

*APPLICATION OF OWNER/TENANT OF A RESORT COTTAGE OR
GROUP OF RESORT COTTAGES PROPOSED TO BE CONSTRUCTED
HEREAFTER FOR DESIGNATION AS A RECOGNISED RESORT
COTTAGE OR GROUP OF RESORT COTTAGES UNDER SECTION 3
OF THE RESORT COTTAGES (INCENTIVES) ACT, 1971*

(To be filled out and submitted in Duplicate)

To: The Minister of Tourism

Sir/Madam:

I/We _____
being the person/persons concerned with the establishment of a resort cottage/group of resort cottages hereafter described, hereby request that the said cottage/cottages be designated a recognised resort cottage/group of resort cottages for the purposes of the Resort Cottages (Incentives) Act, 1971.

I/We confirm that the said resort cottage/group of resort cottages will be for the accommodation of transient guests including tourists for reward, and will conform with the definition of resort cottage and other requirements of the Act.

We further request that in the designation relating to such recognised resort cottage/group of cottages, you:

- (a) Identify me/us as the owner/tenant thereof;
- (b) Identify me/us as the person(s) who shall be entitled to enjoy the relief from Income Tax and where applicable, from Tonnage Tax and Customs Duty under Section 7 and Section 9 respectively of the Act;
- (c) Specify the _____ day of _____ 19__ as the date when the operation of the resort cottage/group of cottages shall commence/be deemed to commence and from which relief from Income Tax shall be enjoyed under Section 7.

In support of this Application, the following documents and information are attached:

- (1) Approved Building Plans;
- (2) Plan or drawing identifying the location(s) of the resort cottage/cottages to be established;
- (3) Copy Certificate of Title to property;
- (4) Copy of Management/Lease Agreement (if owner of resort cottage/cottages different from operator of resort cottage/cottages);
- (5) Copies of Certificate of Incorporation; Articles of Association and Memorandum of Association (if application is being made by a company).

Signature of Applicant

Status of Applicant relative to project

Date

FORM E1

CONFIDENTIAL

**GENERAL INFORMATION ABOUT RESORT COTTAGE/
GROUP OF RESORT COTTAGES**

1. Number of cottages in project _____

2. Name(s) of cottage(s) _____

3. Location described in relation to public road and easily identifiable landmarks, e.g. nearest mile post.

4. (a) Size of land on which to be located _____
 (b) Title reference of land
 Volume No./Nos. _____ Folio No./Nos. _____
 (c) If land is leased state:
 (i) Name of owner _____
 (ii) Address of owner _____

5. Number of bedrooms (state whether single or double) including measurements and general description of decor, furnishings, etc. If more than one cottage, specify no. of bedrooms in each).

FORM E1 (cont'd)

6. Indicate measurements of:

(a) Living Room _____

(b) Dining Room _____

(c) Kitchen _____

7. Furniture and equipment provided in:

(a) Living Room _____

(b) Dining Room _____

(c) Kitchen _____

8. Details of other facilities to be offered e.g. beach, swimming pool, tennis or badminton courts, etc.

9. Operator of resort cottage(s) (if operator is other than owner, enclose copy of agreement to operate).

10. Proposed weekly rate by season:

Winter - J\$ _____ per week

Summer - J\$ _____ per week

11. Date/dates of commencement of construction

12. Date/dates resort cottage/cottages expected to commence operation

13. Arrangements for selling accommodation - (rental agent, representative, advertising etc.)

14. Any additional or supplementary information may be given below or on a separate sheet of paper.

**INFORMATION RELATIVE TO OWNER CONCERNED WITH THE
ESTABLISHMENT AND OWNERSHIP OF RESORT COTTAGE(S)**

1. Name of owner of cottage/group of cottages

2. Financial references of owner/operator of cottage(s)

3. If owned by a company, specify:

(a) Date and place of incorporation _____

(b) Address of head office _____

(c) Address of Jamaican office if different from (b) above

(d) (i) Authorised share capital

(ii) Issued share capital _____

(iii) Paid up share capital _____

(e) Names, addresses and occupation of Directors:

