



Trinidad and Tobago  
**Tourism Business  
 Development Limited**

# Government Loan Guarantee Programme

Application to be completed by  
 Tourism and Tourism-related businesses

## APPLICATION INFORMATION

DATE OF APPLICATION:     
dd mm yyyy

This application helps **TTBDL** to assess Tourism and Tourism-related businesses eligibility for a Government Loan Guarantee. We rely on the information provided to make our assessment and all information provided must be accurate and complete. We may require further information in addition to the information requested in this application form.

*Please ensure all sections of the application are completed and additional information provided.*  
 Sections A, B, C and D must be completed by the Business owner / operator. Sections E must be completed by the Financier.

## CRITERIA

- Operating a business in the tourism sector in Trinidad and in Tobago.
- A Tourism-related business having achieved a sixty (60%) percent benchmark determined by the relevant financial institution.
- Servicing existing debt for at least twelve (12) months over the past three (3) years.
- Required annual payments of Guarantee fees of 1.0% on the existing loans and on the declining balances.

## SECTION A: Business Information – To be completed by Tourism and Tourism-related businesses.

REGISTERED BUSINESS / BORROWER:

NAME:

BUSINESS ADDRESS:

AUTHORISED CONTACT PERSON AND POSITION:

CONTACT PHONE NUMBER:

EMAIL:

WEBSITE:

COMPANY REGISTRATION NUMBER:  COMPANY ESTABLISHMENT DATE:

NUMBER OF EMPLOYEES:

**2. PLEASE DESCRIBE THE NATURE AND HISTORY OF YOUR COMPANY**

[Redacted area for company description]

**3. DOES THE COMPANY HAVE OPERATIONS, RELATED COMPANIES, PARENT COMPANY IN OTHER COUNTRIES?**

Yes

No

Specify if Yes:

Name:

[Redacted area for company name]

Location:

[Redacted area for location]

**4. PLEASE PROVIDE AN ESTIMATE OF YOUR CAPITAL REQUIREMENTS.**

[Redacted area for capital requirements estimate]

**5. WHAT IS THE REASON FOR THE CAPITAL REQUIREMENTS OR LOAN RESTRUCTURING?**

[Redacted area for reason for capital requirements or loan restructuring]

**6. ARE YOU THE RECIPIENT OF ANY TOURISM INVESTMENT INCENTIVES?**

Yes

No

Specify if Yes (source, amount and date):

[Redacted area for specifying incentives]

## SECTION B – Details on Owners, Directors, Officers and Signing Authority

Specify the names and titles of the directors/management team of the company.

NAME	TITLE

Specify the names and titles and provide a specimen signature of the persons.

1. Acting on behalf of the company in agreeing the terms of any loan facilities and collateral with the bank
2. Required to sign this and other future documents with the bank.

NAME	TITLE	AUTHORIZED LIMIT	PEP (Y/N)
SPECIMEN SIGNATURE			
NAME	TITLE	AUTHORIZED LIMIT	PEP (Y/N)
SPECIMEN SIGNATURE			
NAME	TITLE	AUTHORIZED LIMIT	PEP (Y/N)
SPECIMEN SIGNATURE			
NAME	TITLE	AUTHORIZED LIMIT	PEP (Y/N)
SPECIMEN SIGNATURE			

## SECTION C – Banking Information and Details on Outstanding Debt

Provide details on the relationship with other financial institutions in the tables below other than the one this guarantee is being applied under **(Provide documentary proof where applicable)**

Bank Name	
Address	
FACILITIES HELD WITH BANK	
Facility #1	Detail: Interest Rate /Original Amount / Balance/Purpose/ Security/ Maturity Date
Facility #2	Detail: Interest Rate /Original Amount / Balance/Purpose/ Security/ Maturity Date
Facility #3	Detail: Interest Rate /Original Amount / Balance/Purpose/ Security/ Maturity Date
Contact Name	Fax Number
Phone Number	Email Address
Source of Funding	

