



THE TRADE ACT
The Trade (Scrap Metal) Regulations 2007
Application for Scrap Metal Licence
other than Application for Type 1 Dealer Licence/Itinerant Dealer
 (under regulation 11(3))

NB. PLEASE SEE NOTES OVERLEAF BEFORE COMPLETION OF APPLICATION FORM		
PART A - GENERAL		
1. TYPE OF LICENCE(S): <input type="checkbox"/> Scrap Metal Export Licence <input type="checkbox"/> Scrap Metal Processing Facility Operator's Licence <input type="checkbox"/> Scrap Metal Dealer's Licence (Type 2)	2. TRN: 2A. ARE YOU REGISTERED AS AN APPROVED EXPORTER? <input type="checkbox"/> Yes <input type="checkbox"/> No Registration No.:	<i>(AFFIX PHOTOGRAPH OF APPLICANT CERTIFIED BY JUSTICE OF THE PEACE OR MINISTER OF RELIGION OR SCHOOL PRINCIPAL)</i>
3. FULL NAME OF APPLICANT:		
4. ADDRESS OF APPLICANT:	5. NAME USUAL PLACE OF RESIDENCE OF EACH PARTNER, IF ANY:	
6. ADDRESS OF OWNER OR REGISTERED OFFICE OF COMPANY (IF DIFFERENT FROM APPLICANT)	7. PRINCIPAL OFFICERS OF COMPANY: CEO/Managing Director: Secretary: Manager/Other: Chairman/Board Members (if applicable):	
8. CONTACT INFORMATION: Telephone Number/s: Fax No.: E-mail address:		
9. CONTACT PERSONS (IF DIFFERENT FROM APPLICANT OR OWNER):	10. CONTACT INFORMATION FOR CONTACT PERSON:	
PART B – OPERATING A SCRAP METAL PROCESSING FACILITY		
11. Will you be processing scrap metal/operating a packing facility for export? <input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Address of place where scrap metal will be processed/approved packing facility (if necessary give directions):		
13. Number of full time employees:		
14. Equipment utilized: <input type="checkbox"/> Crane <input type="checkbox"/> Hydraulic Crane <input type="checkbox"/> Conveyors <input type="checkbox"/> Mobile Auto Crushers Other (specify)	15. Type of processing performed at facility: <input type="checkbox"/> Upgrading <input type="checkbox"/> Sorting <input type="checkbox"/> Cutting <input type="checkbox"/> Cleaning <input type="checkbox"/> Crushing <input type="checkbox"/> Slitting <input type="checkbox"/> None (Collection Only)	

PART C – EXPORT OF SCRAP METAL

16. ADDRESS OF APPROVED PACKING/PROCESSING FACILITY:

PART D – DECLARATION

I/We hereby declare that -

- (a) I/we have not/neither/none of us has been convicted of any offence under the provisions of the Trade Act or the Trade (Scrap Metal) Regulations, 2007, at any time during the FIVE years immediately preceding the date of this application; and**
- (b) I have not/neither/none of us has been convicted of any offence involving fraud or dishonesty at any time during the FIVE years immediately preceding the date of this application; and**
- (c) I am not/neither/none of us is an undischarged bankrupt or a company in liquidation;**

and that the information supplied in this application is true and correct. I/we undertake to ensure that the facility in relation to which a licence is granted is safe and that any authorized person who performs any function under these Regulations while visiting the facility will be safe. I understand that if stolen scrap metal is found at the facility any licence issued under these Regulations may be revoked.

Date

Signature[s]

NOTES

1. This form should be completed in triplicate in block letters and submitted along with any specified or supplemental information to:
 The Trade Administrator
 The Trade Board
 107 Constant Spring Road
 Kingston 10
2. The completed form shall be accompanied by-
 - Copy of Business/Sole Trader Registration or Certificate of Incorporation
 - Copy of a Taxpayer Registration Number (TRN)
 - Proof of Registration as an Approved Exporter with Jamaica Promotions Corporation (JAMPRO)
 - Licence from NEPA for the storage of Scrap Metal
 - a plan of the area in which the stores will be situated showing the location and boundaries of the property
 - a statement of the status Of any required statutory approval and application;
 - the prescribed application fee of J\$ which is non-refundable.
3. Please attach certified copies of all statutory approvals and planning permission granted to date and copies of all applications made and not yet determined.
4. This application form must be completed in order to avoid delay in its processing. Where attached sheets and other technical documents are utilized instead of the space provided, indicate appropriate cross-references. Paragraphs that are not applicable to your application should be marked as N/A. The licence or permit fee of J\$ becomes payable at the time of issue of the licence or permit.
- 5 In the case of a partnership, all partners must join in the application.
- 6 If you are in doubt about any provision of this application form please consult with an authorized member of Staff before completing it.