



PREMIER'S OFFICE

GOVERNMENT OF THE VIRGIN ISLANDS

CHECKLIST FOR APPLICATIONS FOR HOTEL AID

Name of Applicant: _____

The following documents are required for processing

- Completed Hotel Aid Application Form – Hotels Aid Ordinance CAP 290
- Copy of valid Trade Licence
- Copy of the Company's Certificate of Good Standing from Inland Revenue Department
- Copy of the company's Certificate of Good Standing from Registry of Corporate Affairs ***(where applicable)***
- Copy of a the company's Certificate of Good Standing from Social Security Board
- Copy of list of items to be imported under Hotels Aid Licence
- Approved Development Plan for Hotel
- Business Plan for Hotel Development

In order to expedite the processing of the application we recommend that applicants acquire a copy of the Hotels Aid Ordinance (Cap. 290) from Passport Office (a copy can also be emailed to applicant) and thoroughly review its contents. An early meeting with Customs Department to review the list of items to be imported is also recommended.

For Ministry Use Only

- Comments from Attorney General
- Comments from Financial Secretary
- Comments/Copy of Validated List from Customs
- Comments from other Government Agencies ***(where applicable)***

Additional Information:

Checked by: _____ Date: _____