to create a credit account in the Asycuda System.		
13	Business owner/representative clears the items listed for temporary release on bond from the Port. In addition the importer / Customs broker prepares a credit declaration in the Asycuda System.		
14	GIDC sends a "Letter" to the Comptroller of Customs, advising whether or not concessions, on the listed items, were granted to the business.	1	2
15	Importer/Customs Broker prepares a formal entry for the goods and submits same to Customs for processing.		
16	If concessions have been granted, the Bond Officer writes to the business' bankers informing that the bond should be cancelled and files the original "C52 Bond Form", the GIDC letter and the commercial invoice/list of items that were released on temporary bond.		
17	If concessions have not been granted, the business makes payment of the relevant duties and taxes to the Customs & Excise Cashier.		

17	TOTAL No. of Steps		
	TOTAL Minimum & Maximum No. of Days	3	6
	COST		
	Customs & Excise Fee(s): Customs Service Charge (CSC) as determined by the CSC ACT		
	NOTE: - A Temporary Bond is usually established for a period of 3 - 6 months, in the first instance. - If an extension of the Temporary Bond period is required, GIDC issues another letter requesting an extension of the bond period on the business' behalf.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Copy of Letter from the GIDC requesting release of items on bond		
	Commercial Invoice(s) listing the items to be released on bond		
	GIDC Concession Letter &/or Cabinet Conclusion; if concessions are granted		
	Bill of lading or AWB		
	ITEMS TO BE RECEIVED FROM CUSTOMS & EXCISE		
	General Bond permitting temporary release of items on bond (C52 Form)		

No. of Steps	22b	Working Days	
		Min.	Max.
1	Business writes and submits a "Letter" to the Comptroller of Customs, along with relevant supporting documentation, floor plan and type of goods, expressing interest in establishing a Bonded Warehouse and stating the location of the premises.	1	1
2	Comptroller of Customs passes the "Letter" to the Supervisor of post clearance Audit.		
3	Supervisor of Warehousing passes the "Letter" to the Warehouse Officer.	1	2
4	Warehouse Officer makes an appointment with the Business owner to visit the site where the Bonded Warehouse is being proposed.		
5	Warehouse Officer visits the site of the proposed Bonded Warehouse to determine its suitability.	1	2
6	If the premises/site is unsuitable, the Warehouse Officer informs the Business owner that the site is unsuitable.		
7	If the site is suitable, the Warehouse Officer informs the Bonds Officer indicating that a Permanent Bond can be established with the business.		
8	Bond Officer calculates the liable duties and taxes that will not be charged upfront on entry of the goods/items at Port, fills out the "C47 & C51 Bond Forms" and returns them to the Business owner/representative.	1	1

9	Business owner/representative signs the "C47 & C51 Bond Forms", affixes the necessary stamp duty, company stamp and takes them to the business' bankers.	1	5								
10	Business' bankers place a lien on the business' bank account in the amount stated on the "C47 & C51 Bond Forms", signs and stamps the "C47 & C51 Bond Forms" and returns them to the Business owner/representative.										
11	Business owner/representative carries the "C47 & C51 Bond Forms" to the Bond Officer.										
12	Deputy Comptroller of Customs reviews, stamps and signs the "C47 & C51 Bond Forms" and returns them to the Business owner/representative.	1	2								
13	Business owner/representative takes the fully signed "C47 & C51 Bond Forms" to the Bond Officer.										
14	Bond Officer establishes the Permanent Bond and issues a number to the Warehouse owner.										
15	Business owner purchases a "Warehouse Licence" from Inland Revenue, provides a copy to the Warehouse Officer, and a padlock, if it is a "closed warehouse".	On-going									
16	Business owner submits monthly "Stock Reports" to the Warehousing Desk by the 3rd of the following month.										
17	Business owner submits "Warehousing Entries" to the Warehousing Desk, twenty-four (24) hours before warehousing transactions are to take place.										
18	If it is an "open" warehouse, the business owner pays the relevant duties & taxes on the goods/items removed from the "open" warehouse, within five (5) days of removing goods/items from the warehouse, and submits the applicable processed "Ex-Warehouse Entries" to Customs. If it is a "closed" warehouse, the Business owner requests the attendance of a Customs Officer to release the goods/items from the "closed" warehouse.										
19	If the Business owner is interested in continuing with the Bonded Warehouse after each 2-year expiry date, he/she applies in writing to the Comptroller of customs for a review of the Bond.										
19	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	6	13								
	COST										
	Customs & Excise Fee(s): Customs Service Charge (CSC, 6% of the CIF value and 1% EVL if applicable) Bonded Warehouse Licence: Based on the value of the goods to be held in the Warehouse <table><tr><td><u>Value of Goods</u></td><td><u>Licence Cost</u></td></tr><tr><td>Up to EC\$100,000</td><td>EC\$6,000</td></tr><tr><td>EC\$100,001 - EC\$200,000</td><td>EC\$8,000</td></tr><tr><td>Over EC\$200,000</td><td>EC\$10,000</td></tr></table> NOTE: - A Permanent Bond is valid for two2 years, in the first instance. - Customs & Excise usually sends a notice to the business approximately one (1) month before the expiry date of the bond, advising that the bond review date is approaching.	<u>Value of Goods</u>	<u>Licence Cost</u>	Up to EC\$100,000	EC\$6,000	EC\$100,001 - EC\$200,000	EC\$8,000	Over EC\$200,000	EC\$10,000		
<u>Value of Goods</u>	<u>Licence Cost</u>										
Up to EC\$100,000	EC\$6,000										
EC\$100,001 - EC\$200,000	EC\$8,000										
Over EC\$200,000	EC\$10,000										

	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	List of merchandise to be warehoused		
	Title Deed <u>or</u> Lease for premises where the warehouse is located		
	Copy of the Floor Plan of the warehouse building		
	ITEMS TO BE RECEIVED FROM CUSTOMS & EXCISE		
	Bond covering liable duty of warehoused goods (C47)		
	Bond covering liable duty for movement of the goods from Port to the Warehouse (C51)		
	Bond Warehouse Licence		

	FLOW		
No. of Steps	23a	Working Days	
	TELEPHONE (LAND LINE) CONNECTION	Min.	Max.
1	Applicant completes and submits an "Application Form" for Telephone (Fixed Land Line) service to FLOW.	1	2
2	Corporate Account Manager reviews the "Application Form" & supporting documentation, calls applicant and agrees on a date for customer to meet with the Account manager.		
3	Account Manager will also visit applicant premises with Technicians, if additional details &/or explanation are needed.	1	1
4	Account Manager generates an electronic work order which assigns a telephone number to the applicant. This work order must first be approved by FLOW's Credit Control & Service Provisioning Department.	1	3
5	If there are no outstanding debts and the relevant payments are made, the Credit Control Dep't signs off on the "Service Order"	1	3
6	Should the customer not meet the necessary Credit Requirement due to an outstanding debt or from unsatisfactory background check. The Account Manager would then advise the customers accordingly. This may require the		

	customer to pay off any outstanding debt before service can be provisioned.	1	1
7	Once Step 5 & 6 are completed the customer would be contacted for Installation of the service		
8	Installation completed based on customer availability		
9	Billing for the applicant commences.	On-going	
9	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	5	10
	COST		
	<p>FLOW Fees:</p> <p>Telephone Installation Cost</p> <p style="padding-left: 40px;">(a) Business telephone - EC\$264.50 (tax inclusive)</p> <p style="padding-left: 40px;">(b) Credit Limit Deposit - To be determined by FLOW & the applicant</p> <p>Deposit</p> <p style="padding-left: 40px;">On average, between EC\$500 and EC\$200,000, depending on requirements.</p> <p>NOTE:</p> <ul style="list-style-type: none">- Additional fees may apply where conditions vary outside the norm.- Even though applications are made through FLOW, they are still following the FLOW application process for all land line services.- Applicants will also need to submit the closest land line number during the application process		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	One (1) valid picture Identification (Passport, National ID or Driver's Licence)		
	Authorization Letter from landlord; if applicant is renting or leasing the premises		
	Deposit as per costing indicated above		
	Signatures & picture identification for all signatories to the Account		
	Company Stamp/Seal		
	Articles of Association & Business Registration		
	ITEMS TO BE RECEIVED FROM FLOW		
	Telephone connection/reconnection		
	PABX Setup and Maintenance		

