

## DOCUMENTARY REQUIREMENTS FOR EXPORTER REGISTRATION

1. Complete **JAMPRO** Exporter Registration Form JN1.

2. Submit the following documents:

For the registration of a Company:	For the registration of an Individual:
<ul style="list-style-type: none"> <li>• Taxpayer Registration Number</li> <li>• Copy of Certificate of Incorporation</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Copy of Certificate of Business Name received from the Office of the Registrar of Companies</li> </ul>	<ul style="list-style-type: none"> <li>• Taxpayer Registration Number</li> <li>• Proof of Identification (passport, driver's license or National ID Card)</li> <li>• Passport-sized Photograph</li> </ul>

3. Additionally, you will need to submit:

- An authorization letter from the Plant Quarantine Division of the Ministry of Agriculture, stating that your packinghouse for fresh produce has been inspected and certified.
- Proof of registration of your factory from the Bureau of Standards if the product you intend to export is a processed food.
- Proof of certification of your factory from the Veterinary Services Division of the Ministry of Agriculture, for the exportation of aquaculture, inland and marine products and by-products.

4. Additionally, the exporters of textile products will also need to submit: a list of machinery and equipment, a list of all categories of employees, and a monthly production plan.

5. Registration Fees are as follows:

New Company/Individual	JA\$2500.00
Re-registering Company/Individual (Annual fee)	JA\$2000.00
All Freezone Companies	US\$275.00

6. Upon submission of all necessary documents, a **JAMPRO** Inspector makes a verification visit to the premises of the company/individual. Thereafter, the application is reviewed to determine exporter registration status.

\*See conditions on back

## CONDITIONS OF REGISTRATION

1. JAMPRO reserves the right to request from the Jamaica Constabulary Force (JCF) a Police Clearance Record for individual applicants.
2. Each new exporting entity is permitted to export initially using provisional shipment authorization letters until either or both of the following conditions have been satisfied:
  - (i) to have established a satisfactory track record;
  - (ii) to have had a re-verification visit made to its operational and storage facility.
3. While being registered, the entity must advise JAMPRO's Exporter Registration Unit of ANY change in the information submitted under Documentary Requirements for Exporter Registration. Otherwise the registration will no longer be valid.
4. JAMPRO reserves the right to request security clearance reports from the Commissioner of Police or its authorized representative that the JCF is satisfied that the entity has a security system in place adequate for the level and kind of operation. Such a report is requested by JAMPRO.
5. JAMPRO reserves the right to place in a Provisional category or to delete from its List of Registered Exporters any entity that falls into any one of the following categories:
  - (i) Its circumstances have so changed as to warrant such action;
  - (ii) Its security system is deemed to be inadequate;
  - (iii) A prohibited substance such as ganja, cocaine, opium, etc. is found in its shipment;
  - (iv) An entity giving false information or found to be in breach of any export regulation;
  - (v) An entity which exports or attempts to export a product requiring a Certificate of Jamaican Origin/ Exemption without such a certificate being issued by the Corporation;
  - (vi) An entity that fails to re-register after its annual registration has expired.
  - (vii) An entity which upon request by JAMPRO fails to:
    - Submit quarterly reports of its export shipments;
    - Give such undertaking to provide such record as an authorized officer of JAMPRO may determine;
    - Permit an authorized officer to carry out inspection of its operational, storage and commercial facilities at such reasonable times and in such detail as seems .to the authorized officer to be appropriate.