

GENERAL INFORMATION

IMPORT LICENSING:

The legal authority for administering this policy is the Trade Act, Law 4, 1955. There are thirty four (34) items now on the **List of Items that Require Import Licensing**

In fact, import licensing is one Agreement under the World Trade Organisation (WTO) Multilateral Agreement on Trade in Goods. The work of the company is therefore conducted in keeping with international trade rules. As Jamaica, being one of the 134-members of the WTO, the company's business is executed in a predictable, transparent and simplified manner so as to facilitate a smooth transaction process for businesses and consumers alike. Our responsibility is therefore to inform the consumer on the provisions of all policies relating to import/export licensing, and having done so through regular Notices to Importers, enforce the relevant provisions of the Act where breaches are committed. We also provide an advisory role to the Minister on formulation of policy issues relevant to our operations.

In keeping with the mandate of the Government, the company has formulated and implemented a **Guarantee of Service** to our stakeholders. The management and staff are committed to providing our customers with timely information on policy issues and changes in the services we provide. We would certainly appreciate your suggestions on how we can improve these services or provide other services to you, our valued customers.

- **Import licence applications are processed within twenty-four (24) hours. You can assist us to speedily process your application by completing all relevant sections on the application form and submitting all the required supporting documentation.**
- **Applications from Companies must bear the Company's Seal and signed by an authorized officer of the Company.**
- **Fees are applicable for the services we provided and a schedule is shown on Pages 12 & 25 of the Booklet, for your information. All fees are non-refundable.**

- **All import licences (except for approved Motor Vehicle Dealers) will be clausued against the sale of the unit for a period of one (1) year.**

WARNING

AS PROVIDED FOR UNDER SECTION 210 OF THE CUSTOMS ACT, ANYONE WHO IMPORTS ANY LICENSABLE ITEMS WITHOUT FIRST OBTAINING A VALID IMPORT PERMIT WILL BE LIABLE TO A FINE EQUIVALENT TO THREE (3) TIMES THE VALUE OF THE ITEM PLUS SEIZURE OF THE ITEM.

THE MOTOR VEHICLE IMPORT POLICY PROVIDES FOR IMPORTATION OF NEW AND USED MOTOR VEHICLES. THE USED MOTOR VEHICLE MUST NOT BE MORE THAN THREE (3) YEARS FOR MOTOR CARS AND FOUR (4) YEARS FOR LIGHT COMMERCIAL VEHICLES AT THE TIME OF IMPORTATION.

MOTOR VEHICLES MAY BE IMPORTED UNDER THE FOLLOWING CATEGORIES: -

INDIVIDUALS

- 1. Jamaican**
 - 2. Returning Residents**
 - 3. Contract Officers**
 - 4. Holders of Work Permit**
- **Any individual as above whether resident in Jamaica or overseas may apply to the Trade Board Limited to import two (2) motor vehicles every three (3) years. This may include a motorcar and a light commercial unit or two (2) light commercial units.**

- Where applicable non-Jamaican must provide proof of landed immigration status i.e. Work Permit or any other documentary proof.
- Individuals who are the beneficiary of a duty concession and applying for an import licence must submit to the Trade Board documentary proof of such concession.

BUSINESS/COMPANIES

- 1. Approved Motor Vehicle Dealers**
- 2. Other Companies incorporated in Jamaica**
- 3. Government**
 - i. Approved Motor Vehicle Dealers are certified by the Ministry of Commerce, Science and Technology and are subject to an annual inspection. They may import new or used motor vehicles for the retail trade.**
 - ii. A New Dealer is one who represents a specific make(s) of vehicle(s) and is contracted to an overseas manufacturer.**
 - iii. A Used Car Dealer may import any make or model of used motor vehicles from the retail trade**

PROCEDURES FOR IMPORTATION

Individual

1. **The importer completes in triplicate an Application Form and submit to the Trade Board Limited along with the following documents: -**
 - a) **Proof of ownership (Certificate of Title, Bill of Sale, Gift Letter) in applicant's name, detailing model, accessories and c.i.f. value.**
 - b) **Two (2) valid form of identification from the following:**
 - **Passport (Pages up to expiry date)**
 - **Driver's Licence both sides**
 - **National Identification**
 - c) **Proof of Taxpayers Registration Number (both sides)**
 - d) **Where applicable, documentary proof of landed immigration status.**
2. **The Order and Clearance Permit is processed and then collected.**

Footnote. **Please note that licences will be clausd against sale for period of three (3) years.**

