



Doing Business in the OECS

THE COALITION OF SERVICES INDUSTRIES
OF ANGLOPHONE **OECS MEMBER STATES**



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1

Overview of the Coalitions of Service Industries of Anglophone OECS Member States



In October 2016, there were six Anglophone OECS Member States which had established and functioning national Coalitions of Service Industries, namely:

- Antigua and Barbuda
- Dominica
- Grenada
- St. Kitts and Nevis
- St. Lucia
- St Vincent and the Grenadines
- While Montserrat does not have a fully functioning National Coalition of Service Industries, the Ministry of Trade undertakes work in relation to Trade in Services.



ANTIGUA & BARBUDA
COALITION OF SERVICE INDUSTRIES INC.
Igniting Business Beyond Our Borders

Antigua and Barbuda Coalition of Service Industries

The Antigua and Barbuda Coalition of Service Industries (ABCSI) was launched in February 2011 and has since focused on the development of new service sector associations and the development of key service sectors, thus contributing to economic growth and development. The ABCSI also undertakes training and mentorship initiatives to support its membership. For more information, visit their website: www.abcsi.org.



Dominica Coalition of Service Industries (DCSI)

The Dominica Coalition of Service Industries (DCSI) was launched and incorporated in 2009 under the Dominica Companies Act of 1994.

The DCSI serves as the focal point for the national service sector and fundamentally as a lobbying institution with the aim of informing negotiators with general and sectoral positions as it relates to trade in services in Dominica. Serving as an umbrella organisation for the service industry, the DCSI has as one of its primary goals to assist service providers to become better organized for the purpose of capitalising on trade in export services opportunities. For more information, visit their website: www.dominicacoalition.org.

Grenada Coalition of Service Industries

The Grenada Coalition of Services Industries, (GCSI) commenced service to the public in 2011. The GCSI has been mobilising membership under the themes of collectivism and strength through numbers.

The GCSI is committed to serving the service sectors of Grenada as an umbrella organisation through which efficiency, effectiveness and legitimacy can be achieved. The GCSI coordinates several activities for its membership, including capacity building workshops and resource mobilisation initiatives.

1

Overview of the Coalitions of Service Industries of Anglophone OECS Member States



Saint Lucia Coalition of Services Industries:

The Saint Lucia Coalition of Services Industries (SLCSI) is a national umbrella body that brings together all service sector organizations in Saint Lucia. It functions as a focal point to lobby, channel and address trade in services issues which are critical for the sector to thrive in the competitive global environment. The Mission of the Coalition is to facilitate the growth and development of the Saint Lucia Services Sector, through the adoption of high service standards, fostering activism and education on trade in services issues and promoting the pursuit of strategies to sustain service providers' competitiveness in the global marketplace.



Enhancing Competitiveness in the Global Marketplace

The development of the services sector is an important element of Government's overall drive to diversify the economy and create employment. The SLCSI will serve to assist in trade negotiations and to strengthen the local private sector to face the challenges and opportunities arising from decisions taken at the World Trade Organization (WTO) seize opportunities through the CARIFORUM EU Economic Partnership, the CARICOM Single Market and Economy, the OECS Economic Union and other trading arrangements.

The St. Vincent & the Grenadines Coalition of Service Industries:

The St. Vincent & the Grenadines Coalition of Service Industries is a non-profit organization established in 2008. The SVGCSI is the service sector umbrella body, which was created to represent the interests of the domestic Services Sector through technical support, advocacy and market intelligence. SVGCSI assists the local services sector to become more competitive as well as to be export ready to take full advantage of international trade agreements.



The Mission of the Coalition is to nurture, promote and advocate the continuous development of a competitive services sector, through formulating clear cut strategies and standards that results in a more sustainable services industry that is ready for the global market. SVGCSI aspires to become a reputable organization and the voice for the Services Industries in St. Vincent & the Grenadines.

The St. Vincent and the Grenadine's Coalition of Services Industries' (SVGCSI) main objectives are:

- To enhance the competitiveness of the services sector;
- To sensitize service providers about trade agreements and opportunities via the provision of export development training to increase the utilization of market access opportunities;
- To facilitate service providers through organization into professional associations;
- To facilitate the development of professional licensing, standards and regulations in key services sectors and
- To serve as a focal point for government relations/lobbying towards addressing services related trade issues.

2

The CARIFORUM EU- EPA: A Stepping Stone towards Deeper Regional Integration

2.1 The CARIFORUM-EU EPA

The CARIFORUM-EU EPA (EPA henceforth) was signed in 2008. Fifteen (15) CARIFORUM countries, among which include six (6) OECS Member States, and twenty seven (27) European Union (EU) States signed on to this agreement, intending to enhance trade and investment between the two signatory regions and to further promote growth and development of CARIFORUM States.

The conclusion of the EPA signalled an end to unilateral preferential trading arrangements that long existed between the European Union and CARIFORUM States. The EPA however gave consideration to the economic and development disparities between the two regions.

One of the most important features of the EPA lies in its recognition of the importance of regional integration among CARIFORUM States and the deepening of cooperation among the members of the CARIFORUM and EU respectively. In light of the latter, particular reference is made to Article 239 of the EPA entitled "Outermost regions of the European Community". This Article speaks to facilitating cooperation in all areas covered by the EPA and moreover to promote investment, trade (in goods and services) and improve communication and transportation between CARIFORUM States and the outermost regions of the European Community.



Martinique Joins the OECS: The Birth of Francophone OECS

As an outermost region of France, and by extension the European Community, Martinique lays nestled between the family of OECS Member States, with Saint Lucia to the south and Dominica to the north. In keeping with the spirit of Article 239, the OECS and Martinique engaged in negotiations to deepen regarding economic and functional cooperation amongst themselves and on February 4, 2015, the OECS Authority endorsed the "Agreement between the Organisation of Eastern Caribbean States (OECS) and the Government of the French Republic defining the modalities for admitting Martinique to Associate Membership of the OECS". The final step to Associate Membership was made on April 7th 2016 when, Philippe Seigneurin, Deputy Head of Mission from the Embassy of the Republique of France, officially presented to the Director General of the OECS, Dr. Didacus Jules, the instrument to formally seal Martinique's accession to the OECS.

The accession of Martinique to the OECS can be described as a strategic step toward widening and deepening regional integration in order to achieve economies of scale and better leverage the global market. This level of cooperation signals the commitment of both parties to implement the provisions of the CARIFORUM-EU EPA and the Revised Treaty of Basseterre, particularly to facilitate trade in goods and services between the seven (7) OECS Members of CARIFORUM and the European Community via its direct link with the French outermost region of Martinique. The OECS welcomes its newest member to the family and looks forward to a fruitful and mutually rewarding relationship.

3.1

Antigua and Barbuda



Gross National Income per capita (2015)

US13, 360
Main Contributor: Tourism (50% Contribution)

Economic Growth (2015)

3.3%
Major Sector Contributors: Tourism; construction; transport, storage and communications; wholesale and retail trade; and real estate, renting and business activities

A. Economic Snapshot

Antigua and Barbuda also has a strong financial sector which is dominated by four large foreign commercial banks, three indigenous banks and six credit unions. The National Development Foundation and the Antigua and Barbuda Development Bank also provide credit facilities for micro enterprises. The international financial industry in Antigua and Barbuda is largely made up of firms involved in Internet gaming and international business.

B. Starting a Business¹

| Procedure | Time to Complete | Associated Costs |
|--|---|-------------------------|
| Search and reserve company name | 3 days | EC 25 |
| Retain a lawyer to prepare the incorporation documents | 1 day | included in procedure 3 |
| Register with the Intellectual Property and Commerce Office (receive the certificate of incorporation) | 10 days | EC 3230 |
| Make a company seal | 5 days | EC 200 |
| Apply for a taxpayer identification number (register the company for taxes) | 3 days (simultaneous with previous procedure) | no charge |
| Register for VAT/ABST identification number | 1 day (simultaneous with previous procedure) | no charge |
| Register for medical benefits | 1 day | no charge |
| Register for social security and education levy | 1 day | no charge |

¹Doing Business 2016 data for Antigua and Barbuda <http://www.doingbusiness.org/data/exploreeconomies/antigua-and-barbuda#starting-a-business>

3.1

Antigua and Barbuda



C. Registering A Company

Companies must register with the Registrar of Companies to incorporate the business. Registration with the Inland Revenue Department for Tax purposes is mandatory for companies.

The following documents must be submitted for the registration of a company:

- Statutory declaration by an attorney-at-law that the applicant fulfils the requirements of the Companies Act (over 18 years old, of sound mind and not bankrupt);
- Articles of Incorporation
- Notice of the names of the Directors
- Notice of the address of the Registered Office
- A Non-Citizen Landholding License, if member of Board or a Shareholder is non-citizen and company holds land; and
- Receipt issued by Cashier of the Registrar for payment of registration fees.

Every enterprise engaged in commercial activity of any kind, whether a company or otherwise, must register under the Business Registration Act [1995] and with the Inland Revenue Department. All businesses must register with the Social Security Board, the Board of Education and the Medical Benefits Scheme. Special Registration procedures are applicable to international business Corporations, which have to register with the Financial Services Regulatory Commission (FSRC).

