



## DEPARTMENT OF TRADE & CONSUMER AFFAIRS

### BUSINESS OF THE MONTH NOMINATION FORM

*Forms must be completed in caps, typed or written in black ink*

Name of Business: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

No. of years in operation? \_\_\_\_\_ (years)                      # of Employees \_\_\_\_\_

Accomplishments and Achievements (Nominee must demonstrate excellence through one or more of the following: Growth through additional creation of jobs; Revenue growth; Innovative products or services; Provides exemplary customer service; Contributions to the local BVI Community):

Describe your economic support to the local business community:

Additional Comments why you or your nominated business qualifies:

Thank you for taking the time to complete this nomination. How may we contact you?

Name

Phone

Work

Home

Cell

Email

Please return to:

**Department of Trade & Consumer Affairs**  
**BUSINESS OF THE MONTH**  
2<sup>nd</sup> Floor Sebastian Building  
Road Town, Tortola BVI  
*Fax: 1 (284) 468-2008/4311. E-Mail: [bvitrade@gov.vg](mailto:bvitrade@gov.vg)*  
Website: [www.bvi.gov.vg](http://www.bvi.gov.vg)



## DEPARTMENT OF TRADE & CONSUMER AFFAIRS

### BUSINESS OF THE MONTH NOMINATION CRITERIA

The Department of Trade & Consumer Affairs is soliciting nominations for the prestigious Business of the Month Award! This award is presented the first week of each month.

Please note that businesses can nominate themselves or be nominated by the public. Below are the nomination Criteria which must be adhered to;

#### **Selection process:**

Deadline for nominations is 10<sup>th</sup> of each month. Nominations are verified by the Department committee who will then determine the selected business of the month

- The selected business will be contacted on or around the 25<sup>th</sup> of each month.
- That business will be interviewed and have a photo taken on the last week of the month.
- All features for Business of the Month will be posted on the first of each month.

#### **Eligible Nominees:**

To be nominated as **“Business of the Month”**, the business owner/employees should do more than open the doors for their type of business. They should do something that sets them above and beyond, such as outstanding customer service, providing unique products, community involvement and more!

#### **The Business of the Month:**

1. Nominee must have a current Trade License
2. Have demonstrated exceptional support to the community.
3. Provide superior service and/or products.
4. Display good business ethics.
5. Must be an active business located or operating in the Territory.
6. Must be in good standing with the Inland Revenue & the Social Security Board.
7. Must be operational for at least 1 year.
8. Must demonstrate one or more of the following characteristics:
  - I. Growth through additional creation of jobs
  - II. Revenue growth
  - III. Innovative products or services
    - ✓ *All locally manufactured products must have a clean finish and proper packaging and labels*
  - IV. Gives back to the local community

V. All nominees or nominators must complete the application form and submit an essay of at least 200 words stating why they or the business they nominate should be considered for Business of the Month.

9. Nominee must provide at least one letter of reference. *(The Department of Trade reserves the right to request additional letters of reference from a third party)*

**Business of the Month will:**

- Have their logo appear in the Business of the Month banner online.
- Have a promotional video featuring their business on various media outlets.
- Have business name featured on a plaque displayed in the Department of Trade
- Email announcement to government employees & the general public.
- Be featured at the Department of Trade & Consumer Affairs.
- Receive a cash injection into their business.
- Receive free Radio & Television ads for the month.

Please Contact the department at 468-2008 or [bvitrade@gov.vg](mailto:bvitrade@gov.vg) if you have any questions.

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