

## Requirements for doing business with the NHT



**National  
Housing Trust**  
*...the key to your home*

**Website:** [www.nht.gov.jm](http://www.nht.gov.jm)  
**Email:** [wecare@nht.gov.jm](mailto:wecare@nht.gov.jm)

**Telephone:** 876-929-6500-9  
**Key Contact:** Mrs. Cordell Williams-Graham  
**Extension Number:** 4411

### **Toll Free Numbers:**

Toll Free in Jamaica: 1-888-225-5648  
Toll Free from the UK: 442035148816  
Toll Free from Canada or the USA: 1-800-858-3219

The National Housing Trust (NHT) will be offering the following services:

### **Services to be offered at the Conference:**

- Providing general information about NHT's product and service offerings
- Registration of NHT Overseas Contributors
- Checking of account status for existing contributors and mortgagors
- Collection of contribution and mortgage payments
- Advice, information and consultations on the various options for making payments
- Assistance in applying for contribution refund
- Updating Customer Information File (CIF)

### **1. Requirements for Contributor Registration:**

1. Completed and notarized Declaration of Income form (for overseas contributors) - This may be found on the NHT website.
2. Completed and notarized Voluntary Contributor's questionnaire (for overseas contributors)- This may be found on the NHT website
3. Proof of Income:
  - a. Employed Persons: Notarized job letter OR two most recent pay slips

- b. Self Employed Persons: A notarized letter indicating weekly/monthly/yearly income
4. Proof of migration (passport indicating date of migration)
5. One recent passport sized photograph
6. Green card – if applicable (proof of residency)
7. Taxpayer Registration Number (TRN) card (available at the Conference venue)
8. National Insurance Scheme (NIS) card (available at the Conference venue)
9. Proof of Age: Valid Government Issued Identification (Passport or Driver's License)
10. First monthly payment (Note that contributors are required to pay 3% of gross income if employed OR 3% of income less business related expenses if self-employed)

**2. Requirements for Existing Customers Checking Account Status:**

1. NIS or TRN
2. NHT mortgage or contributor account number
3. Valid government issued identification (Passport, Driver's License, National ID)

**3. Requirements for Customers applying for contributions refund:**

1. TRN number
2. NIS number
3. Valid government issued identification (Passport, Driver's License, National ID)

**PAYMENTS:**

- Payment of the first month's contribution must be made to effect registration
- Payments may be made by debit or credit card at the Conference
- Persons making payments after the Conference may do so online using their debit or credit card. While in Jamaica contributors may also make payments at any of the NHT Offices island wide (please visit the NHT's website for listing)
- Note that if someone is transacting business on your behalf, they must be furnished with a notarized authorization letter and your ID.

We look forward to serving you.

## Requirements for doing business with Tax Administration Jamaica



### 1. Services to be offered

Application for Taxpayer Registration Number (TRN)

#### **Requirements for Application and Registration**

When applying for a TRN, individuals, sole proprietors and the various types of organizations must submit specified documentation to support their application. It should be noted that only documents that are originals or copies certified by the appropriate issuing authority are accepted. The required documentation for each type of applicant is outlined below:

#### A. Requirements for Individuals

Individuals must submit a completed and signed 'Application for Taxpayer Registration (Individuals) – FORM 1' with a valid form of identification (ID). Any of the following types of ID may be used.

- Passport
- Driver's Licence
- National ID, Work ID, School ID, certified passport-size photograph or any other photographic ID which **MUST** be accompanied by a Birth Certificate and Marriage Certificate (if applicable). If applicant's name was changed by Deed Poll, the Deed Poll is required.

Applicants using a Birth Certificate and a certified photograph for ID must submit their applications in person along with a Declaration of Certifying Official form. However, if any of the other valid forms of ID is being used, which has the applicant's signature, a bearer can submit the form.

◦**Where applications are received from overseas, a notarized copy of the identification (including full name, date of birth, photograph, signature and expiry date) must be submitted.**

◦If someone is being authorized to collect the TRN card an authorization letter from the applicant should be attached, stating the name of the person authorized to collect the card.

#### B. Requirements for Companies

The completed 'Application for Taxpayer Registration (Organization) – FORM 2' signed by a Director or the Company Secretary must accompany the:

- Certificate of Incorporation

*Companies that were registered before February 1, 2005*

- Articles and Memorandum of Association (if the Directors are not named in the Articles of Association, either the Form 12, Form 13 or Form 23 under The Companies Act is required).

*Companies registered as of February 1, 2005*

- Articles of Incorporation (if the Directors are not named in the Articles of Incorporation, a Form 23 is required).
- Verification of NIS Registration (NIS Letter or Payment Card)
- TRN for each Director
- ID for Signatory Officer

TRN Requirements: Overseas Companies (Has No Established Place Of Business In Jamaica)

The completed Organization form signed by a Responsible Officer must accompany the:

1. Registration and/or Charter Documents (issued in country of origin)
2. ID and TRN for Signatory Officer
3. Letter from company indicating that it is not operating nor has established business place in Jamaica

It is not mandatory for Directors living overseas to submit their TRN. However, a TRN is needed for at least one of the Directors.