FORM E3

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CAPITAL REQUIREMENTS AND SOURCES

1. Final/Preliminary estimates of capital required

a. Land Cost J\$ _____

b. Cost of Cottage and facilities
detailed below:

e.g. cottage building
swimming pool

J\$ _____

c. Cost of equipment as follows:-
e.g. Kitchen

J\$ _____

d. Cost of furniture and furnishings:-

Bedrooms - J\$ _____

Living Room - J\$ _____

Dining Room - J\$ _____ J\$ _____

e. Cost of promotion and organization J\$ _____

Total Fixed capital cost J\$ _____

f. Amount of Operating Capital required
with details as to how figure is computed

J\$ _____

TOTAL Capital Investment J\$ _____

2. Details of sources of capital required for 1 above.

a. If cottage(s) is owned by individual:

Personal Resources J\$_____

Mortgage J\$_____

Other (specify) J\$_____ J\$_____

b. If cottage(s) is owned by a company:

Share Capital

Ordinary J\$_____

Preference J\$_____ J\$_____

Loan Capital

Mortgages J\$_____

Debentures J\$_____

Other (Specify) J\$_____ J\$_____

Give details of how capital is to be raised including names and addresses of local and overseas sources, and amounts representing consideration other than cash.

State source of interim financing needed pending the receipt of long-term loan funds.

3. Submit statement of projected income and profits/(loss) for the first three years of operation (Use Model B attached).

MODEL B**CONFIDENTIAL**

**PROPOSED RESORT COTTAGE ESTIMATED INCOME AND PROFIT AND LOSS
STATEMENT FOR THREE-YEAR PERIOD**

<u>YEAR</u>	(1)	(2)	(3)
Summer – Weeks Occupied			
Winter – Weeks Occupied			
Total – Weeks Occupied			
<u>INCOME</u>	<u>J\$</u>	<u>J\$</u>	<u>J\$</u>
Summer			
Winter			
TOTAL GROSS INCOME			
<u>OPERATING EXPENSES</u>			
Commission			
Salaries:			
Housekeeper			
Cook			
Gardener			
Electricity			
Gas			
Telephone			
Cleaning and other supplies			
Pool Servicing			
Management Fees			
Tax and Water Rates			
Insurance – General			
Liability			
Interest			
Other (Specify)			
TOTAL EXPENSE			
Net income before depreciation Income Tax & Loan repayment			

**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>	
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>
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	_____	_____

Loan (Long-Term & Medium-Term)		
Loans (Short-Term/Working Capital)		
Other (Please Specify)		
TOTAL		

CAPITAL COSTS (J\$)**LOCAL****FOREIGN**

Buildings		
Furnishings		
Equipment		
Promotion and Organization		
Land		
Working Capital (3 months)		
TOTAL		

OPERATING COSTS (J\$)**LOCAL****FOREIGN**

Supplies		
Labour		
Overheads		
Interest		
Depreciation		
Commissions		
Other		
TOTAL		

SALES (J\$)**LOCAL****FOREIGN**

Rooms		
Food		
Beverage		
Other		
TOTAL		

TOTAL SALES \$ _____

TOTAL OPERATING COSTS \$ _____

NET PROFIT \$ _____

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

<u>YEAR</u>	0	1	2	3	4	5
<u>INFLOWS/SOURCES</u>						
SALES						
COLLECTIONS						
LOAN						
EQUITY						
OTHER						
TOTAL SOURCES						
<u>OUTFLOWS/USES</u>						
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						
CUMULATIVE NET CASH FLOW						

PROFIT & LOSS STATEMENT

YEAR	1	2	3	4	5
REVENUE					
OPERATING COSTS					
RAW MATERIALS					
LABOUR					
UTILITIES					
OTHER					
DEPRECIATION					
INTEREST					
TOTAL OPERATING COST					
GROSS PROFIT (LOSS)					
COMPANY PROFIT TAX					
NET PROFIT (LOSS)					