	FLOW		
No. of Steps	23b	Working Days	
	CABLE, MOBILE, INTERNET CONNECTION	Min.	Max
1	Applicant completes and submits an "Application Form" for Cable, Mobile and/or Internet connection to FLOW.	1	1
2	Customer Service Dep't generates a computerized "Work Order" and passes it to the Service Dep't.		
3	Dispatcher in Service Dep't passes the "Work Order" to an Installation/Service Technician.	1	3
4	Installation/Service Technician visits the property, performs the requested service, tests the service signal and once the tests are completed he/she calls in the customer's box number from the property to FLOW and completes a "Service Sheet" for work done on the applicant's premises.		
5	Installation/Service Technician returns to the FLOW office with the "Work Order" and the "Service Sheet".		
6	FLOW Auditors review the "Work Order" and the "Service Sheet" to ensure that the details are correct.	1	2
7	If the information on the documents is correct, FLOW Auditors sign the "Work Order" and send it to the Customer Service Dep't. <i>(The process then moves on to Step 10)</i>		
8	If the information on the documents is incorrect, FLOW Auditors consult with the Service Dep't.		
9	Service Dep't clarifies &/or makes the relevant alteration(s).		
10	Customer Service Dep't calls the customer to ensure that he/she is satisfied with the service and that it is working well.		
11	Customer Service Dep't files the applicant's "Work Order" and "Service Sheet".		
11	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	3	6
	COST		

	<p>FLOW Fees:</p> <p>(A) CABLE - Residential</p> <ul style="list-style-type: none"> • Monthly subscription ranges between EC\$99.00 to EC\$349.00. Price would depend on the package selected. • Rental of modem – EC\$5.00 • Installation – EC\$139; for premises within 150ft of tap • Monthly Subscription Fees: Basic- EC\$69.99 Optional Package Rates: Between EC\$15 and EC\$69; dependant on the package chosen. • Outlet rental – EC\$9.99 additional outlet can be added at the time of installation with a charge of EC\$29. If added after the original installation period, then a charge of EC\$55 will be applicable. • Replacement remote- EC\$55 • Service Call-EC\$66.00 • Non locals- Residential security deposit EC\$300 Small business – EC\$300 Large business – EC\$500 <p>CABLE Commercial</p> <ul style="list-style-type: none"> • Installation: EC\$165; for premises within 150ft of tap • Monthly subscriptions fees \$115.00 and EC\$165 • Outlet Rental - Between EC\$10 and EC\$55 • Service Calls – EC\$66.00 <p>(B) BROADBAND Residential</p> <ul style="list-style-type: none"> • Installation:EC\$100 for internet only and EC\$179.99 for internet and cable • Monthly subscriptions fees; Between EC\$75 and EC\$349.99 • Service Calls – EC\$115.00 <p>(C) BROADBAND Commercial</p> <ul style="list-style-type: none"> • Installation:EC\$100 for internet only and EC\$179.99 for internet and cable • Monthly subscriptions fees; Between EC\$137.99 and EC\$344.99 • Service Calls – EC\$115.00 • Rental of modem-EC\$5.00 <p>NOTE:</p> <ul style="list-style-type: none"> - Additional fees may apply where conditions vary outside the norm. - If traveling they can suspend services for EC\$10 per month or reconnect after they return after for EC\$66. 		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	One (1) valid picture Identification (Passport, National ID, Driver's Licence)		

	Authorization Letter from landlord; if applicant is renting or leasing the premises		
	Electricity Bill		
	ITEMS TO BE RECEIVED FROM FLOW		
	Cable connection/reconnection		
	Telephone connection/reconnection		
	Internet connection/reconnection		

	DIGICEL Grenada Limited		
No. of Steps	24	Working Days	
	MOBILE CONNECTION	Min.	Max.
1	Applicant calls or visits DIGICEL and enquires about the suite of products.	1	1
2	Business Sales Executive calls or visit potential customer to sell DIGICEL suite of products; Mobile service, Broadband, Digicel Eye, GSM Gateways & PBX System. The customer requirements and the features of the service offered are developed specifically to benefit the customer.		
3	Business Sales Executive speaks with the applicant, performs a preliminary evaluation of the applicant's needs and makes an appointment to visit the applicant's business.		
4	Business Sales Executive visits the applicant's business to make a full assessment of the applicant's service need.	1	3
5	Business Sales Executive prepares a "Proposal" for the applicant.		
6	Business Sales Executive visits and presents the "Proposal" to the applicant.		
7	If the "Proposal" is accepted, the applicant completes and submits a "Mobile Service Agreement or Certificate of Acceptance Form for Corporate Business/Entities" to Digicel, along with supporting documentation.	1	2
8	Applicant pays the relevant "Security Deposit" to DIGICEL.		
9	Corporate Team and Operation Coordinator processes the "Application" and activates the service on the system/database. All supporting equipment are also ordered to facilitate installation by the Service Delivery Team.	7	15
10	Corporate Team conducts demonstrations for the applicant on the use of the mobile and attached features on the mobile. The Service Delivery Team completes the demonstration on other service at the clients premise		
11	Business Sales Executive visits the applicant's business, delivers the mobile phones and collects outstanding payment.		
12	Billing of the applicant commences.	Ongoing	
13	Business Sales Executive follows up with the applicant by making calls to ensure that the service is satisfactory. Site visits are also required from time-to-time.		
13	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	10	21

	Cost		
	Cost varies depending on service and package selected.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Certificate of Registration <u>or</u> Incorporation		
	ITEMS TO BE RECEIVED FROM DIGICEL		
	Mobile connection/reconnection		

	GRENADA PORTS AUTHORITY (GPA)		
	25a	Working Days	
	DAY CHARTER LICENCE	Min.	Max.
1	Applicant submits a "written Application", along with relevant supporting documentation, to the Grenada Ports Authority (GPA).		
2	Marine Supervisor reviews the "written Application" and informs the Marine Surveyor of the application.	1	2
3	Marine Surveyor makes an inspection appointment with the applicant.		
4	Marine Surveyor inspects the craft(s) for safety and seaworthiness.		
5	If the craft(s) do not pass the inspection, the Marine Surveyor informs the applicant of the deficiencies.	2	5
6	If the craft(s) pass the inspection and all documents are in order, the applicant pays the relevant Charter Licence/Permit Fee to the GPA Cashier.		
7	Applicant presents the "payment receipt" for the Charter Licence/Permit Fee to the Marine Supervisor.	1	2
8	The Authority issues the Charter Licence/Permit to the applicant.		
8	TOTAL No. of Steps	4	9
	TOTAL Minimum & Maximum No. of Days		
	COST		