Only originals, copies certified by the appropriate issuing authority or notarized copies of the Registration or Charter Documents are accepted.

C. **Other Requirements:** (Information available if needed via [www.jamaicatax.gov.jm](http://www.jamaicatax.gov.jm) ).

- Requirements for Sole Proprietors
- Requirements for Individuals Not Legally Competent - Minors (Persons Under 18 Years of Age)
- Requirements for Partnerships
- Requirements for Companies
- TRN Requirements: Overseas Companies (Operating Or Has Established Place Of Business In Jamaica)
- Requirements for Estates
- Requirements for Industrial & Provident Societies
- Requirements for Strata Plans
- Requirements for Pension Schemes
- Requirements for Trusts
- Requirements for Other Types of Organizations

Cost: There is no fee involved in obtaining a TRN

Processing Time: 30 – 45 minutes – (number only, not the card)

## **2. Services Offered**

- Demonstration on how to query and pay Property Tax online
- Persons will be able to get a printout of their 7 years status
- Persons will be able to pay Property Taxes using the online facility

### **Requirements:**

Valuation number (s)

Valid Credit Card

### **Cost**

There is no cost to the service

## **3. Stamp Duty and Transfer Tax Services**

Types of documents stamped to make them legal

Deed Pole

Power of Attorney

Letters

Receipts

Warehouse Bonds

Minister's Licence

Bill of Sale

    Mortgage

    Indemnity

    Court Documents etc

    Property Transactions

        ▪ Agreement for sale of realty

        ▪ Shares Transfer

        ▪ Lease

Assess Property Documents

Estate Services

Payment of Stamp Duty and Transfer Tax On-line

Payment of Stamp Duty and Transfer Tax by Wire Transfer

## **4. General Tax Information**

All the services offered by TAJ



## **PICA to provide its services at the 8<sup>th</sup> Biennial Diaspora Conference**

The Passport, Immigration and Citizenship Agency (PICA) will once again participate in the biennial staging of the Jamaica Diaspora conference to provide citizenship, unconditional landing and passport services to delegates and patrons.

This is the 8<sup>th</sup> staging of the event, which is scheduled to run from June 16 – 20, 2019 and will be held at the Jamaica Conference Centre in Kingston.

The Agency is inviting delegates of Jamaican descent to use the opportunity to gain citizenship or to apply for unconditional landing. The latter can only be granted while the applicant is in the island. Other delegates may wish to renew their passport at the event.

### **Citizenship by Descent**

Any delegate who has made out an application for Jamaican citizenship prior to attending the conference may opt to pick up their certificate at the conference. However, they must ensure that they communicate their desire to the Mission office and they must also ensure that their application reaches PICA's Kingston office at least 14 working days before the start of the conference, i.e. by May 28, 2019. Applications sent after this date will not be processed in time for delivery at the Diaspora conference.

Note also that persons can submit their citizenship application at the conference to be processed in the regular processing time of 25 working days. They will however pick up their certificate at the nearest overseas Mission office. If an applicant wishes to obtain their certificate using the expedited (15 day) service, they can do so if they will be in the island to collect it.

### **Unconditional Landing**

Unconditional Landing (UL) allows an individual to live in Jamaica while being able to attend school or work without having to obtain a work permit. Persons with UL status can also visit the island for an extended period with no limit being placed on the length of time that they can remain in Jamaica. Similarly, Jamaicans who travel on non-Jamaican passports can do so with ease when they have their UL status.

UL status is therefore ideal for persons of Jamaican heritage who wish to remain in the island beyond the normal landing period for whatever reason.

Any delegate who wishes to obtain a UL status can visit the PICA booth at the

conference and fill out the application form. The applicant will obtain their UL status the same day.

**Renewal of Passport**

Delegates can also opt to renew and collect their Jamaican passport while at the Diaspora conference if they use the Agency's expedited service.

Payment for all PICA services must be done by debit or credit cards only. No cash will be accepted at the conference.

For further information visit our website at: [www.pica.gov.jm](http://www.pica.gov.jm). Follow us on Twitter and like our Facebook page. Persons may also email us at [info.pica.gov.jm](mailto:info.pica.gov.jm).

## Requirements for doing business with the RGD



### Services to be offered

#### **A) Applications for birth, death and marriage certificates:**

The RGD will collect applications for certified copies of birth, death, marriage and adoption certificates.

#### **Requirements**

Basic information such as:

- ✓ Name of child/decedent/bride and groom
- ✓ Mother's name/Adoptive parents' name
- ✓ Place of birth/death/marriage
- ✓ Date of birth/death/marriage
- ✓ Contact details
- ✓ Applicant's identification card

**Cost** - The processing fees for birth, death and marriage certificates are as follows:

- ✚ \$1500- four –six weeks
- ✚ \$2500 – seven – ten working days
- ✚ \$4000- three – four working days

A fee of \$500 is also required for any additional copy.

