

**APPLICATION FOR OWNER CONCERNED WITH ESTABLISHMENT  
OF A NEW HOTEL FOR DECLARATION AS AN APPROVED HOTEL ENTERPRISE UNDER  
SECTION 3 OF THE HOTELS (INCENTIVES) ACT, 1968.**

(To be filled out in duplicate)

To: Minister of **TOURISM**

Sir/Madam:

\_\_\_\_\_ Ltd.,  
concerned with the establishment of \_\_\_\_\_  
Hotel, hereby requests that we be declared an approved hotel enterprise for the purposes  
of the Hotels (Incentives) Act, 1968. We confirm that the above hotel will accommodate  
transient guests, including tourists for reward, and will conform with the other  
requirements of the Act.

In support of this application, the following documents are attached:

1. Plan or drawing designating the precinct of the hotel to be established.
2. Final architectural plans of hotel to be established.
3. Feasibility study or other economic appraisal of the project.
4. General information about hotel to be established and manner in which it is to be  
operated as required in Form A 1.
5. Information relative to Company (Form A 2).
6. Capital requirements and sources (Form A 3).
7. Assessment of the economic effects on the tourist industry and the economy of  
Jamaica (Form A 4).

We declare that the above Company is not approved, recognised or declared for the  
purposes of the Laws in the First Schedule of the Hotels (Incentives) Act, 1968.

.....  
Signature of Applicant

.....  
Status

.....  
Date

**FORM A 1**

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**GENERAL INFORMATION ABOUT HOTEL TO BE ESTABLISHED**

1. Name of Hotel
2. Location
3. Number of rooms (whether single or double), including measurements and general description of décor, furnishings, etc.
4. Details and capacities of facilities to be offered (dining, bar, entertainment etc.)
5. Operator of hotel (if operator is other than company named in Form A 2, enclose copy of agreement to operate)
6. Type of accommodation to be offered (American Plan, Modified American Plan, Continental Plan, European Plan).
7. Proposed rate structure.
8. Date of commencement of construction.
9. Date hotel is expected to commence operations.
10. Arrangements for selling accommodation (hotel representative, advertising etc.)
11. Any additional supplementary information may be given below or on a separate sheet of paper.

**FORM A 2**

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**INFORMATION RELATIVE TO COMPANY CONCERNED WITH THE ESTABLISHMENT AND OWNERSHIP OF HOTEL**

1. Registered name of company
  
2. Date and place of incorporation
  
3. Tax Registration Number (TRN)
  
4. Head Office Address/Telephone/Fax/e-mail/website
  
5. Address of Jamaican office if not same as 3 above
  
6. Authorised capital
  
7. Names, addresses, background and financial reference of directors, including extent of their financial participation, experience in establishment of other hotel enterprises, and any other relevant considerations.

**Form A 2 (Continued)**

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8. Financial references for company.

**FORM A 3**

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Capital Requirements and Sources

1. Final/preliminary estimates of capital required

(a) Land Cost J\$ \_\_\_\_\_

(b) Cost of buildings and facilities detailed below:

J\$ \_\_\_\_\_

(c) Cost of equipment as follows:

**Form A 3 (Continued)**

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(d) Cost of furnishings

Rooms

Offices

Dining rooms

Bars

Public areas

Other

J\$ \_\_\_\_\_

**Form A 3 (Continued)**

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(e) Costs of promotion and organization J\$ \_\_\_\_\_

TOTAL FIXED CAPITAL COST J\$ \_\_\_\_\_

(f) Amount of operating capital required with detail as to how figure is computed

J\$ \_\_\_\_\_

TOTAL CAPITAL INVESTMENT J\$ \_\_\_\_\_

2. Sources of capital required in 1 above

A. Share capital:

Ordinary J\$ \_\_\_\_\_

Preference J\$ \_\_\_\_\_ J\$ \_\_\_\_\_

B. Loan capital:

Debentures J\$ \_\_\_\_\_

Mortgages J\$ \_\_\_\_\_

Other (Specify) J\$ \_\_\_\_\_ J\$ \_\_\_\_\_

C. If operating capital is not provided for in (a) and (b) above, state proposed sources with amount from each

**Form A 3 (Continued)**

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- (D) In reference to (a), (b), and (c), give details how capital is to be raised, including names and addresses of local and overseas sources and amounts representing consideration other than cash.