(1) Annual Licence Fee for harbour craft carrying passengers on hire, fare or on a charter basis:			
	<u>CARRYING CAPACITY</u>	<u>COST (EC\$)</u>	
	2 - 10 persons	EC\$400	
	11 - 15 persons	EC\$575	
	16 - 25 persons	EC\$750	
	26 - 50 persons	EC\$1,040	
	more than 50 persons	EC\$1,790	
(2) Annual Permit Fee other harbour craft, such as sun-fish etc. which are made available for hire or on a charter basis:			
	<u>NO. of CRAFT</u>	<u>COST (EC\$)</u>	
	1 - 5 crafts	EC\$250	
	6 - 10 crafts	EC\$400	
	more than 10 crafts	EC\$600	
(3) Yachts engaged in Day Charter:			
	<u>LENGTH OVERALL (LOA)</u>	<u>COST (EC\$)</u>	
	Under 40 ft.	EC\$500	
	40 ft. but under 80ft.	EC\$750	
	80 ft. and over	EC\$1,000	
(4) Activities not covered/listed will be covered by special arrangement.			
SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT			
	Police Record		
	Certificate of Registration or Incorporation		
	Work Permit(s); for non-national crew or operators		
	One (1) valid picture identification (ID)		
	3rd Party Insurance coverage (for guests & crew) minimum liability limit of EC\$50,000.		
	Grenada Authority for the Regulation of Financial Institutions (GARFIN) permission, if the Insurer is a company not registered to do insurance business in Grenada.		
ITEMS TO BE RECEIVED FROM GRENADA PORTS AUTHORITY			
	Day Charter Licence / Permit		

25b		Working Days	
PERMISSION FOR MARINA DEVELOPMENT		Min.	Max.
1	Applicant submits a "written Application", along with relevant supporting documentation, to the Grenada Ports Authority (GPA).	5	10
2	Port Manager & Marine Supervisor review the submitted documentation and		

	ensure that there are no pollution or maritime concerns.		
3	Port Manager & Marine Supervisor conduct a site visit to the proposed marina development site.		
4	Port Manager & Marine Supervisor write a "report" describing the water area and the general proposed project, make recommendations and submit the "written report" to the General Manager.		
5	General Manager reviews the "written report" and comments as is necessary.	10	20
6	If the General Manager is not in agreement with the recommendation, he/she seeks additional information &/or clarification from the Port Manager.		
7	If the General Manager agrees with the recommendation, he/she makes a "submission" to the GPA Board of Directors.		
8	Board of Directors reviews the "submission" and comments as is necessary.		
9	If the Board is not in agreement with the recommendation, it seeks additional information &/or clarification from the General Manager.		
10	If the Board agrees with the recommendation, it grants the applicant "permission to construct the Marina" conditional on the receipt of approval from other relevant agencies, such as the Physical Planning Unit. <i>(The process then moves on to Step 16)</i>		
11	National Port Facility Security Officer (NPFSSO) reviews & comments on the applicant's "International Ship & Port Security (ISPS) Plan" and "Risk Assessment".	5	10
12	National Port Facility Security Officer (NPFSSO) submits the "International Ship & Port Security (ISPS) Plan", along with his/her comments, to the Commissioner of Police.		
13	Commissioner of Police reviews the "International Ship & Port Security (ISPS) Plan" and the National Port Facility Security Officer's comments.		
14	If there are national security concerns, the Commissioner of Police discusses them with the National Port Facility Security Officer (NPFSSO).		
15	If there are no national security concerns, the Commissioner of Police signs an "International Ship & Port Security (ISPS) Certificate" and sends it along with all previously submitted documentation to the Grenada Ports Authority.		
16	General Manager writes and signs a "Permission Letter" granting the applicant permission to construct the Marina" conditional on the receipt of approval from other relevant agencies, such as the Physical Planning Unit.	1	2
17	Applicant pays an "Operator Licence Fee" to the Grenada Ports Authority and collects the "Permission Letter".		
17	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	21	42
	COST		
	Operator Licence Fee: - The amount of this fee is by special arrangement. - The fee is an annual fee.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Business Plan		
	Technical Drawings for the Marina		

	Environmental Impact Assessment (EIA)		
	International Ship & Port Security (ISPS) Plan		
	ITEMS TO BE RECEIVED FROM GRENADA PORTS AUTHORITY		
	International Ship & Port Security (ISPS) Certificate		
	Conditional Permission for Marina Development		

	25c	Working Days	
		Min.	Max.
	PERMISSION TO ESTABLISH A "PORT OF ENTRY" OR SET UP A "TEMPORARY PORT"		
1	Applicant submits a "written Application" to the Grenada Ports Authority (GPA).	5	10
2	Port Manager & Marine Supervisor review the submitted documentation and ensure that there are no port or maritime concerns.		
3	Port Manager & Marine Supervisor conduct a site visit to the proposed port of entry or temporary port.		
4	Port Manager makes recommendation in a "written report" and submits it to the General Manager.		
5	General Manager reviews the "written report" and comments as is necessary.	10	30
6	If the General Manager is not in agreement with the recommendation, he/she seeks additional information &/or clarification from the Port Manager.		
7	If the General Manager agrees with the recommendation, he/she makes a "submission" to the GPA Board of Directors.		
8	Board of Directors reviews the "submission" and comments as is necessary.		
9	If the Board is not in agreement with the recommendation, it seeks additional information &/or clarification from the General Manager.		
10	If the Board agrees with the recommendation, it confirms the recommendation to grant "permission to establish the port of entry or set up the temporary port" conditional on the receipt of approval from other relevant agencies, such as the Physical Planning Unit and Customs.	5	10
11	General Manager makes a submission to the Minister of Finance recommending that the Port be approved.		
12	If the Minister of Finance is not in agreement with the recommendation, he/she seeks additional information &/or clarification from the General Manager		
13	If the Minister of Finance agrees with the recommendation, he/she writes & signs an "Approval Letter" granting permission to establish the port of entry or set up the temporary port" and sends it to the Grenada Ports Authority.	1	2
14	Port Manager informs the applicant that permission has been granted to establish the port of entry or set up the temporary port.		
15	Applicant collects the "Approval Letter" from the Grenada Ports Authority.		

16	General Manager officially informs Customs & Immigration by letter of the approval.		
16	TOTAL No. of Steps		
	TOTAL Minimum & Maximum No. of Days	21	52
	COST		
	PERMISSION TO ESTABLISH A "PORT OF ENTRY" OR SET UP A "TEMPORARY PORT": - The cost depends on a number of varying factors. - The applicant assumes all costs associated with establishing the Port of Entry or setting up the Temporary Port.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Technical Drawings		
	Environmental Impact Assessment (EIA)		
	ITEMS TO BE RECEIVED FROM GRENADA PORTS AUTHORITY		
	Permission to establish a Port of Entry		
	Permission to set up a Temporary Port		

	25d	Working Days	
	PERMISSION TO CONSTRUCT A JETTY OR PLACE MOORING BUOYS AND MOORING & NAVIGATIONAL AIDS	Min.	Max.
1	Applicant submits a "written Application", along with supporting documentation, to the Grenada Ports Authority (GPA).	2	5
2	Port Manager & Marine Supervisor review the submitted documentation and ensure that there are no port or maritime concerns.		
3	Port Manager & Marine Supervisor conduct a site visit to the area where the jetty will be constructed or the mooring buoys and mooring & navigational aids will be placed.		
4	Port Manager makes recommendation in a "written report" and submits it to the General Manager.		
5	General Manager reviews the "written report" and comments as is necessary.	2	3
6	If the General Manager is not in agreement with the recommendation, he/she seeks additional information &/or clarification from the Port Manager.		
7	If the General Manager agrees with the recommendation, he/she grants "permission, conditional on the receipt of approval from other relevant agencies such as the Physical Planning Unit and customs, to construct the Jetty or place the Mooring Buoys and Mooring & Navigational aids.		
8	General Manager writes & signs an "Approval Letter" granting permission to construct the Jetty or place the Mooring Buoys and Mooring & Navigational aids.		
9	Port Manager informs the applicant that permission has been granted to construct the Jetty or place the Mooring Buoys and Mooring & Navigational aids.	1	2
10	Applicant collects the "Approval Letter/Contract" from the Grenada Ports Authority.		

