**REQUIREMENTS FOR AN APPLICATION FOR REBATE ON DUTY FOR CAPITAL EQUIPMENT**

**Application letter addressed to the Secretary for Industry and Commerce stating the following:**

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·         Brief company profile

·         Product description

·         Quantity

·         Country of origin

·         Purchase price

·         Total value of the consignment

**Attach copies of the following:**

·         CR14

·         Tax clearance

·         Certificate of incorporation

·        Proforma invoice from source

**TRANSPARENCY AND ACCOUNTABILITY REPORT**

·         Transparency and Accountability report on utilization of rebate facility.  It should contain the following information:

-       Employment levels;

-       Capacity utilisation levels;

-       Value of new investment;

-       Growth in output; and

-       Research and Development initiatives by the company.

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**PS: If it is a  new company, include**

o   Plan for importation, that is, if it is in batches or not

o   Duration of installation of plant and equipment

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**PLEASE NOTE THAT TWO SETS OF THE DOCUMENTS SHOULD BE SUBMITTED**