D. Paying Taxes¹

| Tax or mandatory contribution | Statutory tax rate | Tax base | Total tax rate (% of profit) |
|---|--------------------|--|------------------------------|
| Corporate income tax | 25% | taxable profit | 25.89 |
| Social security contributions | 6% | gross salaries capped at \$6,500 | 6.77 |
| Stamp duty on property transfer | 7.5% | sale price | 4.55 |
| Medical tax | 3.5% | gross salaries | 3.95 |
| Property tax - building | 0.5% | assessed market value | 0.49 |
| Property tax - land | 0.4% | assessed market value | 0.20 |
| Vehicle license | XCD 1500 | fixed fee depending on type of vehicle | 0.07 |
| Filing fee | XCD 200 | fixed fee | 0.01 |
| Tax on check transactions | XCD 0.2 per check | fixed fee | 0.00 |
| Antigua and Barbuda Sales Tax (VAT) | 15% | value added | 0.00 |
| Social Security contributions on employee | various rates | gross salaries | 0.00 |
| Fuel tax | | included in the price of fuel | 0.00 |
| Stamp duty on contracts | various rates | | 0.00 |

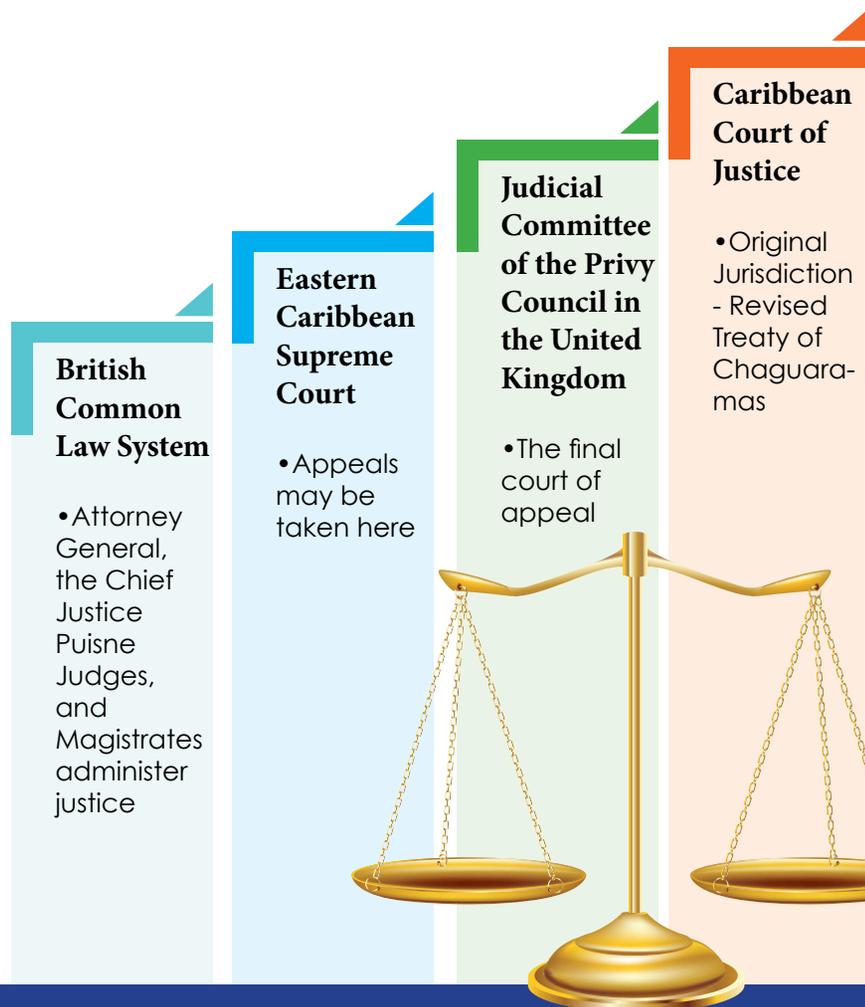
¹Doing Business 2016 data for Antigua and Barbuda <http://www.doingbusiness.org/data/exploreeconomies/antigua-and-barbuda#paying-taxes>

3.1

Antigua and Barbuda



E. Legal and Regulatory Environment



F. Incentives

The Government has a comprehensive incentives regime in place to attract foreign and domestic Investments. The incentives are covered in the following legislation:

Investment Authority Act 2006 - Incentive packages are based on the size of capital investment and the economic impact that it will have on the country. The list of incentives include exemption from or reduction of payment of duty on the importation or purchase of raw materials, building materials, furniture, fixtures, fittings, appliances, machinery, plant and equipment for use in the construction operation of the business; exemption from or reduction of duty on the importation or purchase of vehicles for use in the operation of the business and reduction of property tax under the Property Tax Act (2000) of up to 10% in respect of land and buildings used in the operation of the business and tax holidays.

Small Business Development Act 2007 provides for the establishment of a regulatory framework that would facilitate the growth of the small business sector. Generous incentives are granted to qualifying firms that meet the criteria stipulated in the Act.

Tourism and Business Incentives Act 2016 provides for a wide range of incentives in the areas tourism industry and other business activities for companies investing over ECD100,000,000. The main tax incentives of the act provide total or partial exemption from the following taxes:

- Property tax
- Stamp duty
- Income tax withholdings

3.1

Antigua and Barbuda



G. Industrial Relations

There are three main pieces of Legislation governing industrial relations in Antigua and Barbuda:

- The Labour Code of 1975 (as amended)
- The Industrial Court Act of 1976 (as amended)
- The Civil Service Act of 1984

The Labour Code imposes minimum conditions in the conduct of industrial relations and establishes a system for compulsory recognition of Trade Unions by Employers.

The Antigua and Barbuda Employers Federation represents Employers across various economic sectors. It also represents members on the National Labour Board and the Minimum Wage Advisory Committee.

The current single Minimum Wage is EC\$8.20 per hour.

H. Investor Protection

Same treatment is accorded to foreign and local investors equally with respect to the establishment, acquisition, expansion, management, conduct, operation, and sale or other disposition of investment in its territory.



I. Repatriation of Funds

Companies registered in Antigua and Barbuda have the right to repatriate all capital, royalties, dividends and profits free of all taxes or any other charges on foreign exchange transactions. Withholding taxes are also levied on non-resident corporations and individuals where they are receiving income in the form of dividends, preferred share dividends, interest and rentals, management fees, and royalties, as well as on interest on bank deposits to non-resident corporations. One must be on the island for 180 days to be considered a resident.

Antigua and Barbuda is a member of the Caribbean Financial Action Task Force (CFATF).

3.1

Antigua and Barbuda



J. Work Permit

Any employed or self-employed worker who is not a national of an Organization of Eastern Caribbean States (OECS) Member State, nor a resident of Antigua and Barbuda requires a work permit to be employed or manage a business in Antigua and Barbuda.

Work permits are approved primarily by the Department of Labour.

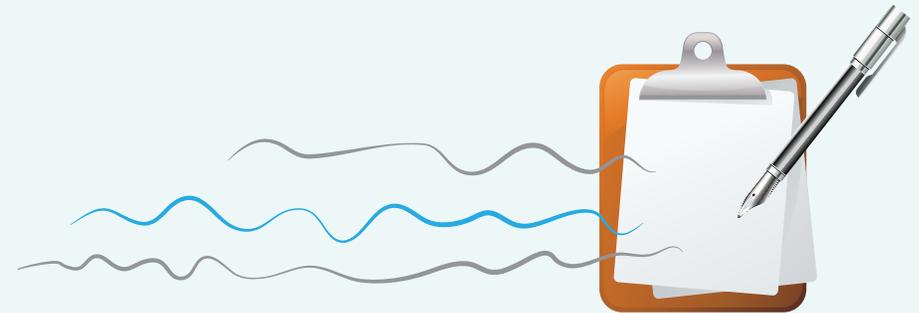
In applying for a work permit, employers are required to demonstrate that having called for applications through the publication of a job vacancy, a suitable applicant could not be found locally.

In reviewing applications, the Department of Labour considers:

- whether the use of expatriate personnel is part of a human resources strategy in which the skills of local personnel are developed in order to assume such roles in the future;
- whether a work permit is required for key roles (such as CEO/general manager, finance director) or other roles; and
- whether the permit is for a temporary assignment or an ongoing one.

Once approved by the Department of Labour, the worker may travel to the country. If from a country not requiring a visa, the worker enters at the port of entry and obtains an entry stamp. If from a country requiring a visa, the worker applies online for a visa. Once in the country, the employer brings the passport to the Department of Immigration, along with a written undertaking to pay the worker's return ticket, and the

passport is endorsed with a work permit of up to a year. The permit is renewable on a yearly basis.