#### **B) Record Updating Activities**

- ❖ Late Entry of Name (LEN)
- ❖ Correction of Error (CE)
- ❖ Late Registration (LR)
- ❖ Re-registration
- ❖ Addition of Father's Particulars (Status)

#### **Requirements**

- ❖ Late Entry of Name (LEN) - Where there is no name on the record, the LEN process allows the child's name to be entered.
  - ✓ Completed application form
  - ✓ Evidence of the name- marriage certificate, children's birth certificates, school record, valid ID etc.
  - ✓ Valid Identification of the declarant

**Cost** - \$ 4500 for 4 -6 weeks; \$ 6500 for 7-10 working days.



- ❖ Correction of Error (CE) – Where an error of fact is identified on the birth, death or marriage record, the CE process allows it to be amended.

- ✓ Completed application form
- ✓ Documents supporting proof to have the error amended
- ✓ Valid identifications of the declarants

**Cost-** \$ 4500 for 4 - 6 weeks; \$ 6500 for 7 -10 working days.

- ❖ Late Registration – a late registration is necessary when the individual was not registered within the specified one year period after birth or death.

- ✓ Completed application form
- ✓ School Record (required for late registration of **birth**)
- ✓ Three Statutory Declarations
- ✓ Valid Identifications of the declarants

**Cost- Cost-** \$ 6000 for 4 -6 weeks; \$ 8500 for 7 – 10 working days; (after submission of the registration documents).

- ❖ Re-registration – this process is applicable to the children who were born out of wedlock and whose parents subsequently got married to each other. This facilitates the addition of the father’s particulars.

- ✓ Completed application form
- ✓ Child’s birth certificate
- ✓ Parents’ marriage certificate

**Cost-** \$ 1500 for 4-6 weeks; \$ 3500 for 7-10 working days; \$5500 for 3-4 working days (after the submission of the registration documents).

- ❖ Addition of father’s particulars (status) – Unmarried parents will need to apply for this process in order to add the father’s information to the child’s record.

- ✓ Completed declarations signed by both parents
- ✓ Valid identifications

**Cost-** \$ 1500 for 4-6 weeks; \$ 3500 for 7-10 working days.

### **C) Island Record Office Activities**

- ❖ Recording of deeds- Deed Poll, Power of Attorney, Bills of Sales etc
- ❖ Genealogical Research

## **Requirements**

- ❖ Recording of deeds
  - ✓ Date of execution
  - ✓ Name of Grantor and Grantee
  - ✓ Affixed signature of Grantor and Grantee
  - ✓ Affixed seal and signature of a Justice of the Peace
  - ✓ Address of Grantor and Grantee
  - ✓ Stamp Duty

**Cost-** This is dependent of the number of sheets being recorded.

- ❖ Genealogical Research – A genealogical research is explained as the tracing of one's roots, bridging of generation gaps and solving genealogical mysteries.
  - ✓ Date and distracts of birth
  - ✓ Marriage and death
  - ✓ Additional information can be had from
    1. Funeral programs
    2. Land Titles
    3. Wills
    4. Deed Polls
    5. Living older relatives

**Cost-** \$1500 will facilitate an hour search



## **Are you returning to Jamaica? Here's how Jamaica Customs can assist you**

### **RETURNING RESIDENTS**

If you are a Jamaican national eighteen (18) years or older and have been living abroad for three years or more, and you are planning on returning to Jamaica to live permanently, you may qualify for the Returning Resident Incentive. Under this incentive, qualified applicants will be granted special exemption from duty on their household and personal effects, whether new or used, within the quantity allowed.

### **WHAT SHOULD YOU DO?**

The first step is to contact the Jamaican Consulate in the country where you currently reside.

You should also contact the Returning Residents Unit at:

### **HEAD OFFICE**

Jamaica Customs Agency (JCA)  
Myers' Wharf Newport East  
Kingston 15

### **OR**

Montego Bay Revenue Service Building  
18B Howard Cooke Boulevard  
Montego Bay, St. James

- Telephone: (876) 922-5140-8, extension – 2521, 2522, 2523, 2524, 2525 (Kingston) (876) 952-0000, extension 2023 (Montego Bay).
- E-mail: [rru@jacustoms.gov.jm](mailto:rru@jacustoms.gov.jm)
- Website: [www.jacustoms.gov.jm](http://www.jacustoms.gov.jm)

### **NEXT STEP**

Ensure you obtain the necessary documentation which you will present to the JCA's Returning Residents Unit as proof of your intention to return to Jamaica as a permanent resident.

### **DOCUMENTS REQUIRED TO PROVE JAMAICAN NATIONALITY**

- Valid Jamaican passport
- Foreign passport with Unconditional Landing Stamp

### **PROOF THAT YOU RESIDED OVERSEAS FOR THE LAST THREE YEARS**

- Tax returns for the last three consecutive years (2016, 2017, 2018)
- Pension advice or social security letter
- Pay stubs
- Letter of separation from employer
- Evidence of disposal of property (for example, Sales Agreement)

### **PROOF OF INTENTION TO RETURN TO JAMAICA PERMANENTLY**

- Evidence of property owned in Jamaica
- Rental contract or rent receipt
- Contract or letter of employment

### **OTHER DOCUMENTS YOU WILL NEED TO PRESENT AT THE RETURNING RESIDENTS UNIT UPON ARRIVAL OF THE SHIPMENT IN JAMAICA**

- Taxpayer Registration Number (TRN)

Validated Bill of Lading or Airway Bill - collected from local shipping agent prior to visiting the unit for interview.