**In addition to the requests above, TTTBDL requires a hardcopy of the following documents.**

- Business Registration Certificate (Sole Trader or Partnership) **OR**
- Company Registration Documents
  - Certificate of Incorporation/Continuance
  - Articles of Incorporation/Continuance
  - Notice of Directors & Secretary/Change of Directors
  - Notice of Address
  - Company's most recent Annual Return
  - Beneficial Interest Form
  - Company By-Laws
- Organizational Chart (if applicable)
- V.A.T Registration (if applicable)
- Company Profile
- Business Plan
- Bank Reference Letter
- Audited Financial Statements/ Accountant's Report/ Management Account for the last three (3) years.
- Interim Financial Reports (Required if the Credit Application is being done more than 3 months after the company financial year end)
- Cash Flow Projections for the next twelve (12) months with footnotes/explanations to substantiate the estimates.
- Aged Accounts Receivable Listings for the last financial year-end and the month prior to the Credit Application review (if applicable)
- Provide copies of two (2) forms of valid photo identification for each majority owner/shareholder of the company and all signing officers and directors.

## SECTION D: Applicant's declaration

I authorise and consent to the Financier disclosing personal information, credit information and any additional relevant information reasonably requested by **TTTBDL** in connection with this application, or during the life of the guarantee.

I understand **TTTBDL** will rely upon the information provided in this application to determine the appropriateness of providing a guarantee to a Financier.

I undertake to inform **TTTBDL** immediately of any changes to the details provided as soon as these become known to me.

I will promptly provide to the **TTTBDL** such information as they may reasonably require in respect of the Loan Guarantee.

I acknowledge and agree that any personal information provided to **TTTBDL** in, or in relation to, this application will be used in accordance with **TTTBDL's** privacy policy by its duly authorised signatory(s).

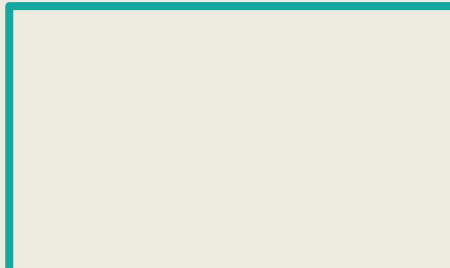
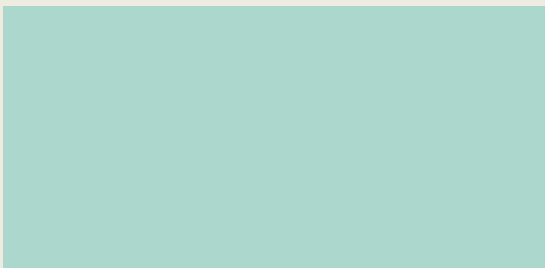
Registered Business: \_\_\_\_\_

Name of Director/Authorized Signatory(s): \_\_\_\_\_

**SIGNATURE**

**COMPANY STAMP**

**DATE**



dd

mm

yyyy

## SECTION E: To be completed by the Financier

What is the total amount of the Facility committed to the Borrower?

What is the total amount of any proposed increase in the Facilities for the Borrower?

What is the total amount of the proposed financing for which you are seeking a Government Loan Guarantee? (\$ amount of cover and % of risk to be covered)

How are you planning to structure the facility that is proposed to be guaranteed by **TTTBDL**? (e.g., Long / short term loan, etc)

What is the term you are seeking for the Government Loan Guarantee?

What is the base interest rate + margin + fees (if any) that will be charged for the issue of the loan?

Would the interest rate subsidy be applied for this facility?

If yes to the question above, what is your proposed payment schedule for this interest rate subsidy payment?

Will this lending result in any increase of existing security?

Yes

No

Have you waived a breach or reset a financial covenant for this borrower in the past 12 months?

Yes

No

BANK/FINANCIER NAME: \_\_\_\_\_

AUTHORISED OFFICER OF BANK/FINANCIER: \_\_\_\_\_

NAME IN BLOCK CAPITALS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ COMPANY STAMP

TEL NO: (INCLUDING AREA CODE) \_\_\_\_\_

I am authorised to complete this application on behalf of the Bank/Financier.

I confirm support of the Business Owner's application for the Government Loan Guarantee offered by the **TTTBDL**.

I confirm that, to the best of my knowledge, the information provided by the applicant in this application is consistent with our information of the business.

I understand the **TTTBDL** will rely upon the information provided in this application to determine the appropriateness of providing guarantee for lending.

I undertake to inform the **TTTBDL** immediately of any adverse changes reasonably considered being material to the Bank's/Financier's.

Please print and sign, then scan and email form to [info@tttbdl.org](mailto:info@tttbdl.org)