

## **Requirements for doing business with the Jamaica Trade Board Limited (JTBL)**



**JAMAICA TRADE BOARD LTD.**

An Agency of The Ministry of Industry, Investment and Commerce

The Jamaica Trade Board Limited (JTBL) is a trade regulatory and facilitatory agency under the Ministry of Industry, Investment and Commerce.

### **Our Major Responsibilities**

- Issuance of Import and Export Licences for a selected range of commodities.
- Issuance of Certificates of Origin; provision of policy advice to relevant ministries/agencies on matters related to Rules of Origin under various preferential trade agreements.
- Issuance of Letters of Origin for products that do not satisfy the Rules of Origin requirements under existing trade agreements, or in instances where exporters intend to access markets with which Jamaica does not have a preferential trade arrangement.
- Certification of new and used motor vehicle dealers.
- Facilitation of Pre-shipment Inspection (PSI) of used motor vehicles.
- Certification of scrap metal industry functionaries, including dealers and exporters.
- The administration of the Refined Sugar and Milk Powder Import Regimes.
- Provision of trade advice and information to Ministries, Departments and Agencies (MDAs), and the general public.

### **MOTOR VEHICLE IMPORT PERMIT**

#### **Step 1: Determine Eligibility**

- **Individuals** may import a combination of 2 motor vehicles every three (3) years, excepting 2 motor cars, and must either be a:





	<b>Buses:</b> Seating capacity 9 – 14 persons	10	
<b>Commercial Vehicles</b>	<b>Buses: Seating capacity</b>	Seating capacity 15 – 20 persons	12
		<b>Seating capacity 21 – 30 persons</b>	<b>15</b>
		Seating capacity 31 – 45 persons	20
		Seating capacity exceeding 46	25
		persons	
	<b>Buses: Unladen weight</b>	<b>Unladen weight 3,001Kg– 6,000Kg</b>	<b>20</b>
		<b>Unladen weight 6,001Kg– 8,000Kg</b>	<b>25</b>
		<b>Unladen weight exceeding 8,000Kg</b>	<b>30</b>
<b>Heavy-Duty Equipment</b>	All types of heavy-duty equipment	30	

### **MOTOR VEHICLE IMPORT LICENSE**

**The approval for certification or re-certification of a motor vehicle dealer import licence is a three-part process which involves the following:**

- **Electronic Application**
- **Payment of Applicable Fee(s)**
- **Physical Inspection**

#### **Electronic Application**

1. Completed application form (via [www.jswift.gov.jm](http://www.jswift.gov.jm))
2. Completed registration documents where applicable:
  - Copies of Articles and Memorandum of Association or Articles of Incorporation if the Company was registered after January 2004 (limited liability Company)
  - Copy of Certificate of Incorporation (Limited Liability Company)
  - Copy of Certificate of Business Name Registration (Sole Trader/Proprietorship)
3. Valid Tax Compliance Certificate (TCC) at all stages throughout the specified certification period.
4. Copy of Rent/Lease Agreement, stamped by a Justice of the Peace (if property is not owned) or copy of title as proof of ownership.
5. Copy of last official receipt for payment of property taxes, if the premises is owned.
6. Copy of a valid Public Liability Insurance (new dealers must submit insurance policy six (6) months after an approval is given).

7. National Environment Planning Agency (NEPA) Certification Letter
8. Valid TRN for the Company stamped/sealed and signed by the manager/director.
9. Valid ID for all Managers/Directors
10. Valid TRN for all Managers/Directors
11. Copy of valid work permit, if Managers/Directors are foreign nationals.
12. Certified passport size photograph.
13. Warranty contract outlining the warranties offered on the sale of motor vehicles.
14. Status letter of compliance from:
  - Consumer Affairs Commission
  - Fair Trading Commission
15. A certified contractual agreement for parts and/or service, with a registered company.