### **RETURNING STUDENT**

The returning student must be a Jamaican student who has attained the age of 18 years and who has been studying abroad for more than one year, but less than 3 consecutive years. The following documents, from the last institution of study, should be presented for consideration:

- Transcript
- Letter confirming attendance
- Identification card
- Certification awarded

**DEPORTEE**

A deportee who has been residing overseas for the last three (3) consecutive years should present their Deportation Order and Case File. “and other supporting documents as outlined above for the Returning Residents”.

For further information on how to qualify for the Returning Resident Incentive please contact:

Jamaica Customs Agency  
Myers' Wharf, Newport East  
Kingston 15  
Telephone: (876) 922-5140 extensions 2520, 2521, 2523, 2525  
Email: [public.relations@jacustoms.gov.jm](mailto:public.relations@jacustoms.gov.jm) or  
[rru@jacustoms.gov.jm](mailto:rru@jacustoms.gov.jm)  
Website: [www.jacustoms.gov.jm](http://www.jacustoms.gov.jm)

## Requirements for doing business with the NLA



### Services Offered:

Land Titles- Customers are able to query information about land related matters such as:

- How to obtain a registered title
- How to add someone to a Registered Title
- When a Registered title is lost or destroyed
- Recording the death of an owner

Land Valuation- Customers are able to query information about:

- Reasons for making changes to the valuation Roll
  - Changes of ownership or possession
- Documents needed to request changes to the valuation Roll (unregistered parcel)
  - Two (2) duly executed *Notice of Change Possession* forms (TR1 forms)
  - Current Mailing address
  - Survey Diagram (if it is a Part of land Transfer)
  - Purchase Price (proof of purchase)
  - Address of subject property
  - Tax Registration Number (TRN)
  - Photo

Master Maps- Customers are able to request and purchase topographic data maps of various towns across the island these include:

- Ocho Rios
- Port Antonio
- Kingston
- Portmore
- Montego Bay

- Spanish Town
- Negril

Each sheet will cost JA\$1000 and will be delivered via email.

Land Administration and Management Division- This division continues to execute the functions of the Land Administration and Management Programme regarding land tenure and regularization and clarification. Customers are able to speak with officers as it relates to concerns about Land Administration and Management Division Areas.

Areas covered by LAMD are:

- St Thomas
- Portland
- St Mary
- St. Catherine (inclusive of Naggo Head only and not the general Portmore area)
- St. Andrew (specifically Rose Town; Lawrence Tavern and its environs).

To open cases customers will need the following:

- **Certificate of Payment of Property Tax** evidencing up-to-date payment of property taxes.
- **Documentary Proof of Ownership\***, for example: Agreement for Sale, Deed of Gift, Deed of Conveyance, Certificate of Compliance, Adjudication Certificate
- **Survey Plan.**
- **Surveyor's Statutory Declaration.**
- **Subdivision Approval or Section 5 waiver pursuant to the Registration of Titles Cadastral Mapping and Tenure Clarification Act (SPA).**
- **Name, address and occupation of two (2) declarants** who know the 40 year history of the land and must be at least 50 years old.
- **Name, address, occupation and TRN of persons** who will be added to the Title.
- **Tax Registration Number (TRN) of applicant**
- **One (1) valid Government issued photo identification for applicant, and for each person added to the Title.**

*\*In the event of insufficient documents/ information to establish proof of ownership the matter may be referred to the National Land Agency's Adjudication Services Division.*

### **Online Services**

The NLA will be offering a live demonstration and registration for **three (3)** online services *eLandjamaica*, “**Online Surveyor Search Request Service**” and “**JAMPROP**”.

### **eLandjamaica**

Customers will be able to view the new interface which includes an interactive web map. The service is also mobile compatible and has the option to reset one’s password.

Customers will be able to access and purchase copies of the following using *eLandajamaica*:

- Title Documents
- Valuation Roll Reports
- Caveat Cards
- Other Document Types (Deposited Plans, Strata Plans and Cadastral Maps)
- Enclosure Plans
- Registered Instruments (Transfers and Caveats)

Each of the above transactions cost JA\$500. For each category of search the following will be required:

1. **Title document** – volume and folio numbers or address of property (civic or scheme address) or valuation number.
2. **Valuation Roll Report** – same information as above.
3. **Caveat Card** – caveat number or volume and folio number.
4. **Other Document Types:**
  - Deposited Plan – deposited plan number
  - Strata Plan – strata plan number
5. **Enclosure Plan** – civic address or scheme address or valuation number or enclosure number or volume and folio number
6. **Registered Instrument** (e.g. transfer, caveat etc.) – Instrument number for the type of document required.

**Please note that the document will be emailed to the customers’ email address.**

### **Online Surveyor Search Request Service (OSSRS)**



Once registered, customers will be able to electronically request scanned copies of survey diagrams and subdivision plans. The service can be access via NLA's website at [www.nla.gov.jm](http://www.nla.gov.jm).

