

CHECKLIST CONT'D

7. SOCIAL SECURITY CERTIFICATE

This certificate is issued by the Montserrat Social Security and serves as proof that payments relative to the business have been paid up to date or alternatively, satisfactory arrangements have been agreed.

DECISION MAKING PROCESS

1. Based on the information provided to the Ministry, the application form along with all supporting documents are submitted to the Micro and Small Business Committee for consideration.
2. The outcome is then presented to Cabinet for consideration. If approval is granted by Cabinet, a legal instrument referred to as Statutory Rules and Orders (SR&O) is created, which outlines the name of the applicant, the specific details of the concessions sought and the time-frame within which the applicant can claim the concession.
3. Following Cabinet's directive, the applicant is informed of the outcome by way of written correspondence.

The Ministry is encouraging all applicants to await the outcome of applications prior to finalizing the purchase of any item(s), as retroactive approval is NOT applicable.



Trade and Quality Infrastructure Division
2nd Floor, MATLHE Main Building
Brades
MONTserrat

t: 1 664 491 2075/2456
e: trade@gov.ms
fb: The Ministry of Agriculture, Trade, Lands,
Housing and the Environment

© The Ministry of Agriculture, Trade, Lands, Housing and the
Environment, 2019



APPLICATION GUIDELINE FOR

Accessing Concessions
for Micro and Small
Businesses on
Montserrat





ABOUT US

The Trade and Quality Infrastructure (TQI) Division is the arm of government responsible for enabling a competitive business environment through the generation of supportive and guiding policies and legislations. The TQI Division is an interface between government and the business community, mandated to develop programmes and initiatives, and provide services which are geared towards adding value to the local business sector.

The Division essentially operates as a business facilitation hub and one of its core functions is the processing of Concessions for Micro and Small Businesses, in accordance with the Micro and Small Business Act, 2013.

The Trade and Quality Infrastructure has developed this brochure as a step by step guide for micro and small businesses seeking to benefit from concessions.

CHECKLIST FOR APPLICANTS

1. APPLICATION LETTER

This letter is to be 1-page in length, addressed to the Permanent Secretary, MATLHE and contain:

- a) The business name and owner(s)
- b) The functions/services/products carried out or produced by the business
- c) A brief description of the product(s) which you are seeking exemption and the need for such, and;
- d) The contribution which your business adds to Montserrat's economic well-being

2. QUOTATION/ INVOICE

Such document(s) must contain the cost, insurance and freight (CIF) value of each item and the associated quantities.

3. COMPLETED FORM 6

The completion of Form 6 is a mandatory requirement of all applicants seeking customs duties and consumption tax exemptions. All sections of the form must be completed. For information regarding the value of exemptions being sort (*See Section D (2) of Form 6*), the staff within the Trade Division will assist with this computation.

CHECKLIST CONT'D

4. CERTIFICATE OF REGISTRATION OF THE BUSINESS

A Certificate of Registration is an official document that is issued to a Business or Company registered on Montserrat. This certificate is issued by the Financial Services Commission.

5. PROOF OF REGISTRATION UNDER THE MICRO AND SMALL BUSINESS ACT 2013

Registered businesses must then be able to demonstrate that the business is classified under the parameters of the Micro and Small Business Act upon application.

Registration under the Act is done through the Financial Services Commission.

6. TAX COMPLIANCE CERTIFICATE

A tax compliance certificate is a certificate issued by the Montserrat Customs and Revenue Services (MCRS) that confirms that all statutory taxes relevant to the business or company taxes have been paid up to date or alternatively, satisfactory arrangements have been agreed upon.