10	TOTAL No. of Steps		
	TOTAL Minimum & Maximum No. of Days	5	10
	COST		
	PERMISSION TO CONSTRUCT A JETTY OR PLACE MOORING BUOYS AND MOORING & NAVIGATIONAL AIDS: - The fee depends on a number of varying factors. - The applicant assumes all associated costs.		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Statement of purpose for which the Jetty or Mooring Buoys or Mooring & Navigational Aids will be used		
	Technical Drawings for Jetty		
	Proof of ownership of the <u>or</u> Permission from the owner of the land where the jetty will be constructed		
	Information on the placement, location & size of the Mooring Buoys and Mooring & Navigational Aids		
	Technical specifications for the Mooring Buoys and Mooring & Navigational Aids		
	ITEMS TO BE RECEIVED FROM GRENADA PORTS AUTHORITY		
	Approval Letter to construct a Jetty		
	Approval Letter to place Mooring Buoys		
	Approval Letter to place Navigational Aids		

	NATIONAL TELECOMMUNICATIONS REGULATORY COMMISSION (NTRC)		
	26	Working Days	
	TELECOMMUNICATIONS LICENCES	Min.	Max.
1	Applicant obtains & completes the "Application Form" relevant to his/her business.	5	30
2	Applicant submits the "Application Form" along with supporting documentation and the relevant "Application Fee" to NTRC.		
3	NTRC reviews the Application to ensure that all requirements are met.		
4	If additional information is needed, the NTRC contacts the applicant and requests the additional information.		
5	If the Application is a "Class Licence" application, the NTRC does a criteria evaluation to ensure that all requirements are met and then prepares a "Recommendation Report" for the issuance of the Licence to the NTRC Board of Directors.		
6	If the application is for an "Individual Licence" or "Frequency Authorization", the NTRC submits the Application to the Eastern Caribbean Telecommunications Authority (ECTEL) for their recommendation.		

7	Eastern Caribbean Telecommunications Authority (ECTEL) reviews the Application and makes recommendation (approval/disapproval) to the NTRC.	20	30																								
8	NTRC prepares the relevant "Licence" and a "Cover Letter" along with the relevant supporting documentation and submits them to the Minister responsible for Telecommunications for approval.	5	10																								
9	Minister responsible for Telecommunications reviews the documentation and the "Licence", makes approval accordingly and returns the signed "Licence documents" to the NTRC.																										
10	NTRC informs the applicant that the "Licence" has been issued and the applicable fees.																										
11	Applicant visits NTRC, pays the relevant "Initial Fee" (& "Spectrum Fee" if applicable), signs and collects the original copy of the "Licence".																										
12	On the anniversary of the initial approval date of the "Licence" and every subsequent year in operation, the applicant pays an "Annual Licence Fee" to NTRC.																										
12	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	30	70																								
	COST																										
	<p>NTRC Fee(s):</p> <table> <tr> <th><u>CATEGORY</u></th><th><u>APPLICATION FEE</u></th><th><u>INITIAL FEE</u></th><th><u>ANNUAL LICENCE</u></th></tr> <tr> <td>Individual Licence</td><td>EC\$500 - \$1,000</td><td>EC\$500 - \$50,000</td><td>EC\$500, EC\$50,000 or 3% of Gross Revenue</td></tr> <tr> <td>Class Licence - Type A</td><td>EC\$100 - \$500</td><td>EC\$500 - \$5,000</td><td>EC\$500, EC\$2,000 or 3% of Gross Revenue</td></tr> <tr> <td>Class Licence - Type B</td><td>EC\$25 - \$200</td><td>EC\$50-\$500 per unit</td><td>EC\$50-\$500 per unit</td></tr> <tr> <td>Class Licence - Type C</td><td>EC\$25 - \$500</td><td>EC\$100 - \$250</td><td>EC\$100 - \$250</td></tr> <tr> <td>Special Licence</td><td>EC\$200</td><td>N/A</td><td>N/A</td></tr> </table> <p>Frequency Authorization:</p> <ul style="list-style-type: none"> • Application Fee - EC\$200 - EC\$1,000 • Annual Fee - EC\$200/frequency – EC\$300,000 per cellular operator for the 1st 15MHz <p>Miscellaneous</p> <ul style="list-style-type: none"> • Examination fee for radio operators- EC\$30.00 • Inspection fee EC\$5.00 	<u>CATEGORY</u>	<u>APPLICATION FEE</u>	<u>INITIAL FEE</u>	<u>ANNUAL LICENCE</u>	Individual Licence	EC\$500 - \$1,000	EC\$500 - \$50,000	EC\$500, EC\$50,000 or 3% of Gross Revenue	Class Licence - Type A	EC\$100 - \$500	EC\$500 - \$5,000	EC\$500, EC\$2,000 or 3% of Gross Revenue	Class Licence - Type B	EC\$25 - \$200	EC\$50-\$500 per unit	EC\$50-\$500 per unit	Class Licence - Type C	EC\$25 - \$500	EC\$100 - \$250	EC\$100 - \$250	Special Licence	EC\$200	N/A	N/A		
<u>CATEGORY</u>	<u>APPLICATION FEE</u>	<u>INITIAL FEE</u>	<u>ANNUAL LICENCE</u>																								
Individual Licence	EC\$500 - \$1,000	EC\$500 - \$50,000	EC\$500, EC\$50,000 or 3% of Gross Revenue																								
Class Licence - Type A	EC\$100 - \$500	EC\$500 - \$5,000	EC\$500, EC\$2,000 or 3% of Gross Revenue																								
Class Licence - Type B	EC\$25 - \$200	EC\$50-\$500 per unit	EC\$50-\$500 per unit																								
Class Licence - Type C	EC\$25 - \$500	EC\$100 - \$250	EC\$100 - \$250																								
Special Licence	EC\$200	N/A	N/A																								
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT																										
	Certificate of Registration <u>or</u> Incorporation																										
	Business Plan																										
	Financial Statements																										
	Market Forecasts																										

	Source of funds & Availability of Funds		
	Technical details of the equipment or project; A systematic design/strategy		
	Availability & Qualifications of Technical staff and their experience		
	ITEMS TO BE RECEIVED FROM NATIONAL TELECOMMUNICATIONS REGULATORY COMMISSION		
	Individual Licence		
	Class Licence - Type A		
	Class Licence - Type B		
	Class Licence - Type C		
	Frequency Authorization		
	Special Licence		