3. **Where an applicant is unable to collect his/her import licence, the Trade Board will facilitate delivery to a licensed Customs Broker, upon presentation of a proper identification or to an individual with a letter of authorisation from the applicant and proper identification.**
4. **Clearance is effected at Customs after verification of the order and clearance permit by the Trade Board Limited. Final valuation for duty purpose is determined by Customs.**

COMPANIES

- 1. Where applicable, apply for a Trade Number, submitting the following documents: -**
 - Certificate of Incorporation
 - First and last pages of Memorandum and Articles of Association
 - Letter stating nature of business
 - Proof of N.I.S. and Income Tax Numbers

- 2. Complete application form in triplicate submitted with Proof of Ownership (Certificate of Title, Bill of Sale, Invoice).**

- 3. Companies who are the beneficiary of a duty concession and applying for an Import Licence must submit documentary proof of such concession.**

APPROVED MOTOR VEHICLE DEALERS

A New Dealer is one who represents a specific make(s) of vehicle(s) and is contracted to an overseas manufacturer.

A Used Car Dealer may import any make or model of used motor vehicles from the retail trade.

OTHER COMPANIES

Companies/Government or Non-Government may import new or used vehicles for their companies' private use, subject to Motor Vehicle Import Policy.

1. For new/used vehicles the value quoted on the vehicle documentation eg. (commercial invoice, bill of sale) will be accepted, providing the C.I.F value is in keeping with the manufacturers' established price list.

MODIFICATION OF ALL VEHICLES

All vehicles originating in countries where they drive on the right must:

- ❑ Modify their units for passenger to enter/exit on the curbside of the road;
- ❑ Modify the beam of the headlamps to reflect down on the left horizontal plane or up and down on the left horizontal plane or up and down on the vertical plane;

In keeping with the Road Traffic Act and Regulations.

LIST OF FEES /CHARGES APPLICABLE

Processing Fee	\$1,650 per unit
Importer's Number	\$1,500 per unit
Application Forms	\$35 per unit
Service Charge	\$100 per unit
Photocopying	\$10 per sheet

Please note that applications from overseas will attract fees equivalent in foreign exchange (at the prevailing rates).

CHLOROFLUOROCARBONS (CFC)

The Montreal Protocol is a Multilateral Agreement that requires the phased reduction of ozone depleting substances. Importation of these items is subject to quantitative restrictions resulting in the allocation of Quotas by the National Ozone Committee to approximately thirteen companies.

To facilitate processing the documents required are:

- Commercial invoice from supplier showing quantity and description of goods and
- Drug Permit from the Ministry of Health

The Duty Structure for motor vehicles in keeping with the Road Traffic Act is as follows:

No.	MOTOR VEHICLE	CET %	GCT %	AGG. DUTY (%)
1.	<i>Cars including Station Wagons and Estate Cars</i>			
	<i>Not exceeding 1000cc</i>	40	19.23	67
	<i>Exceeding 1000cc but not exceeding 1500cc</i>	40	30.769	83
	<i>Exceeding 1500cc but not exceeding 2000cc</i>	40	38.46	94
	<i>Exceeding 2000cc but not exceeding 3000cc</i>	40	57.69	121
	<i>Exceeding 3000cc (gas) or 3200cc (diesel)</i>	40	100	180
2	<i>Jeeps, Range Rovers, Troopers, etc.</i>			
	<i>Not exceeding 2000cc</i>	40	38.46	94
	<i>Exceeding 2000cc but not exceeding 3000cc</i>	40	57.69	121
	<i>Exceeding 3000cc (gas) or 3200cc (diesel)</i>	40	100	180
3	<i>Trucks for agriculture</i>	10	9.09	20
4	<i>Other Trucks</i>			
	<i>- not exceeding 2032 kg</i>	10	40.91	55
	<i>- exceeding 2032 kg</i>	10	22.72	35
5	<i>Pick Ups</i>			
	<i>Compact Pick Up – single cab</i>	10	40.91	55
	<i>Compact Pick Up – extended cab</i>	10	52	67
	<i>Full Size Pick Up</i>	10	76.364	94
	<i>Heavy Duty Pick Up</i>	10	154.544	180
	<i>Pick Ups approved for use in agriculture</i>	10	9.09	20
6	<i>Buses (7-14 seats)</i>			55
	<i>Buses (15-24 seats)</i>			35
	<i>Buses (25 or more seats)</i>			10
7	<i>Limousines</i>			105

8	<i>Tractor Heads</i>			23.809
9	<i>Trailers</i>			15