K. Administrative Guidelines

| | |
|-----------------------------|--|
| Getting Electricity | Contact the Antigua and Barbuda Public Utilities Authority (APUA). The time to obtain a permanent electricity connection has been reduced as APUA now has layered access to the Land Registry's Land Management System for verification of ownership |
| Registering Property | Contact the Land Registry Department. With the launch of the Land Registry's Public Access Module, search for land records and ownership information through online platform can be quickly undertaken. |

3.1

Antigua and Barbuda



| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION/ TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|--|--------------------------------|--------------------------------|---|----------------------|--|
| BUSINESS SUPPORT ORGANISATIONS | | | | | |
| Antigua and Barbuda Coalition of Service Industries Inc. http://www.abcsi.org/ | Brenda Carrot | Project Implementation Officer | Sir Vivian Richards Stadium P.O. Box W536 St. John's Antigua and Barbuda | (268) 481- 9219 | info@abcsi.org |
| Antigua and Barbuda Investment Authority www.investantiguabarbuda.org | Henderson Fields | Executive Director | No. 9 Factory Road P.O. Box 80 SAGICOR Financial Centre St. John's Antigua and Barbuda | (268) 481-1000/1/2/3 | Henderson.fields@ab.gov.ag |
| GOVERNMENT MINISTRIES, DEPARTMENTS AND STATUTORY ORGANISATIONS | | | | | |
| Ministry of Public Safety, Immigration and Labour http://www.immigration.gov.ag/ | Annette Mark | Chief Immigration Officer | Long and Thames Street St. John's Antigua and Barbuda | (268) 562-1010 | annette.mark@ab.gov.ag |
| Labour Department http://www.immigration.gov.ag/ | Eltonia Rojas | Labour Commissioner | Long and Thames Street St. John's Antigua and Barbuda | (268) 462-4988 | eltonia.anthony-rojas@ab.gov.ag |
| Development Control Authority | Frederick Southwell | Chief Town and Country Planner | Transport Board Headquarters Building, Herberts Estate, St. John's P.O. Box 895, Antigua and Barbuda | (268) 764-2038 | southwellfred@gmail.com |

3.1

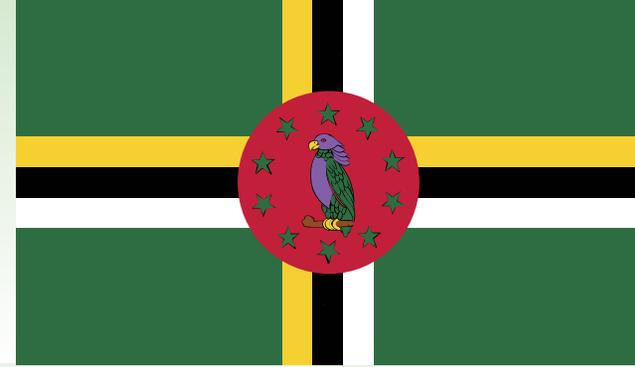
Antigua and Barbuda



| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION/ TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|--|--------------------------------|--------------------------------|---|----------------|--|
| GOVERNMENT MINISTRIES, DEPARTMENTS AND STATUTORY ORGANISATIONS | | | | | |
| Financial Services Regulatory Commission http://www.fsrg.gov.ag/ | Dr. Paul Ashe | Chief Regulatory Officer | Royal Palm Place Friar's Hill Road P.O. Box 2674 St. John's Antigua and Barbuda | (268) 481-3307 | paul.ashe@fsrg.gov.ag |
| Antigua & Barbuda Intellectual Property & Commerce Office (ABIPCO) https://www.abipco.gov.ag/ | Ricki Camacho | Registrar | St. John's Street, St. John's, Antigua and Barbuda | (268) 562-5440 | ricki.camacho@ab.gov.ag |
| Land Registry http://legalaffairs.gov.ag/detail_page.php?page=landRegistry.php | Sharon Simmons | Deputy Registrar of Lands | Parliament Building Queen Elizabeth Highway St. John's P.O. Box 818, Antigua and Barbuda | (268) 562-3896 | Sharon.simmons@ab.gov.ag |
| Inland Revenue Department http://www.ird.gov.ag/ | Ralph Warner | Commissioner of Inland Revenue | Woods Centre St. John's, Antigua and Barbuda | (268) 468-9473 | Ralph.warner@ab.gov.ag |
| Customs and Excise Division http://customs.gov.ag/ | Raju Boddu | Comptroller of Customs | Lower Church Street St. John's, Antigua and Barbuda | (268) 462-0026 | raju.boddu@ab.gov.ag |

3.2

Dominica



A. Economic Snapshot¹



GNI per Capita - US7,070



The following Sectors identified as Sectors poised to contribute to Economic Growth and Development:

- **ICT and telecommunications**
- **Health and Wellness and Accommodation**
- **Manufacturing**

B. Starting a Business²

¹ World Bank Data Source: <http://data.worldbank.org/country/dominica> ; <http://www.worldbank.org/en/news/feature/2015/12/01/dominica-lost-almost-all-gdp-climate-change> and Invest Dominica Authority <http://www.investdominica.com/investment-opportunities/>

| PROCEDURE | TIME TO COMPLETE | ASSOCIATED COSTS |
|--|--------------------------------------|----------------------------|
| Search for a company name and reserve the proposed name | Less than one day (online procedure) | XCD 25 |
| Lawyer verifies affidavit | 2 days | XCD 2,125 |
| Registration with the Commercial Registry | 2 days | XCD 750 (registration fee) |
| Apply for tax payer identification number and register for VAT | 7 days | no charge |
| Register as employer with Social Security Institute | Less than one day (online procedure) | no charge |

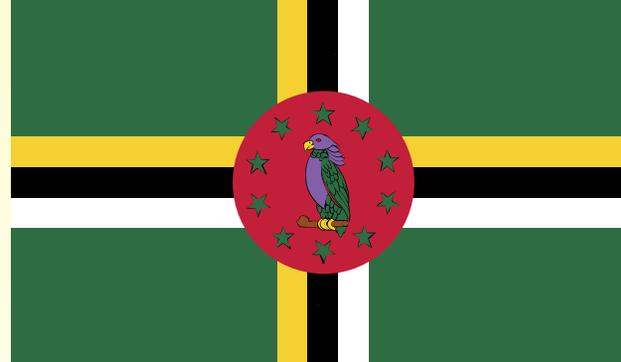
To establish a Business in Dominica, it is necessary to:

- Apply for Work Permit (If applicable)
- Register/Incorporate the business
- Register with Inland Revenue Division and apply for a Value Added Tax (VAT) registration number
- Register with the Dominica Social Security
- Obtain Alien Land Holding Licence (if applicable)
- Obtain Physical Planning Division permission for construction of building (if applicable)
- Seek permission from other Government Agencies (if applicable)
- Obtain License from Fisheries Division (if applicable)
- Further information can be obtained from the Companies and Intellectual Properties Office: www.cipo.gov.dm

² Information obtained from the World Bank <http://www.doingbusiness.org/data/exploreeconomies/dominica/starting-a-business/> and the Invest Dominica Authority <http://www.investdominica.com/the-ida-full-guide-to-doing-business-in-dominica/understanding-how-to-establish-your-business-in-dominica/>

3.2

Dominica



C. Paying Taxes and Licensing Fees¹

| Tax or mandatory contribution | Statutory tax rate | Tax base | Total tax rate (% of profit) |
|---|--------------------|----------------------------|------------------------------|
| Corporate income tax | 30% | taxable profits | 26.11 |
| Employer paid - Social security contributions | 7% | gross salaries | 7.90 |
| Property transfer tax | 2.5% | property value | 1.52 |
| Municipal tax | 1.25% | assessed property value | 1.22 |
| Business license | | fixed fee | 0.19 |
| Vehicle license | | fixed fee | 0.05 |
| Tax on check transactions | | per check | 0.01 |
| Fuel tax | | included in the fuel price | 0.00 |
| Stamp duty on contracts | varies | type of contract | 0.00 |
| Employee paid - Social security contributions | 4% | gross salaries | 0.00 |
| Value added tax (VAT) | 15% | value added | 0.00 |

¹ <http://www.doingbusiness.org/data/exploreeconomies/dominica/#paying-taxes/>

| Profession | License Fee |
|--------------------------------------|-------------|
| Architect | \$1000.00 |
| Engineer/Surveyor | \$500.00 |
| Manager (of Business Concerns) | \$500.00 |
| Managing/Assistant Managing Director | \$500.00 |
| Professional Entertainer | \$500.00 |

D. Legal and Regulatory Environment

Legislation governing Establishing a Business

The process of establishing a business in Dominica is guided by the following laws of the Commonwealth of Dominica:

Companies Act (Act 21 of 1994)

The Companies Regulations (SRO 22 of 1997) and SRO 57 of 2002)

The International Business Act (Act 10 of 1996)

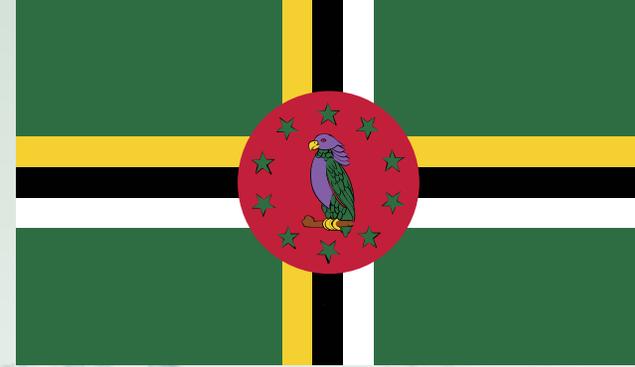
The Business Names Act, Chapter 78:46

The Dominica Trade and Professional Licences Act 1990 and subsequent amendments (1996 and 2005) require, inter alia, any person practising any profession listed in the Schedule to the Act to register and pay the prescribed fee.

A licence is issued for a maximum period of one (1) year (expiring on 31st December of each year). The obligation imposed on 'non-residents' is broader in that it applies to any calling, business or profession (whether or not specified in the Schedule to the Act) and requires for the payment of additional fees to those set out in the Schedule with respect to the professions listed therein. Architects, Engineers, Managers, Contractors and Entertainers are among those listed.