	GRENADA INDUSTRIAL DEVELOPMENT CORPORATION (GIDC)		
No. of Steps	27a	Working Days	
	FISCAL INCENTIVES	Min.	Max.
1	Applicant completes an "Application form for Incentives".	1	1
2	Applicant submits the completed "Application for Fiscal Incentives" along with supporting documentation to the GIDC.		
3	Technical Assistant (T/A) checks the documentation submitted by the applicant against the "Application Check List", confirms that all relevant information is included.	7	10
4	If there is missing or unclear information or documents, the Technical Assistant contacts the applicant to supply it.		
5	If all information & documents are attached and clear, the Investment Facilitation Specialist (IFS) prepares a "Project Submission" and submits it to the VP. Investment Promotion Agency.		
6	VP Investment Promotion Agency (VP) and Senior Specialist Investment Promotion reviews the "Project Submission".		
7	If there are queries with the "Project Submission", the VP Investment Promotion Agency (VP) and/or Senior Specialist Investment Promotion discusses them with the Investment Facilitation Specialist		
8	If there are no queries with the "Project Submission", the VP Investment Promotion Agency passes the "Project Submission" to the Chief Executive Officer (CEO).		
9	Chief Executive Officer reviews of the "Project Submission".		
10	If there are identified problems or unclear information the Chief Executive		

	Officer discusses them with the VP Investment Promotion Agency.		
11	If the "Project Submission" is alright, and is less than EC\$30 million, the Chief Executive Officer signs off by approving or rejecting the project request.		
12	If Project if less than EC\$30 million and has been granted the concessions (fiscal incentives), Technical Assistant prepares a "Notification letter" to the applicant, informing that the Project has been approved for concessions and the conditions for the grant of concessions.		
13	If Project if less than EC\$30 million and has not been granted the concessions (fiscal incentives), Technical Assistant prepares a "Notification letter" to the applicant, informing that the Project has not been approved for concessions, and the reason for the denial of concessions if provided.		
14	If the project is over EC\$30 million or is a CBI related project, the Chief Executive Officer signs off and approves it for submission at the GIDC Board Meeting.		
15	Corporate Secretary prepares & sends "Project Submission" to the GIDC Board Members.		
16	GIDC Board meets, reviews and approves or rejects the "Project Submission" If approved, the GIDC Board then makes recommendation & sends it on for approval to Cabinet.	1	1
17	The GIDC's Corporate Secretary prepares a "Cabinet Submission" for review by the Chief Executive Officer. <i>(The process then moves on to Step 22)</i>		
18	If the "Project Submission" is rejected at the GIDC Board level, the Corporate Secretary prepares a "Notification letter", informing that the Project has been approved or rejected for concessions.		
19	Corporate Secretary submits the "Notification letter" to the Chief Executive Officer	2	3
20	Chief Executive Officer signs the "Notification letter" and returns it to Corporate Secretary for mailing.		
21	Corporate Secretary mails the "Notification letter" to the applicant.		
22	If Cabinet Approval is needed, the GIDC's Corporate Secretary prepares a "Cabinet Submission" for review by the Chief Executive Officer.		
23	Chief Executive Officer reviews and passes the "Cabinet Submission" to the Permanent Secretary (PS) in the Ministry of Finance.		
24	Permanent Secretary reviews and signs the "Cabinet Submission" and passes it to the Minister of Finance.		
25	Minister of Finance reviews and signs the "Cabinet Submission" and submits it to the Cabinet Secretariat.		
26	Cabinet Secretariat reviews and prepares the "Cabinet Submission" for the weekly Cabinet Meeting.		
27	Minister of Finance presents the "Cabinet Submission" to Cabinet for review and decision.		
28	Cabinet reviews the "Cabinet Submission" and makes a preliminary decision, in the 1st week's Cabinet Sitting <i>(1st Monday)</i>	10	60
29	Cabinet reviews the "Cabinet Submission" again and confirms its decision, in the 2nd week's Cabinet Sitting <i>(2nd Monday)</i> .		
30	Cabinet Secretary prepares, signs and submits a "Cabinet Conclusion" to		

	the Minister of Finance.		
31	Ministry of Finance faxes a copy of the "Cabinet Conclusion" to GIDC <u>or</u> sends it with the driver.		
32	If Project has been granted the concessions (fiscal incentives) by Cabinet, Corporate Secretary prepares a "Notification letter" to the applicant, informing that the Project has been approved for concessions and the conditions for the grant of concessions.	2	3
33	If Project has not been granted the concessions (fiscal incentives) by Cabinet, Corporate Secretary prepares a "Notification letter" to the applicant, informing that the Project has not been approved for concessions, and the reason for the denial of concessions, if given by Cabinet.		
34	If the project is over EC\$30 million or is a CBI related project, and is approved by Cabinet, an investment agreement is then drafted by the Facilitation Specialist (IFS) and submits it to the Senior Specialist Investment Promotion, VP Investment Promotion Agency and finally to the CEO for review.	5	10
35	The completed Investment agreement is then forwarded to the Ministry of Finance and the Company for review prior to signing.	5	10
36	Once both parties are satisfied, arrangement is made for signing.	2	5
37	VP Investment Promotion Agency verifies that terms and conditions as per the "Notification letter"/"Investment Agreement have been fulfilled and the applicant's "Master List" of items to be granted concessions.	1	1
38	Applicant goes to the Concession Desk at the Customs & Excise Department with a copy of the "Notification Letter" and the approved "Master List" in order to clear the imported items that have been granted concession from the Port.	1	1
39	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days		
	COST		
	<p>GIDC Fees: Application Form - Free of charge</p> <p>Appraisal Fee: Investments up to EC\$250,000 - EC\$250 Investments above EC\$250,000 to EC\$500,000 - EC\$1,000 Investments of EC\$500,000 to - EC\$1,500,000 – EC\$1,500 Investments of EC\$1,500,000 to - EC\$3,000,000 – EC\$2,500 Investment EC\$3,000,000 and over - EC\$5,000</p> <p>NOTE: - All fees are subject to 15%VAT - Investment incentives are awarded to qualifying investments projects under the following legislations:</p>		

	<input type="checkbox"/> Income Tax Act <input type="checkbox"/> Property Transfer Tax Act <input type="checkbox"/> Customs Act <input type="checkbox"/> VAT Act <input type="checkbox"/> Excise Tax Act <input type="checkbox"/> Custom Service Charge Act		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT		
	Completed application form		
	Detailed Business Plan		
	Detailed information on the owner (s) (directors if a company) providing name, nationality, % of interest owned		
	Police Record from home country		
	Certificate of Registration <u>or</u> Certificate of Incorporation		
	Tax Identification Number (TIN)		
	National Insurance Scheme (NIS) Employer Registration Number		
	Tax & NIS compliance certificates; if business already in operation		
	Evidence of project funds (e.g. detailed letter from funding bank/institution)		
	Property Deed <u>or</u> Lease Agreement		
	Outline Approval from Physical Planning Unit; if developing land		
	Master List of import items on which concessions are being sought		
	Licenses, permits, preliminary/final drawing etc.		
	ITEMS TO BE RECEIVED FROM GRENADA INDUSTRIAL DEVELOPMENT CORPORATION		
	Concession Notification Letter		
	Fiscal Incentives/ Concessions		
	Investment Agreement		

	GRENADA INDUSTRIAL DEVELOPMENT CORPORATION (GIDC)		
No. of Steps	27b	Working Days	
	FACTORY SPACE LEASE	Min.	Max.
1	Applicant contacts GIDC and enquires about leasing factory space.	1	2
2	Facilities Specialist takes some preliminary details from the applicant; amount of space required, purpose for which the space will be used and contact information.		

