

Service Provider Registration Form

This application must be accompanied by the following documents:

- Business License or Business License Application Receipt
- Proof of legal status (*preferential selection will be given to Belongers*)
- Curriculum Vitae
- List of services and associated costs
- Names of two references (*one must be from a former client*)
- Signed Principles for Service Providers

BUSINESS INFORMATION

Date of Application:

Business Name:

Business Category: Sole Proprietorship Partnership Corporation

Business Address:

Business Telephone:

Business Email:

Principal's Name:

Principal's Contact:

Which services will be provided?

How many clients can be serviced monthly?

How many years in business?

FOR OFFICIAL USE ONLY

Received By: Date:

Assessed By: Date:

Approved Not Approved

Director's Signature:



Principles for Service Providers Business Support Unit (BSU) Invest Turks and Caicos Islands Agency

The principles below are core values to be upheld by the Service Providers promoted by the **Business Support Unit (BSU)** of **Invest Turks and Caicos Islands Agency**. These principles can also be found on Invest Turks and Caicos website at www.investturksandcaicos.tc

By signing below, Service Providers will be deemed to have read the principles and accept and agree to comply with the principles.

The BSU expects the highest standards of ethics and integrity from Service Providers in conducting business. Specifically, the Service Provider will:

1. Act with honesty, integrity and fairness in its dealings with customers.
2. Be professional and confidential.
3. Honor commitments in good faith and in a timely manner.
4. Strive for efficient service delivery without compromising quality.
5. Be transparent by providing terms of service, clearly outlining the services offered.
6. Take responsibility in continually striving to enhance staff competencies, knowledge and skills.
7. Respect the rights of individuals regardless of their race, creed, religion, sex, age, sexual orientation, national origin, or disability.
8. At all times, comply in all respects with the provisions of all laws applicable to carrying on business in the TCI, including obtaining all necessary permissions, licences, and certificates, and paying those contributions due under NHIP and NIB or any other statutory amendment or enactment.

INDEMNIFICATION

As a Service Provider, I/we further agree to indemnify and hold harmless Invest Turks and Caicos Islands Agency and its officers, directors, employees and independent contractors from and against any and all claims and causes of action, as well as related losses, liabilities, judgments, awards, settlements, damages, expenses and costs (including reasonable attorneys' fees and related court costs and expenses) relating to or arising out of a breach of contract with any customer.

Business Name

Principal/Owner's Name