3.2

Dominica



Laws governing Services Sectors of Focus

Architecture

The **Dominica Architecture Profession Act 2003**, provides for the registration of any person who is qualified and fit and proper to practice as an architect. A person is qualified to be registered on the basis of his/her education and three years practical experience. The legislation makes no distinction on the basis of nationality or residence.

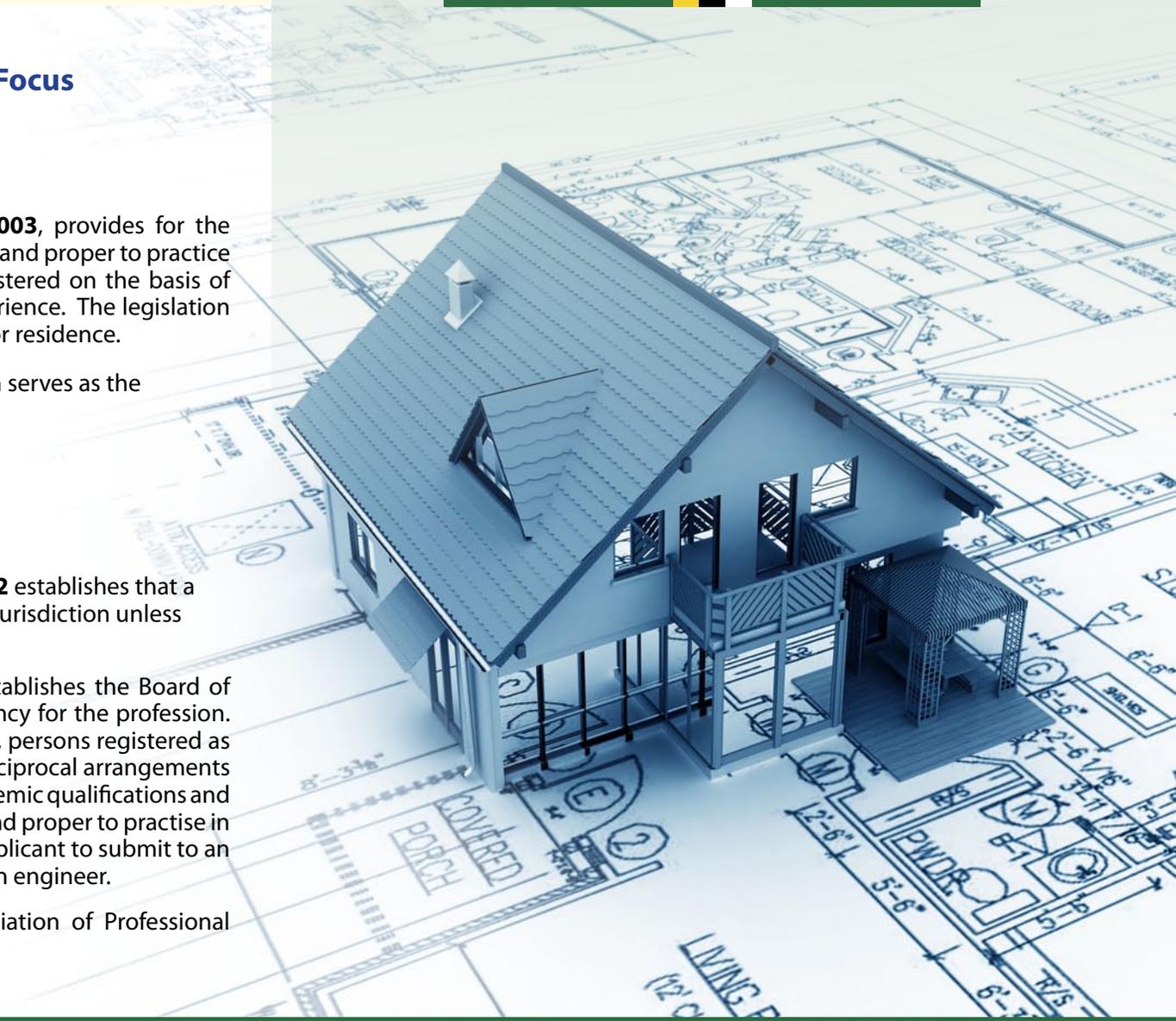
There is a **Dominica Society of Architects** which serves as the Association umbrella for Architects in Dominica.

Engineering

The **Dominica Engineering Profession Act 2002** establishes that a person may not practise engineering within the jurisdiction unless registered under the Act.

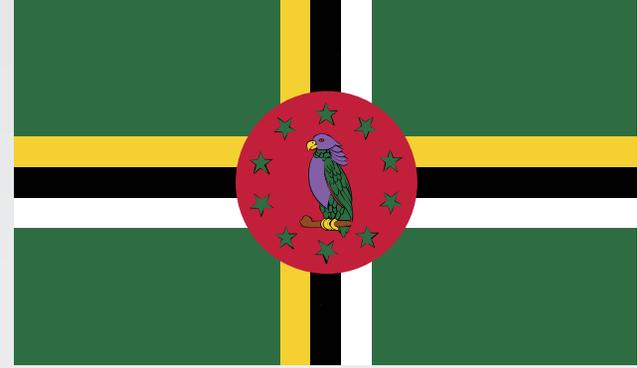
The **Dominica Engineering Profession Act** establishes the Board of Engineering which serves as the regulatory agency for the profession. The Act provides for the registration of, inter alia, persons registered as an engineer within a CARICOM country where reciprocal arrangements exist, and for other persons with appropriate academic qualifications and practical experience where such persons are fit and proper to practise in the field. The Board may, however, require an applicant to submit to an examination relating to his/her competence as an engineer.

It is important to note that there is an Association of Professional Engineers in Dominica.



3.2

Dominica



ICT



While the ICT sector as a profession is not heavily regulated as there are no specific laws designed to control the supply of services, there are other general laws applicable to the licensing of professionals that affect services trade in this sector. There is a **Dominica Association of Information Technology Professionals**; contact information for the Association is provided below.

Music



The Dominica Entertainments Act Chap 70:07 and subsequent amendment, among other laws, govern the Music Industry. The Act requires that a licence be obtained from a Magistrate before any place is used as a place of entertainment. A special surcharge (in addition to any tax or

fee otherwise imposed) is applied to every entertainment held by non-CARICOM nationals or any person not ordinarily a resident therein for at least five years immediately preceding the holding of the entertainment.

Dominica’s Copyright Act of 2003 is another instrument which regulates the music industry. It is quite extensive and provides for the protection of literary and artistic works and for matters so related. All categories of the cultural sector are covered under the Act. . Specifically, the Act provides for the protection of the following original works:

- a) literary, dramatic, musical or artistic works
- b) sound recordings, films, broadcasts or cable programmes; and
- c) typographical arrangements of published editions

Protection is offered by the sole fact of their creation, irrespective of their mode of expression, content, quality or purpose.

There is a local **Association of Music Professionals** which coordinates several training initiatives and other activities for its members.

Management Consulting



There are no laws which specifically govern management consultants, but there are general laws which would be applicable. These relate to general laws regarding business registration and establishment, which were discussed above and laws specific to the consulting area(s).

3.2

Dominica

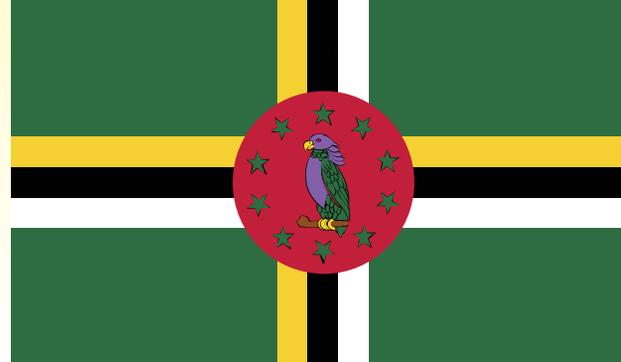


E. Key Organisations, Agencies and Associations

| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION/ TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|--|--------------------------------|-----------------------|---|-------------------------|--|
| Dominica Society of Architects www.architectsdominica.org | Claude Lauture | President | c/o Dominica Coalition of Service Industries DEXIA's Building Bay Front, Roseau, Dominica | (767) 613-1962/235-3350 | claudeblature@gmail.com |
| Association of Music Professionals | McCarthy Marie | President | c/o Dominica Coalition of Service Industries DEXIA's Building Bay Front, Roseau, Dominica | (767) 616 8000 | mccarthymar@gmail.com |
| Dominica Association of Professional Engineers | Cassanni Laville | President | c/o Dominica Coalition of Service Industries DEXIA's Building Bay Front, Roseau, Dominica | (767)615-1200 | cassannilaville@gmail.com |
| Builders and Contractors Association of Dominica | Anthony Le Blanc | President | c/o Dominica Coalition of Service Industries DEXIA's Building Bay Front, Roseau, Dominica | (767)235-3875 | aeleblanc@ace-engineering-ltd.com |
| Institute of Chartered Accountants | Orlando A. Richards | President | c/o Dominica Coalition of Service Industries DEXIA's Building Bay Front, Roseau, Dominica | (767)448-2511 | oajgr1@gmail.com |