	The Applicant is required to complete an application for factory shell		
3	Upon receipt of the application for factory shell the Facilities Specialist reviews the database to ascertain whether there is available space that conforms to the applicant's needs.		
4	If <i>no factory space is available or none which conforms to the applicant's needs</i> , the Facilities Specialist informs the applicant and makes note of the request on the database for subsequent review when factory space becomes available.		
5	If <i>suitable factory space is available</i> , the Facilities Specialist arranges to meet and interview the applicant.		
6	Applicant visits the GIDC and looks at the available factory space with the Facilities Specialist.	1	2
7	If the applicant is satisfied with and interested in the factory space, he/she informs GIDC of their satisfactory		
8	Facilities Specialist completes and processes "Application Form", signs it and passes it to the VP of Facilities.		
9	VP Facilities reviews the "Application Form".		
10	If there are queries, the VP of Facilities discusses them with the Facilities Specialist.		
11	If there are no queries, the VP of Facilities signs the "Application Form" and passes it to the Finance & Co-operatives Services.		
12	Finance & Cooperative Service checks the accuracy of the applied lease rates and the overall monthly lease amount stated on the "Application Form".	1	2
13	If there are queries, the Finance & Cooperative Service discusses them with the VP of Facilities.		
14	If there are no queries, the Finance & Cooperative Service signs the "Application Form" and passes it to the Chief Executive Officer		
15	Chief Executive Officer reviews the "Application Form".		
16	If there are queries, the Chief Executive Officer discusses them with the VP of Facilities.		
17	If there are no queries, the Chief Executive Officer signs the "Application Form" and passes it to the VP of Facilities.		
18	Facilities Department calls the applicant and informs him/her that his/her tenancy has been approved & makes an appointment to meet with the applicant.	1	2
19	The specialist prepares a "Pre-Lease Agreement", outlining the leasing details and the terms and conditions under which the factory space will be leased to the applicant.		
20	The Pre-Lease is then sent to the prospective tenant for review and to confirm their acquiescence by signing and returning both copies to GIDC	5	10
21	The VP signs both copies of the signed pre-lease		

22	The VP of Facilities gives the applicant a copy of the signed "Pre-Lease Agreement".		
23	Applicant presents the signed "Pre-Lease Agreement" to the GIDC Front Desk and pays the requisite "Deposit Amount" on the "Pre-Lease Agreement", including legal fees.		
24	VP of Facilities submits a copy of the signed "Pre-Lease Agreement" to the Finance & Cooperative Service Department.		
25	Facilities Specialist conducts a site inspection, with the applicant, of the proposed factory space to be leased.		
26	Facilities Specialist fills out the relevant details with respect to quantity and condition of each aspect of the factory space on a "Statement of Building Condition" form.		
27	If applicant is satisfied with the state & condition of the facility, he/she co-signs the "Statement of Building Condition" form with the Facilities Specialist.		
28	Applicant co-signs a "Tenancy Commencement Form", with the Facilities Specialist, which itemizes the name of the person receiving the keys to the facility and the number of keys.	2	5
29	Facilities Specialist hand delivers the keys to the factory space to the applicant.		
30	Technical Assistant prepares the official "Lease" and sends it to the applicant or holds it for the applicant to collect.	2	30
31	Applicant affixes the Company/Business seal/stamp to the "Lease", signs it and returns it to the GIDC.		
32	Administrative Assistant sends the "Lease" to the GIDC Chief Executive Officer		
37	GIDC Chief Executive Officer reviews and signs the "Lease" and sends it back to the Technical Assistant.	1	2
38	Technical Assistant sends the "Lease" to the Lawyer's Office.	1	1
39	Lawyer's Office prepares an "Affidavit", informs the GIDC that it is ready for signing by the witnesses and sends an "Invoice" itemizing the legal and Government fees associated with preparation of the Lease that need to be paid.		
40	After "Invoice" is paid, witnesses visit the Lawyer's Office, collect the "Affidavit" and bring it to the Registrar at the Corporate Affairs & Intellectual Property Office (CAIPO).		
41	Witnesses sign the "Affidavit" in front of the Registrar at the Corporate Affairs & Intellectual Property Office (CAIPO) and return the document to the Lawyer's Office.	20	40
42	Lawyer's Office writes "settled by" on the "Lease", signs it and submits it to the "Deeds & Land" Registry for recording/registration.		
43	Lawyer's Office collects the "Lease" from the "Deeds & Land" Registry after it has been recorded/registered.		
44	Lawyer's Office informs GIDC that the "Lease" is ready.		
45	GIDC collects two (2) original "Lease" from the Lawyer's Office.		
46	Applicant makes any outstanding payments for preparation of the "Lease" to GIDC and collects an original "Lease" from GIDC.	2	5
47	Technical Assistant files the copy of the original "Lease" in the Registry.		

50	TOTAL No. of Steps TOTAL Maximum & Minimum No. of Days	37	101																								
	COST																										
	<p><u>Deposit Amount:</u> Equivalent to the applicant's first month (plus 15% VAT) and last month's rent plus a security deposit equivalent to 1 month's rent.</p> <p><u>Legal Fees:</u> Lease Preparation: 3% plus VAT on annual rent under \$100,000.00/ EC\$3000.00 plus 1% of the excess over EC\$100,000.00</p> <p>Stamp Duties: Approximately 1.5% of the applicant's yearly rent after deducting the first EC\$1,000.</p> <p>Lease/rental rates: Monthly Rate per square foot</p> <table> <tr> <th><u>Activity/Park</u></th><th>Frequente</th><th>Seamoon Park</th><th>St. Patrick</th></tr> <tr> <td>Manufacturing</td><td>EC\$1.50</td><td>EC\$1.00</td><td></td></tr> <tr> <td>Services</td><td>EC\$1.70</td><td>EC\$1.20</td><td>EC\$1.50</td></tr> <tr> <td>Warehousing</td><td>EC\$1.80</td><td>EC\$1.40</td><td>-</td></tr> <tr> <td>ICT</td><td>EC\$2.50</td><td>EC\$1.80</td><td>-</td></tr> <tr> <td>Office Facilities</td><td>EC\$2.50</td><td>EC\$1.80</td><td>-</td></tr> </table> <p>NOTES</p> <ul style="list-style-type: none"> - The rental rate for the leased facilities are based on two (2) principal factors: (1) Location of the GIDC Industrial Estate (2) Type of activity that will be conducted by the applicant in the leased factory space. - The standard period of a GIDC lease for factory space is five (5) years - Upon expiration of a lease new rates will be negotiated. - All legal and government fees associated with preparation of the Lease are borne by the applicant. 	<u>Activity/Park</u>	Frequente	Seamoon Park	St. Patrick	Manufacturing	EC\$1.50	EC\$1.00		Services	EC\$1.70	EC\$1.20	EC\$1.50	Warehousing	EC\$1.80	EC\$1.40	-	ICT	EC\$2.50	EC\$1.80	-	Office Facilities	EC\$2.50	EC\$1.80	-		
<u>Activity/Park</u>	Frequente	Seamoon Park	St. Patrick																								
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ICT	EC\$2.50	EC\$1.80	-																								
Office Facilities	EC\$2.50	EC\$1.80	-																								
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY APPLICANT																										
	Police Record / Certificate of Good Character																										
	Certificate of Registration or Incorporation																										
	Tax Identification Number																										
	Tax Registration Certificate & Tax Compliance Certificate																										
	National Insurance Scheme (NIS) Employer Registration Number																										
	NIS Certificate of Registration & NIS Compliance Certificate																										
	Business Plan																										
	Business Licence, if required																										
	Estimate of capital cost to set up the business																										
	Source of financing e.g. Loan capital or Equity																										
	Names, nationalities and countries of resident of Chairman, Managing Director,																										

	other Directors and Company Secretary		
	If the company is a subsidiary or successor to another company, give name and country of registration of parent company of former company		
	Alien Land Holding License		
	For Loan Capital financing - provide a commitment letter from the funding bank stating the purpose of the loan, the amount of funds approved, the terms and drawdown schedule		
	For Equity financing - provide your Banker's verification of equity capital		
	ITEMS TO BE RECEIVED FROM GRENADA INDUSTRIAL DEVELOPMENT CORPORATION		
	Pre-Lease Agreement		
	Tenancy Commencement Form		
	Invoice for Legal Fees associated with preparation of the Lease; if applicable		
	Lease (Agreement)		