**JAMPROP** is the National Land Agency's online subscription service, which provides the subscriber with the following property sales data:

- **Transfer of Registered Land Titles (for Parcels)**
- **Transfer of Registered Land Titles (for Strata)**
- **Mortgage Listing**

Subscribers to **JAMPROP** will be able to access this information online in a variety of formats (chart, graph, excel listing).

**Come and Get Your Land Concerns Addressed!**

## Requirements for doing business with the Administrator-General's Department



**Website:** [www.agd.gov.jm](http://www.agd.gov.jm)

**Telephone:** Kingston (876) 922-1830 – 3; (876) 922-0700-5;  
Digicel (876)-618-1542;  
In St. James (876) 630-4261; (876) 630-4653

**Key Contact:** Miss Nadine McLeod, Public Education Manager Ext (251)

**Email:** [admingen@agd.gov.jm](mailto:admingen@agd.gov.jm);  
[admingenmobay@agd.gov.jm](mailto:admingenmobay@agd.gov.jm)

The Administrator-General's Department (AGD) will be offering the following services:

- **Receipt of documentation to process the report of a death at the Administrator-General's Department.**

Required documents:

1. A properly completed Form of Particulars (FP) witnessed by a Justice of the Peace or Notary Public.
2. Original Death Certificate
3. Proof that you are related to the deceased for example Birth Certificate, Marriage Certificate
4. Proof of assets belonging to the deceased including bank passbook, land ownership documents (eg. duplicate Certificate of Titles and Common Law Conveyance), share certificates, motor vehicle documents, insurance policies, certificate of deposit

- **Funeral Expense advances for the burial of the deceased.**

Required documents:

1. Completed Form of Particulars duly executed by a Justice of the Peace or Notary Public
  2. Proof of death (Burial Order or Death Certificate)
  3. Detailed invoice from the funeral home bearing stamp of the funeral home
  4. Letter from Financial Institution/ body holding money solely for the deceased
  5. Drivers Licence/ Passport/ National Identification Card of person seeking service
  6. Processing Fee of \$1,500.00
- **Provision of general information on issues pertaining to Wills, estate planning, administration of estates and the Administrator-General (Amendment) Act 2015.**
  - **Certificate of the Administrator-General**

Required documents:

1. Completed Form of Particulars duly executed by a Justice of the Peace or Notary Public
2. Proof of death (Burial Order or Death Certificate)
3. Proof of spouseship (Marriage Certificate or declaration of common law spouseship made by a Resident Magistrate or a Judge of the Supreme Court)
4. Documentary proof of relationship of the applicant to the deceased
5. Copy Oath of Administrator
6. Consent of the beneficiaries who are entitled to a Grant in priority to the applicant, if any
7. Notice to the beneficiaries who are in the same degree of priority to the applicant, if any
8. Processing Fee of J\$2,000.00

## Companies Office of Jamaica Overview

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<b>WEBSITE</b>	www.orcjamaica.com
<b>TELEPHONE</b>	<b>876-908-4419-24</b>
<b>KEY CONTACT</b>	<b>Customer Service</b>
<b>EMAIL</b>	<b>info@orcjamaica.com</b>

### **SERVICES OFFERED AT THE CONFERENCE**

The Companies Office of Jamaica (COJ) will be offering the following services:

- 1) New Business Names Registration via its Electronic Business Registration Form
- 2) Renewal of Business Names Registration
- 3) New Company Incorporation
- 4) Filing of Annual Returns and other company documents
- 5) Uncertified Copies
- 6) Payment for Certified Copies
- 7) Search for details for registered Companies and Businesses
- 8) Forms (fees may apply)
- 9) Free advice and general information on services, Business Registration, Company Incorporation **and existing Companies and Registered Businesses**

### **Requirements for processing:**

#### **1. New Business Names Registration:**

- Completed BRF 1 Form (for Sole Proprietor and Partnership registration),
  - Sole Proprietor: \$2,500.00
  - Partnerships of 2-5: \$2,500.00
  - For partnerships of 6-20 persons: \$5,000.00
- Government issued ID, Taxpayer Registration Number
- Proof of address (e.g. utility bill, letter from Justice of the Peace)
- Work Permit (where applicable)

#### **2. Renewal of Business Names Registration**

- Completed BN1 Form (for Sole Proprietor), cost \$2,500.00
- BN2 (for Partnership registration) cost \$2500.00 for 2-5 partners, \$5,000.00 for 6-20 partners
- BN3 (Firm registering a Business) cost \$3,000.00 (company seal required)
- Please note that a late registration fee will be applicable for documents being registered after the expiration date.
- Government issued Identification, Taxpayer Registration Number

- Proof of home address (e.g. utility bill, letter from Justice of the Peace)
- Work Permit (where applicable)

### **3. New Company Incorporation**

- Completed Articles of Incorporation Company Limited by Shares (Form 1A) or Articles of Incorporation Company Limited by Guarantee (Form 1B) (cost \$18,000.00)
- Declaration of Compliance (Form 2)
- Registered Office Notice (Form 17) (Cost \$3,000.00)
- TRN for each Director and the Company Secretary (where resident in Jamaica)
- Company Seal (where director(s)/shareholder is a company **Filing of Annual Returns and other Company Documents**)
- Signed Form 19A (Company Limited by Shares) cost (\$5,000.00) or Form 19B (Company limited by Guarantee) \$2,000.00 (**late fees may apply**)
- Company TRN, Director and Secretary TRN

ACCEPTABLE METHODS OF PAYMENT: DEBIT AND CREDIT CARD.