3.2

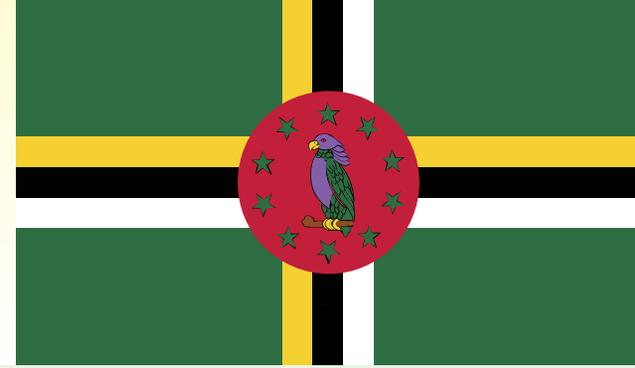
Dominica



| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION/ TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|---|--------------------------------|-----------------------|---|-------------------------|---|
| Ministry of Trade, Energy and Employment www.dominica.gov.dm | Sylvanie Burton | Permanent Secretary | 4 th Floor, Financial Centre Roseau, Dominica | (767)266-3213 | foreignaffairs@dominica.gov.dm / pssectrade@dominica.gov.dm |
| Ministry of Commerce, Enterprise and Small Business Development www.dominica.gov.dm | Esther Thomas | Permanent Secretary | 3rd Floor, Government Headquarters Kennedy Avenue Roseau, Dominica | (767) 266-3965 | pssecommerce@dominica.gov.dm |
| Dominica Employers Federation www.dominicaemployers.com | Achille Joseph | Executive Director | P.O. Bx 1783 14 Church Street, Roseau, Dominica | (767) 448-2314 | achillejoseph.def@cwdom.dm |
| Dominica Bureau of Standards | Dr. Steve John | Director | Dominica Bureau of Standards 9 Great Marlborough Street P.O. Box 1015 Roseau , Dominica | (767) 448-1685 | info@dominicastandards.org |
| Dominica Association of Information technology Professionals www.daitpro.org | Grayson Stedman | President | c/o Dominica Coalition of Service Industries DEXIA's Building Bay Front, Roseau Dominica | (767) 245-6498/255-6800 | board@daitpro.org |

3.2

Dominica



| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION/TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|---|--------------------------------|---------------------|---|-----------------------------|--|
| Invest Dominica www.investdominica.com | Rhoda Joseph | Executive Director | Invest Dominica Authority 1st Floor Financial Centre Roseau, Dominica | (767) 255-8221 | Info@investdominica.dm |
| Ministry of Planning, Economic Development and Investment www.dominica.gov.dm | Gloria Joseph | Permanent Secretary | 5th Floor, Financial Centre Kennedy Avenue Roseau, Dominica | (767) 266-3148 | |
| The Dominica Export Import Agency (DEXIA) http://dcawebsites.com/dexia/ | Gregoire Thomas | General Manager | P. O. Box 173, Bayfront, Roseau, Dominica | (767) 448-2780/448-3494 | dexia@cwdom.dm |
| Dominica Association of Industry and Commerce | Theresa Campbell-Carbon | Executive Director | P.O. Box 85 Roseau, Dominica | (767) 449-1962/235-1962 | daic@cwdom.dm |
| Spa and Wellness Organisation | Trudy Prevost | Interim President | c/o Dominica Coalition of Service Industries DEXIA's Building Bay Front, Roseau Dominica | (767) 245-2474/ 317-4981 | rainbowyoga@yahoo.com |
| Audio Visual Association of Dominica | Jessica Canham | President | c/o Dominica Coalition of Service Industries DEXIA's Building Bay Front, Roseau Dominica | (767) 275-2343 | jessica@earthbook.tv |

3.3

Grenada



A. Economic Snapshot



GNI per capita (2015)
US 7,850



Income Classification (2015)
Upper Middle

While Grenada is a largely tourism-based, small, open economy, it still exports crops and agro-processed products. The country's principal export crops are nutmeg and mace. In addition, other export crops include cocoa, citrus fruits, bananas, cloves, and cinnamon. Grenada also has a small scale manufacturing industry with focuses on the production and distribution of beverages, foodstuffs, textiles, and the assembly of electronic components for export.

Over the last decade or so, Grenada transitioned from an agriculture-dominant economy to a services oriented one.

B. Starting a Business

| Procedure | Time to Complete | Associated Costs |
|---|------------------|------------------|
| Search and reserve company name | 3 days | XCD 10 |
| Prepare and notarize company statutes | 2 days | XCD 2,500 |
| Register with Corporate Affairs and Intellectual Property Office and receive company certificate; and register with Internal Revenue Department | 5 days | XCD 1,200 |
| Make company seal | 2 days | XCD 69 |
| Register for taxes | 2 days | no charge |
| Register for social security ¹ | 1 day | no charge |

There are four (4) main steps which are to be taken to start a business in Grenada. Generally, it takes on average eight (8) days, as some of these can be undertaken simultaneously.

If a company is to be formed, it will take about twelve (12) days, while for a partnership, it will take seven (7) days. If permits and licenses are required it will take on average 30 days, while opening a bank account and depositing start-up capital will take on average 7-14 days.

To register with the Private Sector Association it will take thirty (30) days and the payment of an annual membership fee.¹

1. Grenada Industrial Development Corporation (GIDC) <http://www.grenadaidc.com/InvestorsGuide/StartingUpaBusiness/tabid/103/Default.aspx>

3.3

Grenada



C. Forming a Company

When forming a Company, the following must be undertaken:

- A name that has been registered with the Supreme Court Registry
- There must be at least one share
- There must at least one shareholder
- There must be at least one director
- There must be a registered office
- An address for service must be associated with the company

Although a company is not legally required to have a constitution, should they have one, then this should be filed at the time of incorporation.

Notice of the adoption of the constitution does not have to be filed until 10 working days after the constitution is adopted.¹

1. Grenada Industrial Development Corporation (GIDC) <http://www.grenadaidc.com/InvestorsGuide/StartingUpa-Business/tabid/103/Default.aspx>

D. Paying Taxes²

| Tax or mandatory contribution | Statutory tax rate | Tax base | Total tax rate (% of profit) |
|---|--------------------|------------------------------|------------------------------|
| Corporate income tax | 30% | taxable profit | 27.59 |
| Stamp tax on sales | 0.5% | sales | 8.84 |
| Employer paid - Social security contributions | 5% | gross salaries up to \$4,250 | 5.64 |
| Property transfer tax | 5.0% and 10.0% | sale price less EC 20,000 | 2.94 |
| Property tax | 0.3% and 0.2% | property value | 0.25 |
| Vehicle tax | fixed value | engine size | 0.05 |
| Tax on check transactions | 10 cents | per check | 0.00 |
| Sales tax | 15% | sales | 0.00 |
| Employee paid - Social security contributions | various rates | gross salaries | 0.00 |

2 <http://www.doingbusiness.org/data/exploreconomies/grenada#paying-taxes>



3.3

Grenada



E. Legal and Regulatory Framework

Legislation Governing Establishing a Business

The Registration of Business Names Act (Cap. 281) and the Business Names Rules, 2011 govern the registration of business names.

A business name is regarded as the name used for a business which:

- in the case of an individual or partnership, is different from the name(s) of the proprietor(s), and
- in the case of a company, is different from the company's corporate name.

The Laws of Grenada establishes it as an offence to operate a business under a business name, which has not been registered.

There are application forms which must be completed and submitted in order to process the registration of business names. The forms to be completed vary depending on the type of business to be conducted.

Form BN1 is used when an application is being lodged for the Registration of a Business Name by an individual.

Form BN2 is applicable in situations when an application is being lodged for Registration of a Business Name by a firm or partnership.

Form BN3 is used for Applications for Registration of a Business Name by a company.

Forms BN1 – BN3 can be completed utilizing the Corporate Affairs & Intellectual Property Office (CAIPO) e-filing system. Completed Forms must be printed and signatures are to be obtained before delivering them to CAIPO and paying the registration fee.

Further information regarding the rules governing the choice of name can be accessed via the Corporate Affairs and intellectual Property Office.

Tax and National Insurance

Should a business be required to be registered as a taxpayer, this will be done as part of the registration process. CAIPO will pass information directly to the Inland Revenue Department.

Should there be employees associated with the Business, hen Business will need to register with the National Insurance Scheme (NIS) as an employer. Details of employees must also be provided to the NIS.

The Companies Act 1994 and subsequent amendments (2000 and 2013) represent the primary legislative instrument which regulates the establishing of a Company in Grenada.