IMMIGRATION & CSME DESK			
28		Working Days	
RIGHT OF ESTABLISHMENT (<i>Immigration</i>) AND CERTIFICATE OF RECOGNITION OF CARIBBEAN COMMUNITY SKILLS QUALIFICATION (<i>CSME Desk, Ministry of Foreign Affairs</i>)		Min.	Max.
1	Caricom national arrives in Grenada and checks in with the Immigration officer at the airport, presents a valid passport and supporting documentation.	3	5
2	The Immigration Officer conducts a short interview and stamps the passport for six (6) months once they are satisfied with the outcome of the interview.		
3	If the Immigration Officer is not satisfied with the documentation presented and/or the outcome of the interview, the Caricom national is detained for further questioning.		
4	Caricom National applies to the Ministry of Foreign affairs in writing seeking the "the Rights of Establishment" to operate business in Grenada.		
5	The Foreign Affairs focal point would examine the documents and provide you with a maximum of 6 months to establish the business. Provided that the business is not established within the six 6 months period, the Caricom National contacts the Ministry of Foreign Affairs and reapply to Immigration for an extension of stay for another six (6) months.		
6	Once all documents are submitted, the Foreign Affairs focal point sends the documents including business plan to Grenada Investment Development Corporation (GIDC) for approval.	1	5
7	GIDC reviews documents and sends back documents with attached cover letter indicating their approval of the business plan to the Foreign Affairs focal point.		
8	If the business plan is not approved, the applicant is called and provided with the recommendations for resubmission.	1	3
9	The Foreign Affairs focal point sends a letter of approval down to the Immigration indicating approval of the request for "Rights of Establishment".		

10	The Caricom National is called informing them of the approval of the request for "Rights of Establishment". The Caricom National collects copy of letter from the Foreign Affairs Office and brings to Immigration Department along with their passport.		
11	The immigration department stamps the National Caricom passport with the indefinite stamp.		
12	CARICOM national seeking to do business in Grenada obtains an "Application for Certificate of Recognition of Caribbean Community Skills Qualification" from the CSME Desk at the Ministry of Foreign Affairs.	1	2
13	CARICOM national visits the Treasury and pays the "Application Fee".		
14	CARICOM national completes the "Application for Certificate of Recognition of Caribbean Community Skills Qualification" and submits it along with the 'Treasury Payment receipt' to the CSME Desk at the Ministry of Foreign Affairs.		
15	CSME Focal Point submits the "Application for Certificate of Recognition of Caribbean Community Skills Qualification" to the Verification Committee.	1	1
16	Verification Committee reviews the "Applications", deliberates and approves or denies "Certificates of Recognition of Caribbean Community Skills Qualification" to applicants.		
17	If additional details &/or clarification are required, the CSME Focal Point contacts the applicant and obtains them.	7	14
18	The CSME FOCAL Point then re-submits the "Application" at the next monthly Verification Committee meeting.		
19	If the Application is approved by the Verification Committee, the CSME Focal Point prepares the "Certificate", issues a Certificate number and submits it to the Minister of Foreign Affairs along with an "Approval Letter.		
20	Minister of Foreign Affairs reviews and signs all the submitted documentation and returns them to the CSME Focal Point.		
21	CSME Focal Point calls the CARICOM national and informs that the "Certificate" is ready for collection.	1	2
22	CARICOM national visits the CARICOM Desk, collects the original "Certificate", signs a copy of the "Certificate" and returns the copy to the CSME desk for filing.	1	1
23	CARICOM national visits the Immigration & Passport Office and submits the "Certificate of Recognition of Caribbean Community Skills Qualification" for endorsement.		
24	Immigration Officer places an endorsement stamp on the "Certificate of Recognition of Caribbean Community Skills Qualification" and returns it to the CARICOM national.		
24	TOTAL No. of Steps TOTAL Minimum & Maximum No. of Days	16	33
	COST		

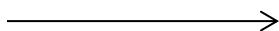
IMMIGRATION Fees:	Extension of Stay - EC\$25 per month Single-entry Visa - EC\$100 Multiple-entry Visa - EC\$250		
CSME Desk Fees:	Application Fee - EC\$250		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED FOR SKILLS CERTIFICATE BY CARICOM & NON-CARICOM NATIONALS TO IMMIGRATION		
	Valid Passport with not less than six (6) months to the expiry date on the passport on the date of entry		
	Visa (<i>Non-Commonwealth nationals</i>)		
	Return Ticket		
	Proof of financial resources for personal maintenance (e.g. credit cards, travellers cheques, cash etc.)		
	Supporting correspondence from business associate(s), the GIDC or other organization in Grenada		
	Business Registration/Incorporation Certificate (for business already established in another country)		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED FOR RIGHTS OF ESTABLISHMENT		
	VAT registration		
	National Insurance registration number		
	Passport		
	Tax Identification Number (TIN)		
	Proof of Business Location		
	Business Registration/ Incorporation Certificate		
	Business Plan		
	Proof of Financial Viability / Bank statement		
	2 passport size photos		
	<p>Note: There is no certificate issued for Right of Establishment. Correspondence is sent to immigration and copied to the applicant or vice versa. Applicant must then proceed to immigration to receive amendment in their passport. 1 year - 3 years – indefinite. If the successful applicant is interested in moving their technical and managerial staff an application must be made in writing to Free Movement Desk via MOFA. The names, passport bio data page, police record and copy of employment contract must be included.</p> <p>Once approved a letter will be issued advising the applicant of the outcome. They must be present with their passport at immigration to receive stamps.</p>		
	SUPPORTING DOCUMENTATION TO BE SUBMITTED BY CARICOM NATIONALS TO CSME DESK, Ministry of Foreign Affairs		
	Relevant university degree(s) or other degrees or training certificate(s)		

	Birth Certificate		
	Passport		
	Marriage Certificate		
	Police Certificate of Character from country of origin		
	Two (2) passport size photographs		
	ITEMS TO BE RECEIVED FROM IMMIGRATION		
	Endorsement stamp on passport authorizing stay in the country		
	Endorsement stamp on passport authorizing an extension of stay in the country		
	"Certificate of Recognition of Caribbean Community Skills Qualification"		
	Endorsement stamp on passport " Rights of Establishment"		
	ITEMS TO BE RECEIVED FROM CSME DESK		
	Approval Letter signed by Minister of Foreign Affairs for "Rights of Establishment"		
	Certificate of Recognition of Caribbean Community Skills Qualification		

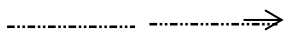
5a Business Process Map Shape Legend

This Shape Legend serves the two-fold purpose of:

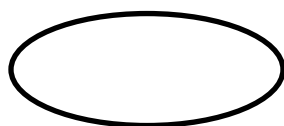
- (1) Recording all the business process flow symbols used in the Business Process Maps throughout this Investment Facilitation Manual.
- (2) Explaining the meaning of each business process flow symbol.



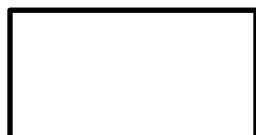
Arrow: shows the direction in which each business process step or decision flows.



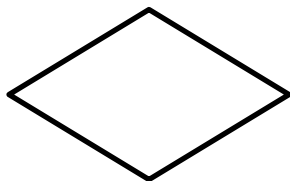
Broken Arrow: shows the direction of a business step that is not always undertaken. Certain circumstances or conditions determine whether or not the step is undertaken.



