

## **GENERAL EXPORT PROCEDURES AND DOCUMENTATION**

*These procedures are general and should be considered within the context of whatever good  
Is being considered for exportation.*

Consult with **JAMPRO**, to find out if whether there are any specific export requirements for the product that you wish to export. If there is, then use that set of procedures as a guideline to export; otherwise, use the guidelines that follow.

1. Visit [www.jexporter.com](http://www.jexporter.com) or the JAMPRO offices and register to become an exporter. The registration process usually takes three to five days.
2. Check with the Trade Board Ltd. to confirm whether or not the product you wish to export requires an export license from their offices. If such a licence is required, submit an application.
3. Consult with the Bureau of Standards for general information regarding product standards as well as labelling and packaging specifications and requirements for export to various markets.
4. Purchase and complete Export Entry Form C82 available at the Trade Board or the offices of the Jamaica Exporters Association.
5. Complete all other relevant commercial invoice forms as well as export documents, all of which are available at the Trade Board.

CARICOM	-	CARICOM Invoice
Canada	-	Canadian Customs Invoice
Other Markets	-	Commercial Invoice/C23

*See Overleaf*

6. You may consult with the Certification Unit at the Trade Board to determine whether the product you wish to export qualifies for any preferential treatment in



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Kingston 10, Jamaica  
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the overseas market. If so, purchase the relevant form and obtain the required Certificate of Origin.

USA	-	US GSP Certificate of Origin, Form A CBI Certificate of Origin, Form A
Canada	-	CARIBCAN certificate of Origin, Form A
CARICOM	-	CARICOM Certificate of Origin
EU	-	EUR.1 Movement Certificate

7. Check shipping/air cargo rates and schedules as well as provisions for insurance coverage. Complete Packing List (by air) or Docking Receipt (by sea).

## CONTACTS:

Trade Board Ltd.  
107 Constant Spring Road  
Kingston 10  
Phone: 969-0883/969-3184/969-6498  
Fax: 925-6526/925-6313  
E-mail: [tboard@colis.com](mailto:tboard@colis.com)  
Website: [www.tradeboard.gov.jm](http://www.tradeboard.gov.jm)

Bureau Of Standards  
6 Winchester Road  
Kingston 10  
Phone: 926-3140/926-0229  
Fax: 926-5069/929-4736  
Website: [www.jbs.org.jm](http://www.jbs.org.jm)

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