

APPLICATION FOR CERTIFICATION
AS AN
ELIGIBLE VIRGIN ISLANDS SUPPLIER



**THIS APPLICATION MUST BE FILED IN ONE (1) ORIGINAL AND TWO (2) COPIES TO
THE ECONOMIC DEVELOPMENT COMMISSION
P.O. BOX 305038
ST. THOMAS, VIRGIN ISLANDS 00803**

APPLICATION FOR CERTIFICATION AS AN ELIGIBLE SUPPLIER

This application must be submitted with one (1) original and two (2) copies to the Office of the Director of Compliance, Economic Development Commission, P.O. Box 305038, St. Thomas, U.S.V.I. Telephone (340) 774-8104.

1. Name of Applicant _____ Tax ID# _____
 Phone No. _____ Fax # _____ E-mail _____
2. Mailing Address _____
3. Plant Location _____
4. Type of Business (Corporation, Partnership, Etc) _____
5. Date organized in the Virgin Islands _____
6. Name of Local Attorney or Representative _____
7. Name and Address of Stockholders or Partners:

Name	Physical Address	% Owned

8. Indicate date applicant began operating in the Virgin Islands _____
9. Please submit the following:
 - (A) Letter of clearance from the Virgin Islands Bureau of Internal Revenue indicating status of all Virgin Islands Tax obligations: copy of 8832 classification election (LLC)
 - (B) Copy of the Certificate of Good Standing (corporations), or Certificate of existence (LLC), Partnership Agreement (LLP, LLLP); and trade name certificate
 - (C) Copy of license to do business in the Virgin Islands
 - (D) Copy of latest audited financial statements, or Income Tax return
 - (E) Stock Certificate and/or Proof of % ownership

10. Description of product to be supplied, service or manufacturing process to be performed by applicant in the Virgin Islands: _____

11. Applicant agrees to inform the Economic Development Commission of any changes of ownership in the business of the applicant within 30 days after such change or changes.

**DETERMINATION OF ELIGIBILITY OF SUPPLIERS FOR PURPOSE
OF THE LOCAL PREFERENCE PROVISION; TITLE 29, SECTION 708 (h)
VIRGIN ISLANDS CODE**

Section 708-711 of the Rules and Regulations of the Industrial Development Commission provides, in part, that:

The Director shall certify in writing that a supplier is an Eligible Virgin Islands supplier. The Director shall make said certification, upon the request of a supplier, only after he is satisfied that the supplier meets all of the following criteria:

- (1) As of the date of the certification, the supplier has been licensed to do business in the Virgin Islands for at least one year and has actually conducted business in the Virgin Islands for at least one year.
- (2) The supplier physically maintains its principal place of business within the Virgin Islands and maintains an inventory in the Virgin Islands appropriate to the size of its business.
- (3)
 - (A) In the case of an individual, the supplier must be a resident of the Virgin Islands.
 - (B) In the case of a firm, partnership, LLP or LLLP, each member must be a resident of the Virgin Islands (if such member is an individual) or the member must meet the requirements of the immediately following sub-paragraph (if such member is a corporation).
 - (C) In the case of a corporation or LLC, over 50% of the voting stock or equitable ownership must be owned by residents of the Virgin Islands, and the corporation must be incorporated in the Virgin Islands.
- (4) The supplier is in compliance with all Virgin Islands laws, including tax laws.

The Director may require of the supplier such documentation as the Director deems necessary to determine that the supplier meets the above criteria.



Economic Development Commission

CERTIFICATIONS

“UNDER THE PENALTIES AND PAINS OF PERJURY I HEREBY CERTIFY THAT ALL THE ABOVE INFORMATION, AS WELL AS ANY ACCOMPANYING DOCUMENT, ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF”

Company Name: _____

Authorized Signature: _____ **Date:** _____

Name & Title _____
(print or type)

Reviewed By: _____ **Certified By:** _____

Title: _____ **Date:** _____

Date: _____