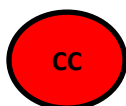
Oval: indicates the beginning of the business process map and states the situation that triggers the start of the business process map.



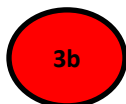
Rectangle: shows one step in the business process. A step may comprise several simultaneous tasks, if individually they are too simple. The size of the rectangles varies but the size of the rectangles holds no significance as to complexity or enormity of the task undertaken in the step.



Diamond: signals that a decision is to be made at this stage of the business process.



Small filled circle (with capital letters): indicates that the business process map is continued on the following page. The symbol appears at the end of the page for a process to be continued and also at the beginning of the page for a process that is being continued.



Small filled circle (with number & letter): indicates that a full business process map has been prepared for this part of the business process and states the Business Process Map number.



Miniature oval: marks the end of the business process map or the end of a process following a decision point.

NIS Registration Clerk

Register client details...

All steps conducted by officials from within the principal agency issuing the approval/permit/licence/certificate are enclosed in a **BLACK** rectangle with the title of the official undertaking the step highlighted in bold and underlined, to the top of the rectangle.

Collect & Complete
'Visa Application' from
Embassy

All steps which the applicant/investor must undertake are also enclosed in a **BLACK** rectangle but there is no heading and the step begins with an action verb.

Pay Liquor Licence Fee
at the Treasury

Steps enclosed in a **COLOURED** rectangle alert the reader to the introduction of a different agency - from the principal agency issuing the approval/permit/licence/permission - to which a document must be submitted **or** payment made **or** a step completed.

5b Listing of Business Process Maps

Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
1a	Business Registration	4	6	\$27
1b	Company Incorporation	7	9	\$1,210
2a	Income Tax Registration	1	2	\$0
2b	Value Added Tax (VAT) Registration	12	13	\$0
3a	Registration of United Kingdom Trademarks	7	11	\$250
3b	Re-registration of United Kingdom Patents	3	5	\$75
4a	Refreshment House Licence	9	19	\$500
4b	Food Handler's Record	5	10	\$0
5a	Permanent Liquor Licence	15	23	\$250
5b	Renewal of Permanent Liquor Licence	7	7	\$150-\$250
5c	Temporary Liquor Licence	1	2	\$3-\$5
6	Work Permit	8	13	\$0 - \$5,000
7a	National Insurance Scheme (NIS) Employer Registration	2	5	\$0
7b	National Insurance Scheme (NIS) Employee Registration	1	1	\$0
8a	Cabinet Approval	10	15	\$0
8b	Aliens Land Holding Licence	28	55	Varies*
9a	Document Search & Certification	1	2	Search Fee: \$0.50 per hr. Certification: \$1 per page
9b	Registration of Deeds	8	22	Stamp Duty: 0.15% of value of deed Recording Fee: \$5
10a	Property Transfer Tax	2	6	5%-15% of property value
10b	Property Tax	1	2	0.0%- 0.5% on the value of land 0.0%- 0.3% on the value of buildings b

Business Process Map No.	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost
		Min.	Max	EC\$
11a	Land Development - Approval in Principle (Outline Approval)	31	96	\$100
11b	Land Development Permit	30	95	\$50 - \$10,000
11c	Renewal of Expired Land Development Permission	6	12	<i>see Section 4</i>
12	Water & Sewerage Connection	9	27	\$80-\$1,500
13	Electrical Certificate of Approval	6	16	\$155 - \$1,000
14	Electricity Connection	24	37	\$100 -\$350
15	Batch & Product Compliance Certificates	5	17	\$100 - \$1,000
16	Operator Licences	2	4	\$12 - \$2,500
17a	Trade Import Licence	1	2	\$5
17b	Trade Export Licences	1	2	\$5
18	Minor Spices Export Permit	1	1	\$25
19a	Agricultural Concessions	5	8	\$0
19b	Plant & Plant Product Import Licence	9	15	\$5 - \$100
19c	Phyto Sanitary Certificate	1	2	\$20 - \$50
20a	Certification of Establishment for Processing of Fish	10	25	\$500
20b	Licence to Export Fish & Fishery Products	5	8	\$0
20c	Licence to Import Fish & Fishery Products	5	10	\$0
20d	Local Fishing Vessel Licence	25	27	\$5 - \$50
20e	Foreign Fishing Vessel Licence	28	48	\$1,000 - \$4,000
20f	Fish Transhipment Licence	6	10	\$0
21a	Importation of goods/items	1	1	<i>Variable (see Section 4)</i>
21b	Exportation of goods/items	3	4	<i>Variable (see Section 4)</i>
22a	Temporary Bond	3	6	<i>Variable (see Section 4)</i>
22b	Bonded Warehouse Licence (<i>Permanent Bond</i>)	6	13	\$6,000 - \$10,000
23a	FLOW Telephone (Land Line) Connection	10	10	\$264.50
Business Process	Approval/Licence/Permit /Certificate	Approval Time in Working Days		Approx. Cost

Map No.		Min.	Max	EC\$
23b	FLOW Cable/Mobile/Internet Connection	3	6	\$99-\$349 / Varies \$75- \$349.99
24	DIGICEL Post-paid Mobile Phone Connection	10	21	Varies
25a	Day Charter Licence	4	9	\$250 - \$1,790
25b	Permission for Marina Development	21	42	<i>Special Arrangement (see Section 4)</i>
25c	Permission to establish a Port of Entry <u>or</u> setup a Temporary Port	21	52	<i>Variable (see Section 4)</i>
25d	Permission to construct a Jetty or place Mooring and Mooring & Navigational Aides	5	10	<i>Variable (see Section 4)</i>
26	Telecommunications Licences	30	70	Application: \$25 - \$1,000 Initial Fee: \$100 - \$50,000
27a	Fiscal Incentives	34	116	\$250 - \$5,000
27b	Factory Space Lease	37	101	Legal & Deposit Fees: equivalent to first and last month rent plus security deposit of 1 month rent Mthly Rental: \$1 - \$2.5 per square foot
28	Right of Establishment	16	28	\$25 - \$250
28	Certificate of Recognition of Caribbean Community Skills Qualification	12	21	\$250

5c List of Business Process Maps with Connectors

Business Process Map No.	Approval/Licence/Permit /Certificate	CONNECTORS		
		1	2	3
4a	Refreshment House Licence	AA		
8a	Cabinet Approval	LL	MM	
8b	Aliens Land Holding Licence	NN		
11a	Land Development - Approval in Principle (Outline Approval)	BB	CC	DD
11b	Land Development Permission	EE	FF	GG
11c	Renewal of Expired Land Development Permission	HH	II	
13	Electrical Certificate of Approval	JJ		
15	Grenada Bureau of Standards (GDBS) Compliance Certificates	KK		
20a	Certification of Establishment for Processing of Fish	OO		
20e	Foreign Fishing Vessel Licence	PP		
21a	Importation of goods/items	QQ		
21b	Exportation of goods/items	RR		
22a	Temporary Bond	SS		
22b	Bonded Warehouse Licence (<i>Permanent Bond</i>)	TT		
26	NTRC Telecommunications Licences	AZA	BZB	
27a	Grenada Industrial Development Corporation (GIDC) Fiscal Incentives	UU	VV	
27b	Grenada Industrial Development Corporation (GIDC) Factory Space Lease	WW	XX	YY & ZZ
28	Right of Establishment	CZC	DZD	
28	Certificate of Recognition of Caribbean Community Skills Qualification	CZC	DZD	