3.3

Grenada



E. Key Organisations, Agencies and Associations

| ORGANISATION | CONTACT PERSON/FOCAL POINT | DESIGNATION/TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|---|-------------------------------|-------------------------|--|-----------------|--|
| Business Support Organisations | | | | | |
| Grenada Industrial Development Corporation (GIDC) www.grenadaidc.com | Che' Keens-Douglas | Chief Executive Officer | Frequenté Industrial Park St. George's Grenada, West Indies | (473)-444-4035 | Ckeens-douglas@grenadaidc.com |
| Grenada Chamber of Industry and Commerce (GCIC) www.thegcic.org | Ms. Petipha Lewis-Smith - CEO | Chief Executive Officer | Frequenté, Building 11 P.O. Box 129, St. George's Grenada, West Indies | (473)-440-2937 | gcic@grenadachamber.org |
| Grenada Bureau of Standards (GBS) www.gdbs.gd | Robert Medford | Managing Director | Queen's Park St. George's Grenada W.I | (473)-440-5886 | Robert_medford@spiceisle.com |
| Grenada National Training Agency – GNTA www.grenadanta.gd | Lincoln Morgan | Director | The Villa, Archibald Avenue, St. George's, Grenada, West Indies | (473)- 435-9092 | ceo@grenadanta.gd |
| Grenada Marketing & National Importing Board – MNIB www.mnib.gd | Ruel Edwards | CEO | P.O. Box 652, Young Street St. George's, Grenada | (473)-440-1791 | Ruel.edwards@mnib.gd |

3.3

Grenada



| ORGANISATION | CONTACT PERSON/FOCAL POINT | DESIGNATION/TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|---|---------------------------------|----------------------------|---------|-----------------------------------|--|
| Management Consultants Association | | | | | |
| 3J Cares | Jenny Theodore | | | | jennyt@spiceisle.com |
| Anchura Consulting | Sandra James | Director / Lead Consultant | | | anchura@spiceisle.com |
| Cinery | Barry Collymore | | | | cinerycommunications@gmail.com |
| Concepts Marketing | Rolf | | | | rolf.concepts@spiceisle.com |
| Denise George | Denise George | | | | denisedoreengeorge@gmail.com |
| Grenada Family Therapy, Counselling & Consulting Center | Margot Holas consulting Center | | | 435 5833/ 405-3726 | mhw@spiceisle.com |
| Impact Consulting | Basil Harford | | | (473) 440-3076 | impactgnd@spiceisle.com |
| James Finlay | James Finlay | | | (473) 443-5220 | james_finlay123@hotmail.com |
| Kroll Associates | Glen Harloff / Dellisa Williams | | | (473) 439-7999 | gharloff@kroll.com dewilliams@kroll.com |
| Jude Bernard Consulting | Jude Bernard | | | (473) 444-1192 | judebern@spiceisle.com |
| Zara Chase | Zara Chase | | | (473) 435-1615 | zarahgrant25@yahoo.com |
| Engineers Association | | | | | |
| Barry Engineering Company Ltd | Leslie Barry | | | | |
| Creative Design and Construction co. | Anselm LaTouche | | | (473) 444-5217 | creative@spiceisle.com |
| Consultant Engineers Partnership Ltd | B. Selwyn Woodroffe | | | (473)-440-2233/ (473)-440-0602 | cep-gda@spiceisle.com |

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Grenada



| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION /TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|---|--------------------------------|-----------------------|---------|---------------------------------------|--|
| Daniel & Daniel Engineering Inc. | Alphonsus Daniel | | | (473) 440-1939/473-435-0482/407- 3837 | altheus@spiceisle.com |
| Alexis Survey & Real Estate | Godwin Alexis | | | (473)-442-8280 | alexissurveyors@hotmail.com |
| Glean's Constuction & Engineering Co.Ltd | Carlyle Glean Jr | | | (473) 440-8686 | gleaneng@spiceisle.com |
| James Brathwaite Inc. | James Brathwaite | | | (473) 444-5923 | jamesb@spiceisle.com |
| Joseph John & Association Ltd | Joseph A John / Nigel John | | | (473) 440-2966/439 | jj&a@spiceisle.com / nigelajohn@gmail.com |
| Quinn Company Ltd | Mike Quinn/Julie Quinn | | | 473-444-4687/ 473-444 | mike@quinnco.com |
| Kenrick Gabriel and Associates | Kenrick Gabriel | | | (473) 443 3262 | kga@spiceisle.com |
| Architects Association | | | | | |
| Atlantic Partnership Archtitect | Peter Wallace / Erik Johnson | | | | inbox@atlantic-partnership.com / peter@atlantic |
| Cadpro & Associates | | | | | cadproandassociates@gmail.com |
| Cecil Federick | Cecil Frederick | | | | cesfred@hotmail.com |
| COCOA - Caribbean office of Co-operative Architects | Bryan Bullen | | | | bryanbullen@spiceisle.com / trev-orbullen@spiceisle.com |
| Griffit Associates – Chartered Architects | Rudolph Griffith | | | | griffarch@spiceisle.com |
| Mitchell Norris Associates Chartered Architect | | | | | willieredheadfoundation@spiceisle.com |
| Solid Design Inc. | Lennox Archibald | | | | sdi06@yahoo.com |
| T M Williams Consulting Architects | Terence Williamson | | | | axyld@yahoo.com / info@tmwar-chitects.com / tmwarchitects.com |

3.3

Grenada



| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION/ TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|---|--------------------------------|-----------------------|---------|-----------------------------|---|
| Lennox Taylor | Lennox Taylor | | | | lennox_t@hotmail.com |
| Patrick George | Patrick George | | | | patd_george@yahoo.com |
| Musicians Association | | | | | |
| Calypsonian | Finley Jeffery | | | | |
| Information Communication and Technologies Association | | | | | |
| Ministry of ICT | Eric Nurse | | | (473) 440-2271 | ministryofworks@gov.gd |
| Compu-Tec Services Ltd | Roland Garnet | | | | computer@spiceisle.com |
| Computer Visioneers | Elton Charles | | | (473) 407-0800/473-440-0312 | computervisioneers@yahoo.com |
| Dave Sandy | Dave Sandy | | | | davesandy@hotmail.com |
| Kool System | Vaughn Lawrence | | | (473) 435-1842 / 435-2251 | Vaughn@koolsystem.com |
| Comserv | Isabelle Slinger | | | | info@comserv.biz / islinger@comserv.biz |
| Hankey's Computer Services Ltd | Garfield Hankey | | | (473) 443-5343 | hankeys@spiceisle.com |
| Modone Information, Technology Solution | Christian Chufook | | | | chris@modone.net www.modone.net |
| PRW Computers | Clifton Alley | | | (473) 435-5005/409-0732 | grenada@prwe.com |
| Richard Ramdhanny | Richard Ramdhanny | | | | Richard.ramdhanny@gmail.com |
| Streamerline Networks Ltd | Anderson Stanislaus | | | (473) 435-0186/407-4487 | Anderson@streamlinegda.com |

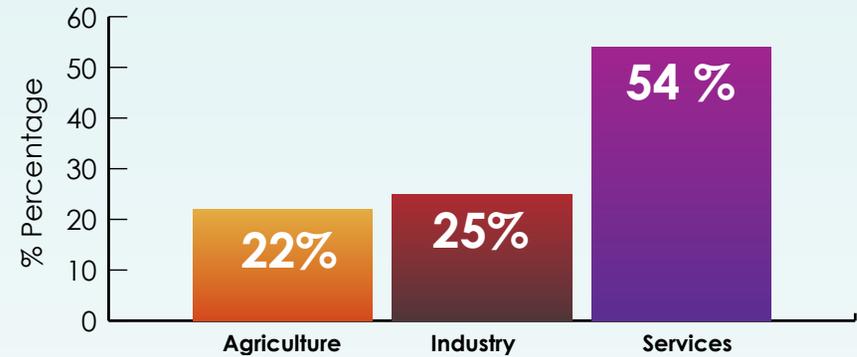
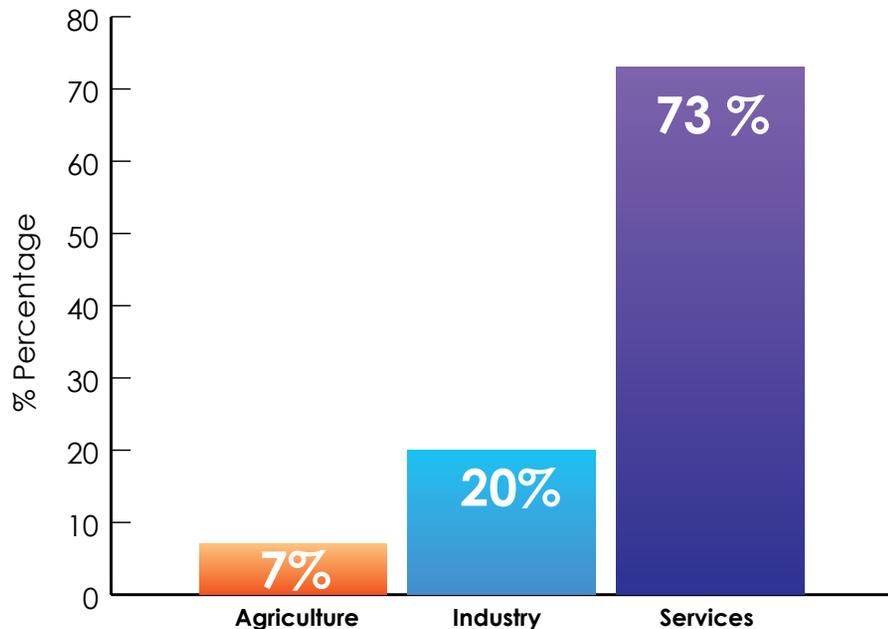
3.4

Saint Lucia



A. Economic Snapshot

Saint Lucia is categorized as an upper middle-income country with a population of 183,598 and a Gross Domestic Product (GDP) OF 1.336 billion US. Saint Lucia's economy depends primarily on revenue from tourism and banana production, with some contribution from small-scale manufacturing. The services sector in general represents a strong contributor to GDP and the labour force in Saint Lucia. The level of contribution of the services sector to GDP and the labour force as compared to the agriculture and manufacturing industry are highlighted below.