**We look forward to serving you.**



## **Step by Step Guide to Donating Educational Materials through the NATIONAL EDUCATION TRUST (NET) FEBRUARY 2019**

### **BEFORE SHIPPING OR PRIOR TO SCHEDULED FLIGHT**

1. Complete NET's Donation Form.
  - a. It is important to include the items being donated, their quantities and their actual or estimated value (Estimated value is to be provided if the actual value of the items is not known or the items are used). Estimated values must be realistic.
  - b. Submit the completed Donation Form in its original excel format to:
    - i. [info@net.org.jm](mailto:info@net.org.jm)
  - c. **Note that some items such as paint require a permit from the Ministry of Health prior to the shipment of the items. The process to get the permit may take between 7 and 10 days. It is therefore important that the Donation Form be submitted to NET prior to the shipment departing the port.**
2. If the items being donated include computers, information on these computers must be submitted to ensure that they are suitable for the intended purpose. Computers must meet the Minimum Specifications Guidelines issued by the Ministry of Education, Youth & Information.
3. If the Donor has identified a recipient institution, contact must be made with that institution. Letters of Offer should be sent to the institution and a copy emailed to the email address listed in **1b** above. If a Donor does not have an intended beneficiary, NET can assist with the identification of a suitable school or children's home, based on criteria established by the Donor and the nature of the items.
4. The recipient institution must agree to accept the donation. A Letter of Acceptance must be done by the recipient and a copy of it emailed to the NET.

Letters must be done on the institution's letterhead and signed by authorized personnel. **It must state that the items will not be resold by the recipient.**

5. Copies of any invoices or receipts for the items being donated should be emailed to NET so that they can be used when clearing the shipment.
6. Upon receiving the necessary documents, NET will give approval for the items to be shipped.
7. If an individual(s) is carrying the items on a flight, the flight itinerary must be emailed to NET with the name(s) of the passenger(s) carrying the items.
8. If an individual(s) is carrying the items on a flight, upon receiving the necessary documents, NET will email the clearance documents to the individual(s) or to a representative of the receiving institution. These documents will need to be presented to the Customs Officer upon arrival in Jamaica.

**Adequate notice is to be given prior to shipping/scheduled flight to allow for all the necessary approvals. Notice of at least one (1) week is required. This will prevent extended delays at the port of entry and possible storage/demurrage charges.**

#### **SHIPPING THE ITEMS**

9. **The goods must be consigned to the National Education Trust (NET). The shipping documents must state 'National Education Trust' and the name of the recipient institution. Do not consign the shipment to an individual.**

Example of correct consignment: "National Education Trust for Rainbow High School"

10. **Do not** package educational and non-educational goods (e.g. medical supplies) together, as the approval processes and requirement for customs clearance differ.
11. **Do not** package personal items and educational materials together.
12. It is better to ship items by way of pallets, containers, D containers, crates, skids, drums or barrels as shipping large quantities of small packages outside of these package types will attract a higher Customs Administrative Fee (CAF).
13. Please note that one shipment for multiple institutions can only be cleared once by an individual or Customs Broker. If a single shipment contains items for multiple recipient institutions then a representative must be identified to clear the shipment.
14. Once the items have been shipped, a copy of the Bill of Lading must be emailed to the address listed in **1b**.

15. Please indicate that the 'Arrival Notice' is to be emailed to [info@net.org.jm](mailto:info@net.org.jm). This is to be emailed upon arrival of the shipment in Jamaica.

### **ARRIVAL/CLEARANCE OF THE SHIPMENT**

16. A copy of the 'Arrival Notice' from the local shipping company must be emailed to [info@net.org.jm](mailto:info@net.org.jm)
17. Upon receipt of the required documents, NET will prepare the relevant paperwork for clearance of the shipment. This will be issued to the recipient institution or representative for them to clear the items.
18. If the total value of the items is greater than US\$5,000 a registered Customs Broker is required, by law, to clear the shipment.
19. The name of the individual or Customs Broker who will clear the shipment must be indicated to NET to be included in the Letter of Clearance that NET will prepare for the Jamaica Customs Agency so that the waiver can be applied.

**Please note, waivers are only applied once the goods have arrived in Jamaica and at the time of clearing the items.**

20. The Customs Administrative Fee (CAF) will have to be paid and cannot be waived. **Where donations of education materials, equipment and supplies are consigned to NET, the GCT, Special Consumption Tax, Stamp Duty, Import Duties and 50% of the CAF are waived.** However, the remaining 50% of the Customs Administrative Fees (CAF) and the Environmental Levy will have to be paid by the donor or the beneficiary at the time of clearing the items.
21. Please note that the waiver does not apply to any local shipping agents fees which may be applicable (waivers are for taxes which are payable to the Government of Jamaica).

The approval process takes up to ten (10) working days.