**Inspection Criteria**

**All entities seeking Motor Vehicle Dealership Certification/Re-certification will be required to have the business and location(s) inspected to determine the suitability for certification.**

**All location(s) must be set-up for the operation of a dealership and will be inspected against the following criteria:**

- Location must be at least 3,600 sq. ft./400sq. yd./334sq.m. ○ Hard Surface ground cover (must be paved or covered with gravel) ○ Must have an office that is at least 180sq. ft./20 sq. yd./17 sq. m. Office must have at least - 1 desk, 2 chairs, 1 filing cabinet
- Display lot must be able to hold at least three (3) Motor Vehicles
- Service Bay to service at least two (2) vehicles – if not outsourced\*
- Service Bay must have a lift/ramp, fire extinguisher and other servicing tools- if not outsourced\*
- Accommodation for spare parts- if not outsourced\*
- Drums to collect waste oil
- Area to store old batteries, old tires and other material that may be environmentally hazardous
- Must have a certified mechanic, if servicing is provided in-house
- Labeled customer parking area for customers (at least three (3) spaces)
- Company sign displaying the exact name of the company as it appears on the Certificate of Incorporation/Business Name Registration. **Sign must be prominently displayed and permanently erected**
- Location must depict an environment that is conducive for a dealership operation.

**\*Where services are outsourced, applicants must provide a contractual agreement as proof, which must be signed by both parties and endorsed by a Justice of the Peace (Certifying that it is a true copy of the agreement).**

**Please Note:**

Applications for dealership licence must be submitted along with all required supporting documents and the requisite fee(s) paid via the Jamaica Single Window for Trade Platform (JSWIFT) at [www.jswift.gov.jm](http://www.jswift.gov.jm). **Applications that do not meet the requirements for dealership certification will be placed in query.**

**Processing time for completed application is 4 weeks (20 working days)**

**Fees**

Dealership Fee - \$103,500.00

Late Re-certification Fee - \$57,500.00

Additional Lot Fee - \$28,750.00

**EXPORT CERTIFICATION**

JTBL is the designated Governmental Authority to certify products which comply with the Rules of Origin criteria under nine (9) preferential trade schemes. Export Certification involves analysing products and verifying their working processes to ensure they conform to the prescribed criteria of each trade scheme. The issuance of a Certificate of Origin permits the qualifying product to be granted preferential access, i.e. duty free status or reduction of duty.

**Step to apply for a certificate of origin**

**1. Register Your Business**

Register your business with the Companies Office of Jamaica.

*While not mandatory, this is highly recommended to formalize your operations and facilitate export readiness.*

**2. Submit a Product Analysis Form (PAF) and supporting documents to [exportcertification@tradeboard.gov.jm](mailto:exportcertification@tradeboard.gov.jm)**

Visit [www.tradeboard.gov.jm](http://www.tradeboard.gov.jm) to download the following:

- Product Analysis Form (PAF)
- Manufacturer's Signatory Form
- Site Visit Verification Form

Submit the completed documents to initiate the product assessment process.

**3. Site Visit Assessment**

A **Product Analysis/Rules of Origin Specialist** will conduct a site visit to your facility to verify your production process and inputs.

#### **4. Product Analysis Status Letter**

A **Status Letter** will be issued within approximately **10 business days**, indicating whether your product qualifies under the relevant trade agreements.

#### **5. Apply for Certificate of Origin (CoO)**

Submit your application via [www.jswift.gov.jm](http://www.jswift.gov.jm)

- Register/ create JSWIFT account
- Complete and submit application
- Processing Fee: **J\$1,000.00 per shipment**

#### **6. Proceed with Shipment**

Once your **Certificate of Origin is approved** you will be able to download the digital version via JSWIFT and then you may proceed with export shipment.

#### **Additional Information: Trade Agreements Administered by the Jamaica Trade Board Limited**

The Jamaica Trade Board Limited facilitates export certification under the following agreements, which provide preferential market access and reduced trade barriers :

1. Caribbean Community (CARICOM) Single Market and Economy (CSME)
2. Caribbean Basin Initiative (CBI)
3. Commonwealth Caribbean–Canada Free Trade Agreement (CARIBCAN)
4. Generalized System of Preferences (GSP)
5. CARICOM–Colombia Trade, Economic and Technical Cooperation Agreement
6. CARICOM–Dominican Republic Free Trade Agreement
7. CARICOM–Costa Rica Free Trade Agreement
8. CARICOM–Cuba Trade and Economic Cooperation Agreement
9. CARICOM–Venezuela Trade and Investment Agreement

#### **Jamaica Trade Information Portal (JTIP)**

The Jamaica Trade Information Portal (JTIP) was launched on May 16, 2019. JTIP is an *informational website, a one-stop point for all information regarding importing to, and exporting from, Jamaica.*

JTIP is managed by the Jamaica Trade Board Limited (JTBL) and serves the global public, ranging from Jamaican Government entities and private sector players, to all other entities/persons involved in the cross-border import/export process.

