

**Effective July 1, 2014 the Trade Board Limited will no longer accept cheques and cash payment at our office except for point of sale transactions.**

The Trade Board has been taking steps to improve the efficiency of its services and the latest venture involves the utilizing of all the NCB branches island wide to facilitate the collection of fees for:

- Import Licences and Export Licences,
- Administrative Fees,
- Scrap Metal Registration,
- Scrap Metal Export,
- Dealer Certification/Recertification,
- Letters of Transfer
- Collateral Letters.

How this should be done:

Step 1:

- Pre-requisite – Client must have their Trade Board documentation along with its tracking number if applied online. (e.g. import licence application)

Step 2:

- Visit any branch of NCB
- Complete a regular NCB deposit voucher (sample below).
- The account number at NCB is 302813396
- Client/Company name and tracking number must be written across the top of the voucher. No payment will be accepted without these details.
- Name of person making payment must be written at “paid in by” section
- Trade Board payment must be written at account name
- Under account type select the box ‘current’
- The amount and payment details must then be completed by submitting deposit voucher to bank teller.

**SAMPLE OF COMPLETED NCB DEPOSIT VOUCHER**

*X92 Co. Ltd. - 2006101373*

<b>NCB National Commercial Bank</b> <small>Limited</small>		<b>CHEQUE DEPOSIT</b>	
<i>Cross Roads</i> BRANCH		BR. NO. <i>5012813396</i>	DATE <i>21/3/05</i>
<small>Customers are requested to open cheques, postal and money orders before depositing.</small> <small>Customers are advised that the Bank reserves the right at its discretion to refuse payment of cheques drawn against credit and other items which may have been recalled to the account.</small>		NCB CHEQUE (\$) <i>12000</i> TOTAL NCB CHEQUES FROM REVERSE <i>-</i>	
PAID IN BY <i>John Brown</i> ACCOUNT NAME <i>Trade Board Payment</i>		OTHER BANK'S CHEQUE (\$) <i>-</i> TOTAL OTHER BANK'S CHEQUES FROM REVERSE <i>-</i> TOTAL CHEQUE \$ <i>12000</i>	
ACCOUNT TYPE <input checked="" type="checkbox"/> CURRENT <input type="checkbox"/> SAVINGS <input type="checkbox"/> OTHER			

Step 3:

- Hand the completed deposit voucher along with cash or manager's cheque to the bank teller or customer service representative (CSR).
- The teller/CSR will process payment and return a copy of the deposit voucher as proof of payment.
- Request from the teller/ CSR, that the transaction ID or DC # be written on the deposit voucher, e.g. DC 1234 or S1091234.
- This will allow the Trade Board to quickly verify payment and begin processing application.
- Failure to obtain the transaction ID or DC# will result in delays for processing.
- Importer/Exporter must fax 948-7486 or email a copy to: [payment@tradeboard.gov.jm](mailto:payment@tradeboard.gov.jm).



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Trade Administrator/CEO