



**MINISTRY OF LABOUR AND SMALL AND MICRO  
ENTERPRISE DEVELOPMENT**  
*#3 Melbourne Street*  
**PORT-OF-SPAIN**

*Telephone No.: (868) 623 4241-7. Fax: (868) 624 4091—web site: [http:// www.labour.gov.tt](http://www.labour.gov.tt)*

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11<sup>th</sup> January, 2010

Mr. Albert Chow  
President  
Business Development Company Limited (BDC)  
#151B Charlotte Street  
Port of Spain

Dear Mr. Chow

The Ministry of Labour and Small and Micro Enterprise Development (MLSMED) in collaboration with the National Entrepreneurship Development Company (NEDCO) will be coordinating the celebration of Small Business Month (SBM) in January 2010. The theme of SBM Month is “**Celebrating the Creativity and Contribution of Small Business to National Development**”.

The objectives of the month of activities are to recognise the outstanding achievement of entrepreneurs in the Micro and Small Enterprise (MSE) sector; organise a forum for small business owners, entrepreneurs, MSE stakeholders and other individuals to discuss critical issues and the way forward for the sector; encourage the participation of entrepreneurs, secondary school students and members of the public in business-related competitions; provide an opportunity for the MLSMED, NEDCO and other MSE related development institutions to disseminate information on their programmes and services and heighten public awareness of the products and services of micro and small enterprises (MSEs).

Celebratory activities for SBM month include:

- *Awarding Most Outstanding Micro business*
- *Awarding Most Outstanding Small business*
- *Awarding Most Innovative business*
- *Awarding the Social Entrepreneur of the year*

A total of One hundred and thirty thousand dollars (\$130,000) as well as awards will be disbursed in each of the 4 categories to the winner and two finalists.

Stakeholders of the sector are therefore being invited to make one (1) nomination per category as listed above. The criteria and required information for nominations are outlined in the table below.

**Required Nominee Information**

CATEGORY	CRITERIA	REQUIRED INFORMATION
1. Most Outstanding Micro business	<ul style="list-style-type: none"> <li>✦ 5 employees or less</li> <li>✦ In operation for at least 3 years</li> <li>✦ Growth in assets, turnover, profitability and job creation in the last 3 years (2006-present)</li> </ul>	<ul style="list-style-type: none"> <li>✦ Financial records for the last 3 financial years (2006-present)</li> <li>✦ A profile of the enterprise which should include the history, products and services, financial statements, and achievements.</li> </ul>
2. Most Outstanding Small business	<ul style="list-style-type: none"> <li>✦ 25 employees or less</li> <li>✦ In operation for at least 3 years</li> <li>✦ Growth in assets, turnover, profitability and job creation in the last 3 years (2006-present)</li> </ul>	<ul style="list-style-type: none"> <li>✦ Financial records for the last 3 financial years (2006-present)</li> <li>✦ A profile of the enterprise which should include the history, products and services, financial statements, and achievements.</li> </ul>
3. Most Innovative business	<ul style="list-style-type: none"> <li>✦ Micro or Small enterprise</li> <li>✦ Minimum of 10% improvement over industry average</li> </ul>	<ul style="list-style-type: none"> <li>✦ Evidence of innovation (new methods / operations / services, etc) introduced and its impact on productivity of the enterprise)</li> </ul>
4. Social Entrepreneurship award	Change agents (individuals/teams/groups) who rally others to create sustainable solutions to pressing social and economic problems in such areas as national pride, social harmony, crime reduction, transparency in governance, people empowerment.	Evidence of measurable performance within the last 5 years

Deadline for submission of all entries is **Tuesday 19<sup>th</sup> January, 2010 at 4.00pm** and should be addressed to the **Permanent Secretary, Ministry of Labour and Small and Micro Enterprise Development, #3 Melbourne Street, Port of Spain** or **Chief Executive Officer, National Entrepreneurship Development Company Limited, #38 New Street, Port of Spain.**

The accessing of applications forms and the obtaining of additional information can also be sourced from any of the websites and at the offices listed below.

Ministry of Labour and Small and Micro Enterprise Development website – [www.labour.gov.tt](http://www.labour.gov.tt)  
or National Entrepreneurship Development Company Limited website – [www.nedco.gov.tt](http://www.nedco.gov.tt) .

Additionally applicants may also submit applications appropriately addressed to the offices listed.

**Offices – MLSMED**

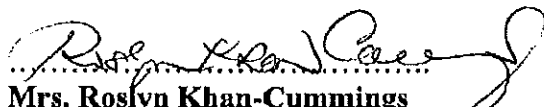
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|---------------|--|
| San Fernando  | - No. 40-42, St. James Street                                      |
| Chaguana      | - Corner John and Lange Street                                     |
| Sangre Grande | - Brierly Street   |
| Tunapuna      | - #135 Eastern Main Road   |
| Tobago        | - NIB Mall, Scarborough  |
| Siparia       | - Siparia Administrative Complex, Cor. Allis Street & SS Erin Road |
| Point Fortin  | - #8 Furlonge Street   |
| Rio Claro     | - Corner Mota and Elie Street                                      |

**Offices – NEDCO**

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|---------------|---|
| Port of Spain | - #89 Queen Street & Chacon Street Corner (Upstairs the Trinidad Building & Loan Association) |
| Tunapuna      | - #135 Eastern Main Road  |
| Arima         | - #22 King Street   |
| Sangre Grande | - LP#66 Eastern Main Road   |
| Chaguana      | - #93 Ramsaran Street   |
| Couva         | - LP#677 Southern Main Road, (Opposite Couva Anglican Primary School)                         |
| San Fernando  | - #13 Naparima Mayaro Road, Cocoyea Village   |
| Point Fortin  | - #26 Guapo Road Cap-De-Ville   |
| Princess Town | - #3 Manahambre Road  |
| Tobago        | - Milford Road, Lower Scarborough   |

The MLSMED anticipates support from your organisation in this initiative as we work towards promoting and developing the small and micro enterprise sector of Trinidad and Tobago. Should further information be required, please contact Ms. Angelita Charles at the Enterprise Development Division of the MLSMED at telephone number 627-0756 or 290-1059, email [talits1@yahoo.com](mailto:talits1@yahoo.com) or Mr. Curtis Mayers of NEDCO at 821-5800 ext 2021, email [cmayers@nedco.gov.tt](mailto:cmayers@nedco.gov.tt) or visit the MLSMED's and NEDCO's websites i.e. [www.labour.gov.tt](http://www.labour.gov.tt) and [www.nedco.gov.tt](http://www.nedco.gov.tt) .

Yours sincerely

  
Mrs. Roslyn Khan-Cummings  
Permanent Secretary