



**GOVERNMENT OF TONGA**  
**COVID-19 BUSINESS ECONOMIC EMERGENCY RELIEF FUND**  
**ELIGIBILITY AND CHECKLIST FORM**

Dear Applicant,

We invite you to please complete Section 1 to ensure your eligibility to apply for the COVID-19 Business Economic Emergency Relief Fund.

If you answered ‘yes’ to **ALL** parts of Section 1 please continue on to completing the application form attached and if you answered ‘no’ to **ANY** part, then please note that you are not eligible to apply.

Section 2 provides you with a checklist to assist in ensuring that your application is complete when you lodge it, as the assessment of your eligibility will be based on what was submitted.

**Section 1 : ELIGIBILITY TO APPLY**

<b>Eligibility Requirements:</b>		<b>Yes</b>	<b>No</b>
1	Your business has lost revenue in the month of January through March 2020		
2	Your business was registered before March, 2020 <b>OR</b> your business is an informal business		
3	Your principal place of business is in Tonga		
4	Your business is <b>not</b> a state-owned enterprise		
5	Your business was <b>not</b> operating as an essential business during the State of Emergency period		

**Section 2: CHECKLIST**

<b>A complete application should contain the following:</b>		<b>Tick box <input checked="" type="checkbox"/> only if completed</b>	<b>Official Use Only</b>
1.	Application Form (COVID-19 Business Economic Emergency Relief Fund Application Form) duly completed and signed	<input type="checkbox"/>	
2.	Copy of passport or national identification card	<input type="checkbox"/>	
3.	Provide sufficient evidence and supporting documents to demonstrate financial loss incurred due to COVID-19	<input type="checkbox"/>	
4.	Profit and Loss Statement for the period of January – March, 2019 (Not Applicable to informal businesses)	<input type="checkbox"/>	

**APPLICATION TIMELINE**

- All completed applications under the registered businesses are to be delivered to the Ministry of Trade & Economic Development (MTED) Offices in Tongatapu, Vava’u, Ha’apai and ‘Eua before **4:30pm, Friday 17<sup>th</sup> April 2020.**
- All completed applications under informal businesses are to be delivered before **4:30pm, Friday 24<sup>th</sup> April 2020.**
- You can also send your completed application through email to [poinisetiap@mtd.gov.to](mailto:poinisetiap@mtd.gov.to)
- **Late applications will not be considered.**

**CONTACT INFORMATION**

For any further details and enquiries please contact Ms Poinisetia Paongo at mobile: 7745408 or email [poinisetiap@mtd.gov.to](mailto:poinisetiap@mtd.gov.to) or Ms. Fololenitina ‘Asau at mobile: 7798036 or email [fololenitinaa@mtd.gov.to](mailto:fololenitinaa@mtd.gov.to)



**OFFICIAL USE ONLY:**  
Application No:  
  
Date Received:

**GOVERNMENT OF TONGA**  
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**APPLICATION FORM**

**PART A : BUSINESS CLASSIFICATION**

	<b>CLASSIFICATION</b>	<i>Tick box <input checked="" type="checkbox"/> that applies to your business</i>	
1	Informal (Non registered business)	<input type="checkbox"/>	<i>If you tick No.1 please go to Part B/Section B</i>
2	Small (Category 1 – Income under \$50,000)	<input type="checkbox"/>	<i>If you tick No.2 please go to Part B/Section A</i>
3	Small (Category 2 – Income \$50,000-\$100,000)	<input type="checkbox"/>	<i>If you tick No.3 please go to Part B/Section A</i>
4	Large (Income over \$100,000)	<input type="checkbox"/>	<i>If you tick No.4 please go to Part B/Section A</i>

**PART B: BUSINESS PROFILE**

**SECTION A – REGISTERED BUSINESS**

<b>BUSINESS NAME:</b>	<b>BUSINESS LICENCE NO.:</b>
	<b>BUSINESS TIN NO:</b>
<b>BUSINESS CONTACT:</b> <b>Phone:</b>	<b>Email:</b>
<b>BUSINESS OWNER:</b>	<b>BUSINESS LOCATION IN TONGA:</b>
	<b>PRINCIPAL PLACE OF BUSINESS IS TONGA?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*Must also provide copy of national identification or passport</i>	
<b>ECONOMIC SECTOR:</b> <input type="checkbox"/> Primary (eg. agriculture, fisheries, farming) <input type="checkbox"/> Secondary (eg. manufacturing, handicrafts and construction) <input type="checkbox"/> Tertiary (eg. tourism, professional services, general/other services)	<b>BUSINESS ACTIVITY/ACTIVITIES</b> <i>(as identified in your business license)</i>

**SECTION B – INFORMAL BUSINESS**

<b>BUSINESS OWNER:</b>
<i>*Must also provide copy of national identification or passport</i>
<b>CONTACT:</b> <b>Phone:</b>
<b>Email:</b>
<b>LOCATION:</b>
<b>BUSINESS ACTIVITY:</b>

## PART C: BUSINESS FINANCIAL LOSS INCURED DUE TO COVID-19

1. Was your business affected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What is the affected period?		
ii. Did you have to close down your business? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>		
iii. How many employees do you have? _____		
iv. Did you have to lay off any of your employees? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> If yes, state how many. _____		
2. Describe how your business was affected.		
i. Demonstrate the financial impact of COVID-19 on your business in the past 3 months (Jan – March). Attach sufficient supporting documents as evidence.		
ii. Also provide actual or predicted revenue over the period of three months (Jan – March 2019) in comparison to same period this year (refer Annex 1)		
3. State the total expected revenue loss to your business caused by COVID-19.		

## PART D: DECLARATION

I certify that all information provided in this application form is true and accurate and that the supporting documents submitted along with this application form are genuine.	
I understand and agree that any false or misleading information will justify a denial of my application for the COVID-19 Business Economic Relief Fund	
<b>Name:</b>	<b>Signature:</b>
	<b>Date:</b>

*The information provided in this application are for the purposes addressed in this document, including assessing your eligibility to receive the relief fund and to audit and review any subsidies granted. The information provided will be strictly confidential and only used for official purposes.*

**ANNEX 1:****PROFIT AND LOSS STATEMENT FOR JANUARY – MARCH, 2019**

	<b>2019</b>		
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
<b><u>REVENUE (PA'ANGA HU MAI)</u></b>	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>
1 Service Fees			
2 Rental Fees			
3 Other Income			
<b>TOTAL REVENUE</b>	-	-	-
<b><u>EXPENSES (PA'ANGA HU ATU)</u></b>	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>
1 Advertising			
2 Power bill			
3 Water bill			
4 Telephone expenses			
5 Internet expenses			
6 Transport expenses			
7 Salaries and wages			
8 Other Expenses			
<b>TOTAL EXPENSES</b>	-	-	-
<b>NET PROFIT</b>	-	-	-