3. Cost analysis:

A. Per room cost, inclusive of land J\$ \_\_\_\_\_

B. Per room cost, exclusive of land J\$ \_\_\_\_\_

C. Per square foot of room space, exclusive of land J\$ \_\_\_\_\_

- D. Statement of estimated income and profit and loss for the first three years of operation based on expected average room occupancy level.  
(see pages 12-15)

**Form A 3 (Continued)**

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4. At what room occupancy level do you estimate the break-even point, and when do you expect to reach this point?

**FORM A 4**

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**ASSESSMENT OF THE ECONOMIC EFFECTS  
(INCLUDING EFFECTS ON THE TOURIST TRADE)**

1. DURING CONSTRUCTION

A. Employment:

(I) Number of workers J\$ \_\_\_\_\_

(II) Salaries and wages J\$ \_\_\_\_\_

B. Estimated expenditure locally on raw materials  
And equipment J\$ \_\_\_\_\_

C. Other estimated expenditure locally J\$ \_\_\_\_\_

2. DURING OPERATION (ANNUAL)

A. Employment:

(I) Number of staff

(II) Salaries and wages J\$ \_\_\_\_\_

B. Estimated annual purchase of local stores and supplies

3. Number of guests expected annually over first years  
of operation.

4. Expected annual net inflow of funds from abroad  
(expenditure of guests in hotel, less hotel expenditure  
abroad) J\$ \_\_\_\_\_

5. \* The hotel will/will not provide opportunities for employees to obtain training for  
their jobs (if yes, give details).

**Form A 4 (Continued)**

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6. Other economic effects and other effects on the tourist trade are:

**ADDITIONAL INFORMATION FORM FOR TYPICAL  
YEAR OF OPERATION**

Training (In-house or other Training Programme)

Technical Knowledge of Hotel Operations Possessed by Proprietor/Manager.

EMPLOYMENT

	<u>Local</u>		<u>Foreign</u>	
	M	F	M	F
1. Permanent	_____	_____	_____	_____
2. Temporary	_____	_____	_____	_____
Total	=====	=====	=====	=====

PROJECTED PAYROLL (J\$)

	<u>Local</u>	<u>Foreign</u>
1. Permanent	_____	_____
2. Temporary	_____	_____
Total	=====	=====

SUPPLIES (J\$)

	<u>Local</u>	<u>Foreign</u>
Rooms	_____	_____
Food	_____	_____
Beverage	_____	_____
Other	_____	_____
Total	=====	=====

FINANCIAL PLAN (J\$)

	<u>Local</u>	<u>Foreign</u>
Shareholders Equity	_____	_____
Loans (Long-term and Medium-term)	_____	_____
Loans (Short-term/Working	_____	_____

Capital	_____	_____
Other (Please Specify)	_____	_____
Total	=====	=====

CAPITAL COSTS (J\$)

	<u>Local</u>	<u>Foreign</u>
Buildings	_____	_____
Furnishings	_____	_____
Equipment	_____	_____
Promotion and Organisation	_____	_____
Land	_____	_____
Working Capital (3 Months)	_____	_____
Total	=====	=====

OPERATING COSTS (J\$)

	<u>Local</u>	<u>Foreign</u>
Supplies	_____	_____
Labour	_____	_____
Overheads	_____	_____
Interest	_____	_____
Depreciation	_____	_____
Commissions	_____	_____
Other	_____	_____
Total	=====	=====

SALES (J\$)

	<u>Local</u>	<u>Foreign</u>
Rooms	_____	_____
Food	_____	_____
Beverage	_____	_____
Other	_____	_____
Total	=====	=====

Total Sales \_\_\_\_\_

Total Operating Costs \_\_\_\_\_

Net Profit \_\_\_\_\_

**SOURCES AND USES STATEMENT (CASH FLOW) (\$'000)**

<b>YEARS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Inflow/Sources	Sales Collections						
Loan							
Equity							
Other							
Total Sources							
Outflows/Uses							
Capital Cost							
Working Capital							
Operating Cost (Less Depreciation & Interest)							
Pre-tax Outflows							
Taxation							
Total Outflows							
Net Cash Flow Before Debt Service							
Debt Service							
Net Cash Flow after Debt Service							

**PROFIT & LOSS STATEMENT**

<b>YEARS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Revenue					
Operating Costs					
Raw Material					
Labour					
Utilities					
Other					
Depreciation					
Interest					
Total Operating Cost					
Gross Profit (Loss)					
Company Profit Tax					
Net profit (Loss)					