NGC CNG Company Limited (‘the Company’) Incentive Programme for conversions of Light, Heavy and Extra Heavy Motor Vehicles is in keeping with the holistic plan (‘the Mandate’) by the Government of the Republic of Trinidad and Tobago (‘GORTT’) to incentivize the use of Compressed Natural Gas (CNG) as a major transportation fuel in Trinidad and Tobago. This Incentive Programme is being offered, subject to limitations stipulated below, by the Company in recognition of the Mandate of the Government, and targets the following groups:

- State (Public) Sector Vehicles
- Light Industrial Commercial Sector Vehicles
- Private Companies with Public Interest Vehicles
- Private Companies with Private Interest Vehicles

**Purpose of the Incentive**

The Incentive will be utilised for:

- Purchase of CNG technology as approved by the Minister of Energy and Energy Affairs.
- Retrofitting of Heavy and Extra Heavy Motor Vehicle for owners or entities who wish to convert their fleet to CNG vehicles that will use CNG as their main source of energy in its refuelling.
- Vehicle technology modifications to utilise CNG.

Conversions, retrofits/modifications must be performed by service providers authorised by the Ministry of Energy and Energy Affairs.

**Who can apply?**

The Light (‘LMV’), Heavy (‘HMV’) and Extra Heavy (‘EHMV’) Motor Vehicles Incentive Programme will only be available to those companies whose vehicles are registered in accordance with the Motor Vehicles and Road Traffic Act Chap 48:50; who choose to purchase, retrofit or modify CNG technology for Light, HMV or EHMV as defined by the Motor Vehicles and Road Traffic Act Chap 48:50.

**Limits to the Incentive Programme:**

1. The offer of Incentives by the Company under the LMVs, HMVs and EHMVs Incentive Programme is limited as stipulated above and will be done on a ‘first come, first served’ basis as follows:
   a. A pre-loaded fuel card for each approved and converted LMV;
   b. A cash Grant for each approved and converted HMV and EHMV.

2. The amount of Incentive funds being offered for each approved application is based on the following minimum pre-qualification criteria which includes but is not limited to as follows:
   a. Total CNG sales potential;
   b. Accessibility of parties to a CNG filling location;
   c. Level of assistance sought; and
   d. Economic viability for NGC CNG with the proposed arrangement.

3. The Incentive represents the Company’s contribution towards the purchase, retrofitting and modification of CNG technology for use in LMVs, HMVs and EHMVs.

4. Once the Applicant is pre-approved by the Company, they will be notified within three (3) working days.

5. Upon being informed of the pre-approval of the Application, the Applicant must furnish the Company with the following within ten (10) business days:
   a. Completed and signed Letter Agreement - the Letter Agreement is executed between the Grant Recipient, the Company and the Licensed Converter – giving NGC CNG the permission to transfer the funds of the Grant to the Licensed Converter (this agreement is to form part of the Grant Agreement);
b. Conversion schedule detailing the date, type and registration number of the vehicles to be converted by the Licensed Converter.

6. Once the final approval is given by the Company, the Applicant will be contacted via an Approval Letter and encouraged to visit the Company’s office to sign the necessary agreements.

7. The Applicant is to provide proof of conversion, retrofit or modification to the Company via conversion certificates issued by the Licensed Converter no later than two (2) weeks after successful conversions.

Note: The Company reserves the right to take necessary steps to confirm that the chassis and engine numbers of the vehicles converted were fully functional prior to conversion, retrofitting or modification and that they are the same vehicles that were approved for conversion by the Company.

8. The Company will provide an Incentive to each successful Applicant (“Recipient”), subject to the aforementioned limits and methods:
   • For each LMV – TT$12,000 via a pre-loaded fuel card;
   • For each HMV – TT$30,000.00 via a cash Grant;
   • For each EHMV – TT$45,000.00 via a cash Grant.