From this portal, traders and prospective traders are able to obtain information about all the regulatory requirements they need to fulfil in order to carry out their transactions. The portal will assist you with finding out what is required from you by each agency when you carry out a cross-border transaction.

### **Portal Content Features**

The portal carries:

1. Trade laws, regulations, standards, procedures and guidance
2. Tariff, fees, taxes, levies and applicable penalties
3. Forms of control on trade including authorization, inspection and verification
4. Trade agreements - details and opportunities
5. Downloadable forms for applications, licences and permits
6. Links to regulatory and various other trade facilitation bodies.

Visit the portal at [www.jamaicatradeportal.gov.jm](http://www.jamaicatradeportal.gov.jm).

### **EXPORTAcademy?**

The EXPORTAcademy is a digital learning platform designed to provide new and experienced exporters with the knowledge necessary to export their goods and services worldwide. The platform aims to extend exporters' global reach and enhance their success in international trade.

The academy employs advanced rules and algorithms through a series of assessments to identify users' export knowledge gaps based on their selected exporter category. It then provides tailored information to address these gaps.

Based on the assessments and the scores achieved, the system determines whether a user is ready to progress to the next step or module, creating a customized learning path tailored to their specific needs and interests.

### **Key Features of the EXPORTAcademy**

1. Export knowledge assessment and algorithm tool that evaluates the registrant's knowledge and understanding of the export process to determine their readiness to export successfully.
2. EXPORTAcademy is divided into structured categories, covering key export areas such as trade agreements, shipping and logistics, export financing and compliance.
3. The platform is user-friendly featuring diverse learning modalities including videos, presentations and self-paced assessments.

4. Live and recorded sessions/webinars with industry experts, policy makers and successful exporters, offering real-world insights and best practices.

#### **EXPORTAcademy provides:**

- Video clips
- Presentations
- Trade documents
- Links

#### **Target Audience**

- Small and Medium Enterprises looking to export.
- Large corporations seeking trade compliance information and export training in market access strategies.
- Government agencies and other trade facilitation entities.
- Trade professionals, students or any Jamaican interested in international trade and commerce.

#### **How to Register & Begin Your Export Journey**

- Step 1: Register via [www.exportacademyja.com](http://www.exportacademyja.com).
- Step 2: Take the Export Knowledge Gap Assessment
- Step 3: Receive your customized learning plan and training resources • Step 4: Gain the skills, insights and connections needed for export success
- Step 5: EXPORT!
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#### **EXPORTJamaica-Global Market Intelligence and Compliance Gateway:**

1. **Target Country Selection:** Discover new and potential markets for products including potential buyers and business opportunities.
2. **Market Information:** Find market information such as customs duties, access requirements and procedures for goods entering into other countries.
3. **Global Networking:** Discover new opportunities and potential counterparts worldwide.
4. **Provision of HS Codes:** Search the Harmonised System (HS) code, standard international customs classification.

5. **Compliance and Customs:** Ascertain import and export compliance requirements for various countries.
6. **Minimize the Risk of Dealing with Unscrupulous Parties:** Learn about blacklisted companies or individuals.
7. **Trade Shows:** Access information on over 19,000 upcoming international business events.
8. **Tenders:** Find procurement notices issued by public and private entities worldwide, including ongoing tenders and contract awards.
9. **Resource Toolbox:** Unearth a suite of supporting resources.

Visit [www.tradeboard.gov.jm/EXPORTJamaica](http://www.tradeboard.gov.jm/EXPORTJamaica) to learn more!

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