



**TRINIDAD & TOBAGO  
TOURISM ACCOMMODATION UPGRADE PROJECT**



**APPLICATION FORM**

**Category: Trinidad and Tobago Hotel and Guesthouse Room Stock Upgrade Project**  
(Properties with 6-150 guestrooms)

Please complete this form and submit with all supporting documentation to the  
**Tobago Tourism Agency Limited**  
**Pleasant House, Corner Bacolet Ext. Road and Hamilton Street,**  
**Scarborough, Tobago.**  
**Tel No. (868) 612-8825 ext. 2005**

**APPLICANT INFORMATION**

Operator                       Owner

Name of Owner/Operator: \_\_\_\_\_

Name of Property: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Date of Commencement of Operations: \_\_\_\_\_

**PROPERTY INFORMATION**

*Please check the category to which you belong:*

Hotel     Guesthouse

Number of Guest Bedrooms: \_\_\_\_\_

*Please indicate the number of rooms in each room type below:*

Single:                      Double:                      Triple:                      Suites:                      Other:

*Please indicate the facilities offered to guests:*

Exterior: Parking     Swimming Pool     Garden

Front of the House: Lobby     Reception/Front Desk     Concierge

Conference & Banqueting: Meeting Rooms     Dining Rooms     Bar

Food & Beverage: Kitchen     Cold Storage     Pantry/Storage

Ancillary: Sauna/Spa     Gym     Laundry     Public Restrooms

Other: \_\_\_\_\_

<b>ELIGIBILITY/SUPPORTING DOCUMENTS</b>		
<b>Eligibility Requirements</b>	<b>Documents</b>	<b>Submitted</b> (Check all that apply)
National Identification	Valid Photo ID Card/Drivers Permit/Passport	
Operating as a Tourism Accommodation for more than 4 years	Certificate of Business Registration/Incorporation	
Proof of Ownership of Property	Deed	
Town and Country Planning Approval	Approval Documents	
Board of Inland Revenue Clearance	Clearance Certificate	
Value Added Tax Clearance	Clearance Certificate	
Current in payment of Hotel Tax	Hotel Tax Receipts for the past three months	
Certified/Registered under the Trinidad & Tobago Tourism Industry Certification (TTTIC) Programme or TTAL or if not, willing to sign a formal commitment to apply for certification/registration	TTTIC Certificate (most recent) or proof of application/copy of receipt	
Public Liability Insurance	Certificate of Insurance Policy	
Scope of Proposed Upgrade Works and Quotations	Scope of Proposed Upgrade Works and Quotations	
Are you in receipt of grant funds for upgrades from any other arm or agency of the Government of the Republic of Trinidad and Tobago (GORTT)?    Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details _____ _____ _____		
<i>Please note that you may be ineligible for this project if you are currently in receipt of grant funds for upgrades from any other arm or agency of the GORTT.</i>		
<b>DECLARATION</b>		
1. I declare that all the information provided in this application is true, accurate and complete and that I have not withheld any information. 2. I understand that to falsify information is to disqualify me from being eligible for this project. 3. I agree to allow the Tobago Tourism Agency Limited to conduct inspections of the property. 4. I understand that the Tobago Tourism Agency Limited reserves the right to refuse any application. 5. I agree to apply for certification under the Trinidad and Tobago Tourism Industry Certification (TTTIC) Programme if I have not already done so.		
<b>Name of Applicant/ Property Representative:</b> (Block Letters)		
<b>Position:</b>		
<b>Signature:</b>	<b>Date:</b>	
<b>Company Stamp:</b>		
<b>TOBAGO TOURISM AGENCY LIMITED OFFICIAL USE ONLY</b>		
Received by:	Date:	
Notes:		