

## MINISTRY OF FINANCE

### Checklist for Standard Allowance

Section 5 of the 11 <sup>th</sup> Schedule	Requirement (A to K for initial approval and I for final approval)	Details	Check
A	Name and details of the person		
B	Recent statement of all assets and liabilities of the person		
C	Location and description of the site of the hotel		
D	In the case of an existing hotel, the number and description of bedrooms and beds and of the toilet facilities		
E	Number and description of proposed bedrooms and beds and the toilet facilities proposed to be established in connection with them		
F	Description of each public room for proposed new hotel or extension of an existing hotel		
G	Detailed description of existing or proposed amenities		
H	Sketch plan showing in sufficient detail the site and layout of the proposed hotel or extension and the amenities		
I	An estimate cost of the project		
J	If the project is to be carried out in stages, a description and the estimate cost, of each stage and details of the proposed timetable		
K	Details of the proposed method of financing the project		
<b>L</b>	<b>Any other information, the Minister may require: At Completion of Project to submit (i) to (iii)</b>		
(i)	Fully audited final accounts showing the total cost		
(ii)	Final plan showing the site, layout and surrounding areas of the hotel		
(iii)	Certificate of Completion and Permit to Occupy		

**All application to be addressed to: The Permanent Secretary for  
Finance and National Planning.**