B. Doing Business in Saint Lucia

In 2016 Saint Lucia was currently ranked 77 out of 188 countries on the Doing Business Index done by the World Bank Group. Below is a table of Saint Lucia ranks in the Doing Business environment.

| Areas in Doing Business | DB 2016 Ranking |
|-----------------------------------|-------------------|
| Starting a business | 67 th |
| Dealing with construction permits | 50 th |
| Getting electricity | 26 ^{ty} |
| Registering property | 104 th |
| Getting credit | 152 nd |
| Protecting minority investors | 66 th |
| Paying taxes | 83 th |
| Trading across borders | 72 nd |
| Enforcing contracts | 67 th |
| Resolving insolvency | 109 th |

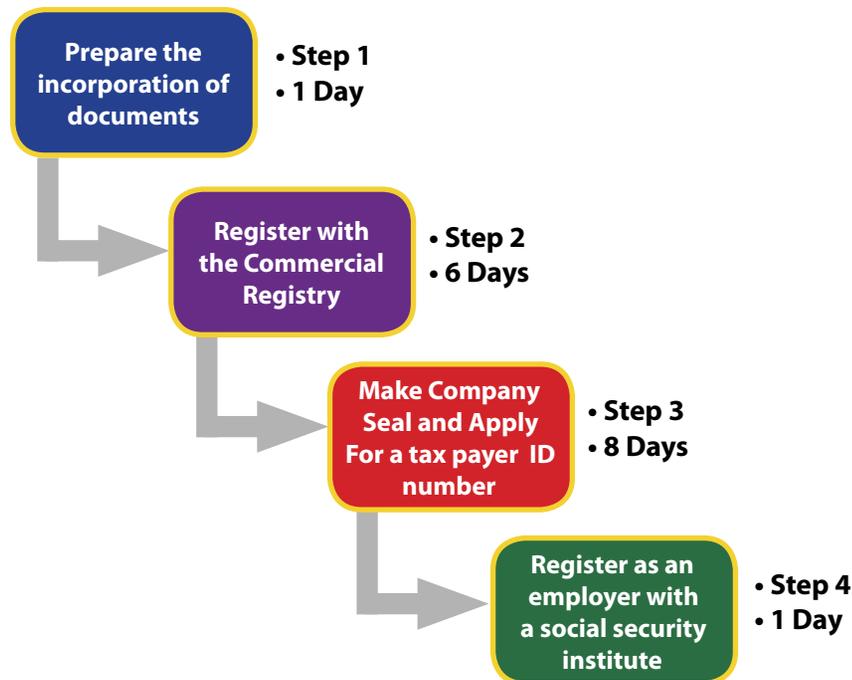
3.4

Saint Lucia



C. Starting a Business

There are essentially four (4) main steps involved in starting a business in Saint Lucia as illustrated below.



The incorporation and registration of a company must be done through an attorney registered and operating in Saint Lucia. There are official forms to be completed during the process. The following procedure applies: A foreign investor seeking to start up a business in Saint Lucia must:

1. Prepare the incorporation documents

- An attorney prepares the articles of incorporation documents, which include:
 - I. The articles of incorporation.
 - II. The notice of directors.
 - III. The notice of the company's registered office.
- Bylaws are not essential for forming the company but are highly recommended. They should usually be filed together with other documents in this procedure and are included in the company formation fee.

2. Register with the Commercial Registry

- When registering the company with the commercial registry, the Attorney pays an administrative fee on behalf of its client, when presenting the documents for registration.
- The registry issues a certificate of incorporation and the registration process is finalized.

3. Obtain a tax payer identification number

- A registration form should be obtained from the Inland Revenue Department and be completed.
- The completed registration form must then be signed by a director and the company secretary. It must accompany the certificate of incorporation with a list of employees, their National Insurance numbers and dates of employment with the company.

3.4

Saint Lucia



4. Register as an employer with a social security institute

- The competent authority is the National Insurance Corporation (NIC). The necessary registration must be done in this regard.

On approval the Articles of Incorporation, Notice of Directors, Notice of Address and Statutory Declaration must be submitted to the Registrar, along with the Approved Request for Name Search form. A \$2.50 stamp is required for the declaration.

A prescribed Fee of \$850.00 is to be paid to the Registrar for Incorporation of Companies (profit).

A prescribed fee of \$3,125.00 is to be paid to the Registrar for the Registering of Foreign Companies

A prescribed fee of \$125.00 is to be paid to the Registrar for the Registering of Business Name.

A prescribed fee of \$250.00 is to be paid to the Registrar for the Incorporation of Companies (non-profit).

All forms must be collected at the Registry of Companies and Intellectual Property of St. Lucia.

All foreign individuals/companies with ownership of more than 49% of the company's shares are required to have a Trade Licenses

Types of Businesses

There are four (4) types of businesses which can be established in Saint Lucia

- Incorporated
- Partnership
- Branch
- Sole Trade



3.4

Saint Lucia



D. Legal and Regulatory Environment

Fiscal Incentives

There are fiscal incentives provided to new businesses.

- Tax holidays up to 15 years
- Exemption from income tax for tourism investment operations
- Tax relief on export earnings
- Unrestricted repatriation of all profits and capital
- Lower corporate taxes for investors in special development areas

Laws governing the Services Sectors of Focus

Music Industry



The Cultural Development Foundation (CDF) is the statutory body possessing responsibility for the preservation and promotion of Saint Lucian culture and arts. Over the years the

music industry in Saint Lucia has grown with major attractions such as Kaiso Symposium, Jounen Kweyol and St. Lucia Jazz Festival.

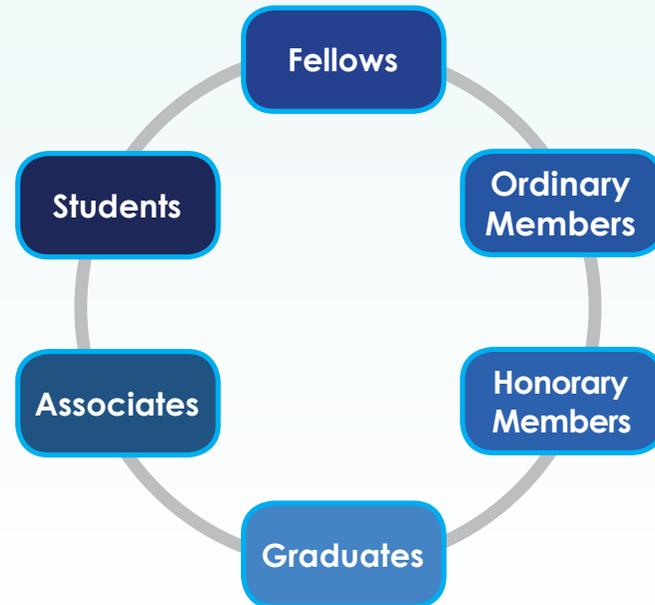
While there are no specific laws which regulate the music industry, related laws governing copyright and general business practices will apply. As such Copyright Act, 1995 (Act No. 10 of 1995), amended by Copyright (Amendment) Act, 2000 (Act No. 7 of 2000) would be applicable. Further information can be obtained through the Cultural Development Foundation (CDF).

The Eastern Caribbean Collective Organization for Music Rights (ECCO) Inc is a society of writers & publishers of music. By joining ECCO you can begin to register your songs, collect performance royalties and take advantage of many exclusive career benefits. There is a one time, nominal processing/registration fee of EC\$150 to apply for ECCO Writer/Composer Membership and EC\$450 for Publisher Membership, there are no annual dues. This fee is non-refundable.

Engineering Industry

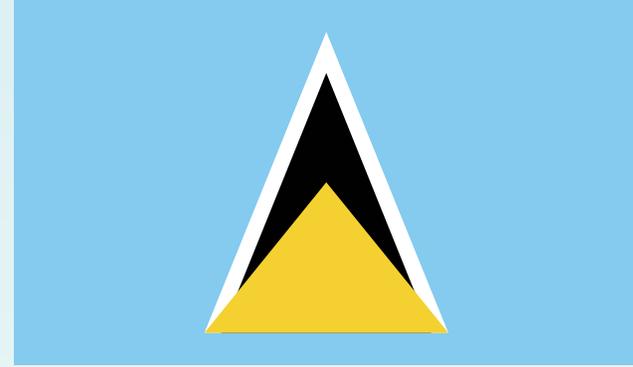
There is an Association of Professional Engineers established in Saint Lucia. Its objective is to promote, exchange and encourage the general advancement of the engineering profession.

There are six (6) categories of membership as shown in the Figure below.



3.4

Saint Lucia



In addition to the Engineer Association, there is an **Engineers Registration Board** established further to the **Engineers Registration Act 1985**. The Government of St. Lucia enacted the **Engineers Registration Act in 1985** to regulate the practice of Professional Engineering in St. Lucia

The Engineers Registration Board (ERB) comprises 6 members appointed by the Minister of Communications, Works, Transportation and Public Utilities. The Chairman of the Board is elected by the Board members. The Registrar of the High Court is responsible for maintaining and publishing the list of Registered Engineers annually in February in the Saint Lucia Government Gazette.