Failure to abide by the guidelines may result in delays at the ports. Where relevant requirements are not met, goods may be detained until the relevant approval is received or full duties will become payable.

NET reserves the right to audit the institutions to ensure that items are in fact in use at the beneficiary institutions.

For further information you may contact the Donor & Partner Relations Management Unit at the NET:

National Education Trust (NET)



37 Arnold Road, Caenwood Centre  
Kingston 5  
Office: 1-876-967-9007 or 967-7962  
Mobile: 1-876-562-9542  
Email: [info@net.org.jm](mailto:info@net.org.jm)

## **Requirements for doing business with The Trade Board Limited (TBL)**



### **IMPORT LICENSING**

The Motor Vehicle Policy, Ministry Paper #36/14, allows for the importation of **motor cars** and **light commercial vehicles** of ages **not exceeding** five (5) years and six (6) years, respectively.

Note that the ages of these vehicles will be calculated using the current methodology for determining the age limits (model year) on motor vehicles (ISO, JIS, Age Verification Manual or Registration Index) as stipulated in Section 8.0 of the Motor Vehicle Import Policy.

**Please note that specialized vehicles such as Ambulances, Fire Brigades, Hearses, vehicles that are modified for transportation of physically challenged individuals and other such specialized vehicles cannot exceed ten (10) years of age.**

**N.B.** Light Commercial Vehicles include Pick Ups, SUV's, Panel Vans, Window Vans, Buses with seating capacity not exceeding fourteen (14) seats and Trucks with unladen weight not exceeding 3,000 KG/3 Tons.

### **WHO CAN IMPORT**

Motor vehicles may be imported by the following:

- Approved Motor Vehicle Dealers
- Other companies incorporated in Jamaica (Other than dealers)
- Jamaican Nationals including Returning Residents
- Contract Officers and Holders of Work Permit
- Diplomats

### **Requirements:**

- **Motor Vehicle Dealers**

- Be registered under the Companies Act;
- Have a permanent address and location of operations approved and inspected by the responsible Ministry/Agency;
- Be registered with the, National Insurance Scheme (NIS), National Housing Trust (NHT) and the Tax Audit and Assessment Department;
- Have a valid Taxpayer Registration Number (TRN);
- Stock spare parts of at least ten percent (10%) of inventory and offer related services;
- Offer an expressed warranty on each unit sold, and comply with obligations under the Fair Competition Act (FCA) & the Consumer Act;
- Provide adequate repair and servicing facilities;
- Undergo an annual inspection and payment of a fee as determined by the Trade Board Limited (currently \$104,850);
- Submit a completed dealer application form.

Certified motor vehicle dealers are required to submit an import licence application for each vehicle they intend to import prior to shipment of the vehicle. Documentation includes:-

- Completed application form
- Proof of Ownership
- Pre-shipment Inspection (PSI) Certificate
- Cancellation/Export Certificate.

Each vehicle must undergo a Pre Shipment Inspection by the contracted service provider prior to shipment.

#### **Companies (excluding motor vehicle dealers)**

Companies incorporated in Jamaica (excluding Motor Vehicle Dealers) are eligible to import a maximum of three (3) motor vehicles within a 3-year period. A one (1) year restrictive clause will be applied to permits, indicating that the vehicle cannot be sold, pledged, transferred or otherwise disposed of within the period without prior approval from the TBL.

#### **Documentation includes:**

- Proof of Taxpayer Registration Number (TRN)
- Import licence application form
- Proof of Ownership of Vehicle (Title, invoice, etc.)

#### **Importation by Jamaican Nationals**

Jamaican residents (18 years and over) are allowed to:

- Import one (1) motor car and one (1) light commercial vehicle, or two (2) light commercial vehicles every three (3) years. A one-year restrictive clause will be applied to permits, indicating that the vehicle should not be sold, pledged,

transferred or otherwise disposed of within the period without prior approval by The TBL.

**Documentation required includes the following:**

- Completed import licence application form;
- Application fee of J\$6,407.50 (online application), J\$8,737.50 (manual application);
- Proof of ownership (Title etc.);
- Taxpayer Registration Number (TRN);
- Identification (Valid Passport, Jamaican Drivers Licence).

**Returning Resident**

- Returning residents can import motor vehicles not exceeding ten (10) years in age provided they can prove that they have lived overseas for three (3) consecutive years, are returning to reside in Jamaica permanently and the vehicle is owned for a minimum period of six (6) months. Returning residents are also eligible to import one motorcar and one light commercial vehicle or two (2) light commercial vehicles. A one-year restrictive clause will be applied to permits, indicating that the vehicle should not be sold, pledged, transferred or otherwise disposed of within the period without prior approval by The TBL.

Documentation required includes the following:

1. Completed import licence application form;
2. Application fee of \$6,407.50 (Online application), J\$8,737.50 (Manual application);
3. Proof of ownership of vehicle (Title, invoice, etc.);
4. Proof of returning resident status (letter of approval from Jamaica Customs Agency).
5. Taxpayer Registration Number (TRN)
6. Proper Identification (Valid Passport, Valid Jamaican Drivers Licence, National ID)

**Contract Officers and other Holders of Work Permits**

Contract Officers and Work Permit Holders are allowed to import motor vehicles within the stipulated Motor Vehicle Import Policy guidelines provided the vehicles are being used in the performance of their contractual obligations.