9. LMV Incentive funds will be disbursed via a pre-loaded fuel card issued on the Recipient’s company’s name. However, will be issued only after:
   a. The Terms & Conditions for use of the fuel card - signed by an authorized representative of the Recipient’s company;
   b. The successful completion of the conversion, retrofit or modification; and
   c. Proof of conversion (via a conversion certificate) is provided to the Company.

10. HMV and EHMV Incentive funds will be disbursed to the Licensed Converter not the Recipient. The funds will be disbursed to the Licensed Converter only after:
    a. The Letter Agreement is executed between the Grant Recipient, the Company and the Licensed Converter (as detailed in Section (5) above;
    b. The Grant Agreement is executed between the Grant Recipient and the Company – Recipient acknowledges and agrees to the terms and conditions that must be fulfilled by them before the Company can disburse the Grant funds to the Licensed Converter;
    c. The successful completion of the conversion, retrofit or modification; and
    d. Proof of conversion (via a conversion certificate) is provided to the Company.

11. The Recipient must allow the Company to advertise via signage externally on the converted Vehicle for a period of twenty-four (24) months from the date of conversion or retrofit/modification.

12. The Recipient is to obtain and install an RFID tag on the each converted vehicle once instructed by regulation, the Company or a regulatory body.

**Required information to be submitted with the Application Form:**

1. Certificate of Incorporation/ Continuance
2. Articles of Incorporation/Continuance
3. Notice of Directors/Notice of Change
4. Notice of Address/Notice of Change
5. Notice of Secretary/Notice of Change
6. Declarations of Compliance (VAT, NIS, Corporation Tax)
7. Company by-laws
8. Original and Copy of Certified Copy or Copies for LMVs, HMVs and/or EHMVs
9. Name, address and contact information and valid identification for authorised person signing on behalf of the company
10. Inspection Report for vehicles
11. Audited Financial Statements (last three (3) years)
12. Other requested information (where applicable)
INSTRUCTIONS TO APPLICANTS

1. Please read all sections carefully and ensure that you understand and are in complete agreement with the information provided prior to completion and submission of this Application Form.

2. Interested registered companies are invited to complete an Application Form and visit the address provided below to meet with a Receiving Officer in order to submit the Application Form and all Required Information stipulated above.

3. All Applications and Required Information received will be reviewed and processed accordingly by the Company.

4. Upon review, consideration and assessment of the submitted Application Form along with the Required Information stipulated above and provision of any other requested information, the Company shall make a decision as to whether an Application is to be approved.

5. The Company shall communicate the decision made in relation to each Application. Where an Application has been deemed unsuccessful, the Company shall undertake to provide a justification for the rejection.

6. The Company shall have the right to disclose information concerning all Application Forms submitted and any decision made in relation to each Application to a third party in order to prevent duplicity and fraud in the submission of Application Forms and to ensure that proper records of all submitted Application Forms are kept.

7. Upon being informed of the approval of an Application by the Company for LMV conversions, each successful Applicant is required to sign a Terms & Conditions Agreement.

8. Upon being informed of the approval of an Application by the Company for the HMV and EHMV conversions, each successful Applicant shall enter into a Letter Agreement (with the Company and the Licensed Converter) and a Grant Agreement (with the Company) to ensure that the Grant funds are released specifically to the Licensed Converter upon successful performance of obligations under the said agreement.

9. The Company will ensure the provision of a Letter of Commitment, to the successful Applicant upon entering the Grant Agreement to provide assurance of disbursement of the Grant funds upon performance of obligations under the said agreement.

10. Failure to comply with any of the terms and conditions of the Grant Agreement or Terms and Conditions Agreement will be grounds for termination of the said Incentive, revoking of the Letter of Commitment and refusal of the release of Grant funds or fuel card for the Incentive.

Completed Application Forms should be delivered to a Receiving Officer between the hours of 8:00 am to 3:00 pm Monday to Friday to the following address:

NGC CNG Company Limited, Corner of Rivulet and Factory Roads, Brechin Castle, Couva
Tel: (868) 636-4662 ext. 3401/3412