

REQUIREMENTS & PROCEDURES FOR THE TISEZA CERTIFICATE OF INCENTIVES AND DECLARATION OF LAND UNDER SPECIAL ECONOMIC ZONE AND LICENSING

A. Application Procedures for the TISEZA Certificate of Incentives

1. Project's Business Plan
2. A duly filled TISEZA application forms
3. Company's Memorandum and Articles of Association
4. A Certified Certificate of company Incorporation
5. Evidence of land ownership for the location of the project (depending on the project, certified lease agreement of minimum of 3 years or certified copy of title deed)
6. Evidence of sufficient finance capital available to implement the project
7. Company Board Resolution to register the project with TISEZA
8. TISEZA Receipts as evidence of payments of \$1,200 cost of the application form and Certificate of Incentives
9. An overall covering letter to which all the above are attached

B. Documentation Requirements for declaration of particular Special Economic Zone (SEZ);

1. Evidence of non-refundable application fee payment;
2. Evidence of business registration;
3. Certified copy of the applicant's tax identification number;
4. Affidavit detailing important business information of the applicant;
5. Feasibility study and business and financial plan;
6. Certified land title documents including –
 - (a) certified copy of the land title deed;
 - (b) certified copy of a long-term lease agreement of at least twenty years;
 - (c) other documents confirming that the applicant is in the process of obtaining ownership of the land title
7. Affidavit stating that the area is free from any restrictions or disputes;
8. Details of the size of the area proposed to be a special economic zone.

C. General Procedures for declaration of an Area as special economic zone

1. Filling and Submission of required documents
2. Review of submitted documents
3. Land or Lease registration
4. TISEZA Board Approval
5. Ministerial declaration
6. Customs Notification
7. Licensing

D. Documentation Requirements for Special Economic Zone Developer, Operator and Enterprise License

1. Evidence of non-refundable application fee payment;
2. Evidence of business registration;
3. Detailed Project Business Plan (BP), with information on the amount and source of capital for investment, expected annual turnover, land use plan, development timeline, and key milestones for implementation under EPZ & SEZ regime;
4. Certified copy of the applicant's tax identification number;
5. Evidence of registration of the project with National Environment Management Council (NEMC) for obtaining EIA certification;
6. Bank reference letter, vouching for the financial capability of the investor
7. Certified land title documents including –
 - (a) certified copy of the land title deed;
 - (b) certified copy of a long-term lease agreement of at least twenty years;
 - (c) other documents confirming that the applicant is in the process of obtaining ownership of the land title
8. An architectural drawing or sketch plan of the proposed development, including proposed work plan in the case of development;

E. Documentation Requirements for issuance of Permit Special Economic Zone Developer, Operator and Enterprise License

1. Evidence of Payment required fees;
2. Certified Business registration certificate;
3. Certified tax identification number; and
4. Business plan.

F. General Procedures for Licensing and issuance of Service Provider Permits

1. Filling and Submission of required documents
2. Review of submitted documents
3. Approval
4. Issuance of License or Permit
5. Notification to investor