Academic and Experience Requirements are attached to practicing as an Engineer in Saint Lucia. An application is required to be submitted for the consideration of the Engineers Registration Boards (ERB) to become a Registered Engineer in Saint Lucia.

ICT industry



The Saint Lucia ICT Association is recognized as the premier professional organization leveraging information technology to stimulate

the exchange and creation of knowledge management through technology within the public and private sectors in Saint Lucia. The goal of the Association is to support the growth and development of our members. Currently, the association has 20 fully paid and 40 non-financial members.

To become a member of the Saint Lucia ICT Association, please visit [Becoming a Member](#).

While the ICT sector is not formally regulated by national authorities, there are international standards which are recognized, adopted and applied by some companies.

There are four main pieces of primary legislation which govern the digital environment in general however.

These include:

- E-Transaction Act
- E-Crimes Act
- Data and Privacy Protection Act
- Freedom of Information Act

Architecture Industry

Saint Lucia Institute of Architects (SLIA) represents the professional organization for Architects on the Island of St. Lucia, which was established in December 1996.

This provision of services in this field is governed by the Architects Registration Act, 2005 (No 11 of 2005)

The Architects Registration Act, provides for, amongst other things, the registration of Architects.

Management Consultants

The Association of Management Consultants (St Lucia) Inc (AMCS) has been in existence since 2005 with a membership that carries a wide range of practice areas related to improving organizational performance and capturing opportunities presented in the local and regional economic space.

3.4

Saint Lucia



E. Key Organisations, Agencies and Associations

| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION/ TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|--|--------------------------------|-----------------------|--|-------------------|--|
| Associations | | | | | |
| Association of Music, Producer, Performers of St. Lucia (AMPPSLU) | Martin James | Interim Chairman | | | Amppslu@gmail.com stluciamusicindustry@gmail.com |
| Association of Professional Engineers of St. Lucia (APESL) www.stluciaengineers.com/ | Justin R. Sealy | President | P.O. Box GM 661 Castries, Saint Lucia | (758) 457-3907 | Engineers.stlucia@gmail.com |
| Management Consultants Association | Dr. Claudius Preville | President | | (758) 719-5230 | cpreville@gmail.com |
| Architects Association | Augustine Poyotte | | P O Box 709, Castries, Saint Lucia | | Poyottea2000@yahoo.co.uk |

3.4

Saint Lucia



| ORGANISATION | CONTACT PERSON/ FOCAL POINT | DESIGNATION/ TITLE | ADDRESS | CONTACT NUMBER | EMAIL |
|---|--------------------------------|-------------------------|--|-------------------------|--|
| Business Support Organisations | | | | | |
| Saint Lucia Trade Export Promotion Agency www.tepa.org.lc | Jacqueline Emmanuel-Flood | Chief Executive Officer | 2nd Floor, Hewanorra House Pointe Seraphine Castries, Saint Lucia | (758) 468-2145 /2286 | |
| St Lucia Bureau of Standards www.slbs.org.lc | | | Saint Lucia Bureau of Standards, SLBS Bisee Industrial Estate P.O. Box CP 5412, Castries, Saint Lucia | (758) 453-0049 | |
| St Lucia Coalition of Service Industries www.slcsi.org.lc | Yvonne Agard | President | #19 Orange Park Commercial Centre Bois d'Orange, Gros Islet, Saint Lucia | (758) 452-7864 | info@slcsi.org.lc |
| Registry of companies and Intellectual Property www.rocip.gov.lc | Desma F. Charles | Registrar | 2nd Floor, Hewanorra House Trou Garnier Financial Centre, Pointe Seraphine Castries, Saint Lucia | (758) 468-3230 | info@rocip.gov.lc |

3.5

Saint Vincent and the Grenadines



A. Economic Snapshot¹

Unlike many of the other OECS Member States, St. Vincent and the Grenadines' economy remains primarily an agrarian society in nature, but has recorded marked growth in the service sectors.² This economic expansion in the services industries can in part be attributed to some investment incentives which the Government of St Vincent and the Grenadines developed and implemented within the last five (5) to ten (10) years.

Income
Category

Upper
Middle
Income

US 6,670
GNI per
Capita



1. Ease of Doing Business in St. Vincent and the Grenadines: <http://www.doingbusiness.org/data/exploreconomies/st-vincent-and-the-grenadines/>
 2. Saint Vincent and the Grenadines, National Economic and Social Development Plan 2013-2025 <https://sustainabledevelopment.un.org/content/documents/1466vincentgrenadines.pdf>

B. Starting a Business

| No. | Procedure | Time to Complete | Associated Costs |
|-----|---|------------------|------------------|
| 1 | Search and reserve company name <i>Agency: Commerce and Intellectual Property Office</i> | 1 day | XCD 25 |
| 2 | Obtain and legalize the incorporation documents <i>Agency: Attorney-at-Law</i> | 1 day | XCD 1,750 |
| 3 | Register with the Commercial Registry <i>Agency: Commerce and Intellectual Property Office</i> | 2 days | XCD 950 |
| 4 | File bylaws and notice of appointment of secretary <i>Agency: Commerce and Intellectual Property Office</i> | 2 days | XCD 150 |
| 5 | Apply for a trade/industrial license <i>Agency: Ministry of Trade</i> | 2 days | XCD 100 |
| 6 | Register with the Inland Revenue Department <i>Agency: Inland Revenue Department</i> | 1 day | no charge |

3.5

Saint Vincent and the Grenadines



C. Legal and Regulatory Environment

Laws and Regulations governing the service sectors of focus

ICT

As it relates to the provision of IT services, there is suite of laws which can be associated with this sector. These laws include:

- Data Protection Act 2011 (No. 11) – Not assented to by the Governor General
- Electronic Transaction Act 2011 (No. 16)- Not assented to by the Governor General
- Electronic Crimes Bill Act 2016
- Electronic Evidence Bill- Assented to by the Governor General
- Electronic Filing Bill & Electronic Filing Rules & Regulations
- Electronic Funds Transfer Bill
- ICT Investment Incentive Act

Architects

While Architects are governed by the 2011 Architects Act, precise standards for registration and licensing of architects are still to be developed under the authority of the newly established Council.

Engineers

There is no legal framework (apart from the Building Code) governing the provision of engineering services, but efforts are being exerted to develop such.

Music Industry

There are several associations within the Music Industry which includes, but is not limited to:

- Calypsonians' Association
- Association of Music Professionals (AMP)
- Eastern Caribbean Copyright Organization (ECCO)
- Youlou Pan Movement
- Carnival Development Corporation (CDC)
- SVG Create
- Carnival Bands Association
- SVG Visual Arts Society (dormant)
- Craft Cooperative –

3.5

Saint Vincent and the Grenadines



E. Key Organisations, Agencies and Associations

| ORGANISATION | CONTACT PERSON/ FOCAL POINT | ADDRESS | CONTACT NUMBER | EMAIL |
|---|--------------------------------|--|----------------|--|
| Association of Accountants | Sylvia Sutherland | | (784) 532-8246 | snsutherland@hotmail.com |
| St Vincent Bar Association | René Baptiste | Ms. Rene Baptiste Methodist Commercial Building, Kingstown | (784) 494-2524 | Rene@karibcable.com |
| Chambers of Commerce | Christine da Silva | | (784) 457-1464 | svgchamber@svg-cic.org |
| Collection Society of Music Association | Bernard Joseph | | (784) 529-5250 | Bernardjoseph3000@gmail.com |
| Construction | Desmond Pompey | c/o Physical Planning Department | (784) 458-1470 | despom@hotmail.com |
| Electrical Association | Elswoth Richards (TBC) | | (784) 528-9592 | Elsworth65@hotmail.com |
| Engineer Society | Thorny Myers | c/o VINLEC Kingstown St. Vincent and the Grenadines | (784) 456-1701 | tmyers@vinlec.com |
| Health and Wellness | Monique Arthur | c/o Oasis Spa and Wellness Centre | (784) 458-1800 | Oasisskincarestudio@hotmail.com |

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Saint Vincent and the Grenadines



| ORGANISATION | CONTACT PERSON/ FOCAL POINT | ADDRESS | CONTACT NUMBER | EMAIL |
|--|--------------------------------|--|---------------------------|--|
| Human Resource Management | Susan Joachim | Joachim & Associates | (784) 451-2227 | sjoachim@joachimandasociates.com |
| Nurses | Ziz Clarke | Division of Nurses Education, | | |
| Largo Height | | | (784) 457-9860 | svgnurses@yahoo.com |
| St. Vincent and the Grenadines Association for Music Professionals | Bomani Charles | | | Bomani300@gmail.com |
| SVG Custom Brokers | Allan Perry Burke | c/o Perry's Customs & Shipping Agency | (784) 457- 2920 | perryshipping@vincysurf.com |
| SVG Hotel and Tourism Association | Kim Halbich | Paradise Beach Hotel & Fantasea Tours, Villa Beach | (784) 457-4477 | info@fantaseatours.com |
| SVG Institute Of Architects | Allister Brown | c/o Ministry of Transport | (784) 457-2031 Ext 573 | calvertb@hotmail.com |
| Vincentian Association of Quantity Surveyors | Mark Glynn | c/o Ministry of Transport & Works | (784) 456-1111 | Glynn_mrk@yahoo.com |