**Documentation required includes the following:**

Documentation is the same as that for Jamaican Nationals, but in addition, copies of Valid Work Permit and/or Contract are required.

### **Importation by Diplomatic Mission and Agencies**

Organizations/individuals that have been accorded Diplomatic Status are not required to submit application to import/export licensable items (motor vehicles, firearms, etc.). Importation of motor vehicles should however be within the stipulated Motor Vehicle Import Policy guidelines.

### **Documentation for Diplomatic Stamp Clearance**

To effect clearance from the Jamaica Customs Agency, documentation presented to the TBL should include the following:

- Letter of introduction from the Ministry of Foreign Affairs and Foreign Trade (MFAFT)
- Letter of importation/exportation from the organization, showing full description of goods
- Letter of Undertaking by the organization/individual
- Copies of ownership documents, e.g. Suppliers Invoice, Title or Bill of Sale.

***NOTE: Documents must be stamped by the relevant organizations (MFAFT & the Collector of Customs) before they are presented to The TBL.***

### **Exporter Certification**

#### **To determine if a product qualifies for preferential treatment under the trade agreements/arrangements the following must be satisfied:**

- The Exporter is required to submit a product analysis for the product intended to be exported, to determine whether or not the product satisfies the Rules of Origin criteria under the different trade agreements.
- Along with the product analysis submitted, the exporter must attach copies of C87 forms for raw materials imported to manufacture the finished product and additionally attach invoices for all raw materials purchased from local suppliers.

#### **Documentation required:**

Exporters are required to submit the following documents in order to claim duty free or preferential treatment under the various Trade Agreements/Arrangements and domestic trade regulations:

#### **For Certification under the Following Trade Agreements**

- CARICOM; CARIBCAN; CBI; GSP; CARICOM/Venezuela;  
CARICOM/Colombia; CARICOM/Dominican Republic Trade Agreements
- 5 copies of CARICOM, CARICOM/Venezuela, CARICOM/Colombia and CARICOM/Dominican Republic Certificate of Origin
  - 1 set (original & 3 copies) of CBI, CARIBCAN and GSP Certificate of Origin
  - 5 copies Commercial Invoice.

### **Exports of Textiles and Textile Products**

#### CMT Products to the USA

- Set (5 copies) of Certificate of Jamaican Origin JN2
- 5 copies Commercial Invoice

#### Exports of Textile & Textile Products to Countries Other than the USA and Canada

- Set (5 copies) of Certificate of Jamaican Origin JN2
- 5 copies Commercial Invoice
- CARICOM Certificate (for export to CARICOM)

#### Exports of products for which Jamaican origin is not being claimed

- Set (5 copies) Certificate of Exemption JN3
- 5 copies Commercial Invoice

#### Export of Products under the Caribbean Basin Trade Partnership Act (CBTPA)

- Set (5 copies) Certificate of Jamaican Origin JN2;
- 1 copy of CBTPA Certificate of Origin;
- 5 copies Commercial Invoice;

### **Completion of Forms**

The boxes pertaining to the following information must be completed:

- Exporter/seller name and TRN number and ensure exporter/seller is registered (refer to JAMPRO's Exporter Registration List);
- Consignee name and address;
- Means of transport/Port of Lading;
- Country of Origin;
- Country of Destination/Country of Final Destination
- Description of Goods
- Quantity (applicable Unit of Measure)
- Origin Criterion (CARICOM, GSP, CBI, CARIBCAN, CARICOM/Venezuela, CARICOM/Colombia, CARICOM/Dominican Republic)

Textile certificates: Boxes 8-10, 12, 14-19, 19a & 19b (807 products), 22 (to ensure that the relevant declaration by exporter is applicable).

### **JAMAICA TRADE INFORMATION PORTAL (JTIP)**

An enabling environment for trading is one that allows faster, fairer, more predictable and transparent processing and clearance of imports and exports all at the lowest cost to the traders. It is against this background that the Jamaica Trade Information Portal (JTIP), an authoritative source of trade information, was developed and implemented by the World Bank Group (WBG), Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF) and The Trade Board Limited (TBL). As its name suggests, JTIP is an **informational** website, **not** a transactional portal.

JTIP is easily searchable for regulatory information, a comprehensive, organized guide to export and import processes in Jamaica as well as useful links to border trade, TBT/SPS inquiry points and market access. It also has a rich database, searchable by various categories including commodities, legal documents, procedures, forms, measures, standards and requirements. [www.jamaicatradeportal.gov.jm](http://www.jamaicatradeportal.gov.jm)

**Features of the Portal include:**

- Trade laws, regulations, standards, procedures and guidance
- Tariff, fees, taxes, levies and applicable penalties
- Information on authorization, inspection and verification
- Trade agreements - details and opportunities
- Downloadable forms for applications, licences and permits and
- Links to various bodies for trade facilitation.

**The portal went live on Thursday May 16, 2019 under the custody of the Trade Board Limited (TBL).**