



Stage 1 - Screening Process Administrative Eligibility Criteria

Applicants will need to upload the following documents into the Platform to prove compliance with tax and companies' regulations. The Management Firm checks eligibility before the file is passed on for evaluation. Files which are ineligible will not be evaluated. Please ensure these are available and in PDF and compliant with recommended sizes for uploads to the Platform (maximum 5 MB).

Criteria – Has the applicant provided required documents to demonstrate they meet the following:	Check √
1. Proof of Legal identity: <ul style="list-style-type: none"> • Companies: Certificate of Incorporation and/ or Certificate of Continuance Issued by Companies Registrar; • Sole traders: Business name registration issued by Companies Registrar • NGOs: Certificate of Incorporation as a non-profit company and /or Certificate of Registration as a Non-Profit Organisation under the FIU 	<input type="checkbox"/>
2. Location <ul style="list-style-type: none"> • Registered Notice of Address (Form 4) showing they operate in Trinidad and Tobago 	<input type="checkbox"/>
3. Compliance status – Tax authorities <ul style="list-style-type: none"> • Valid Tax Clearance up to the date of submission or tax receipt from the previous year of submission of the application to the innovation challenge facility 	<input type="checkbox"/>
4. Compliance status – Companies registry <ul style="list-style-type: none"> • Annual Return (Form 28 or Form 29) for year of submission of the innovation challenge facility application or proof that the process has been initiated 	<input type="checkbox"/>
5. Financial Identity <ul style="list-style-type: none"> • Recent bank statement header only showing business name and address registered with bank as well as bank account number. For Sole traders, header should show name of entrepreneur, "trading as business name" 	<input type="checkbox"/>
6. Financial status (stage 2) <ul style="list-style-type: none"> • Last three years annual accounts (required at Stage 2) showing the business is viable 	<input type="checkbox"/>
7. Size <ul style="list-style-type: none"> • Details of sales, assets and number of employees to be entered directly into the Platform. 	<input type="checkbox"/>
8. Type of project <ul style="list-style-type: none"> • The facility supports only business innovation and not innovation for social objectives. 	<input type="checkbox"/>
9. Sector <ul style="list-style-type: none"> • The facility supports all sectors except primary oil and gas extraction and production 	<input type="checkbox"/>

Published 28 .09.22