

JAMAICA

TOURIST BOARD

APPLICATION FOR CUSTOMS CLEARANCE

(PLEASE PRINT CLEARLY)

DATE OF REQUEST: _____

I. ACCOUNT INFORMATION:

GROUP/ EVENT NAME: _____ DATES: _____

PURPOSE OF VISIT: MEETING INCENTIVE CONVENTION PROMOTION OTHER

OF PERSONS: _____ HOTEL: _____ CONTACT: _____

DMC/GROUND OPERATOR: _____ CONTACT: _____

GROUP LEADER TRAVELING WITH GROUP: _____

TEL: _____ FAX: _____ EMAIL: _____

II. SHIPPING INFORMATION:

ACCOMPANIED FED EX DHL UPS (Kingston only) AIR/SEA FREIGHT OTHER

CONIGNED TO: _____

AIRLINE FLIGHT #: _____ AIRWAY BILL#: _____

DATE OF ARRIVAL: (KINGSTON) _____ (MONTEGO BAY) _____

III. DESCRIPTION OF ITEMS TO BE SHIPPED: Please list the following information separately, all items for shipping, to include: invoices (attach to application)

- Detailed description, (color, logos, etc)
- Approximate value
- Serial numbers for all equipment
- Quantity of each item
- 'Letter of Intent' on company letterhead providing details, reason for trip/hotel
- Tariff codes
- List of attendees

PLEASE NOTE, ADDITIONS TO THE ORIGINAL LIST WILL REQUIRE SEPARATE APPLICATIONS

IMPORTANT GUIDELINES/PLEASE READ CAREFULLY:

Application for consideration for customs clearance and bond

Applications are not automatic but are granted at the discretion of the Jamaica Customs Agency. Therefore, the Jamaica Tourist Board cannot guarantee that the application submitted will be granted.

- Almost all commercial shipments will require the completion of a C78 form for clearance, obtainable through a Jamaican Customs Broker. The following brokers are available to assist. All hotel properties maintain relationships with Customs Brokers, therefore, you may also contact your hotel for their assistance:

Montego Bay:

Gordon's Agency Ja. Ltd.
17 Kerr Crescent
Montego Bay
T. (876) 952-4832/952-4039
F. (876) 952-6659
E. gordonsbroker@cwjamaica.com

Kerick Farquharson Customs Broker
13 Harbour Drive
Montego Freeport
Montego Bay
T. (876) 971-9780
F. (876) 979-6617
E. cust519@cwjamaica.com

Ms. Pauline Williams
PaulJan Customs Brokerage
6 Strand Street, Shop # 6
Montego Bay
Jamaica
T: 1876-531-6430 / 398-7184
E: pauljan0664@hotmail.com

Kingston:

Ms Mitzie Gordon
JTS Shipping (Door-to-Door)
4 Fourth Avenue
Kingston 13
T. (876) 923-5830/6249
F. (876) 757-7313
E. m.gordon@shipdoortodoor.com

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- The Jamaica Tourist Board will apply for special consideration for customs clearance on your behalf to the Jamaica Customs Agency. **All shipments** will need the services of a customs broker and **customs brokerage fees will apply**. Further information may be obtained by visiting the official website of the Jamaica Customs Department at www.jacustoms.gov.jm

Taxes that will apply and will not be waived: (payable on arrival directly to Customs)

- **Special Consumption Tax (SCT) - .3%**
- **Environmental Levy - .5%**
- **Addtl. Stamp duty – varies according to value**
- **Customs Administrative Fee – 2%**

Fees are calculated against the C.I.F. (Cost / Insurance / Freight) value of goods.

- Applications must be received at **least twenty-one working days prior** to shipment **& must be supported by the appropriate invoices. Incomplete information/form will not be accepted.**

Information received less than twenty-one working days cannot be guaranteed clearance on the day of arrival.

- Items must be addressed to, and be the responsibility of the person traveling with the group.

CUSTOMS ADMINISTRATIVE FEE

- There will be a Customs Administrative Fee (approx. JAD\$5,500 – JAD\$10,000) on all imported items. The fee is calculated based on the CIF (cost, insurance, freight) value of the shipment and is payable to the **Customs Broker/Customs Department on arrival in Jamaica.**
- Additional items brought in and not listed on the original application submitted for customs clearance will be subject to duty and GCT. The amount of duty can vary up to 30% ; GCT 16.5% shipped individually and 21.5% for company shipments; CUF (Customs User Fee) 2%; SCT (Special Consumption Tax) .3% to be calculated on the total CIF value (cost, insurance, freight). **These fees do not apply to wines, spirits, and tobacco products and do not qualify for customs clearance through the Jamaica Tourist Board. (visit www.jacustoms.gov.jm).**

SHIPPING PROCEDURES :

- 1) **Air/Sea freight:** Shipments via air cargo/air freight will need the services of a customs broker. All charges incurred will be the responsibility of the shipper. It is recommended that contact be made with a Customs Broker **prior** to arrival in Jamaica. Please refer to recommended brokers listed on this application or contact your hotel.

Montego Bay/Negril hotels:

Port of Entry is **MORTEGO BAY**. Shipments to the above locations **must**, for ease of delivery, be consigned to **MORTEGO BAY**. You must ensure that your courier company/airline is aware of the relevant information **PRIOR TO SHIPMENT**.

Ocho Rios/Runaway Bay hotels:

Port of Entry should be **MORTEGO BAY**. Therefore, prior to shipment, you must ensure that your courier company/airline is aware of exactly what Port of Entry your shipment is to be consigned.

Kingston Hotels:

Port of Entry is **KINGSTON**. Shipments **must** be assigned to **Kingston**, for ease of delivery. You must ensure that your courier company/airline is aware of the relevant information **PRIOR TO SHIPMENT**.

- 2) **Shipment Labels: Must be consistent to application:**
Group/Event
c/o Host Hotel
City, Jamaica, West Indies

(Label/application should not include hotel contact person)

WAIVER OF BOND

Shipments requiring a Waiver of Bond will need a completed C25 form and must be applied for through your hotel. **Fees may apply**. Please contact your hotel directly for assistance. Items requiring a Waiver of Bond are camera equipment (commercial photo shoots, computers, musical instruments, audio visual equipment).

RESTRICTED ITEMS

The following items are restricted from the above importation procedures. Application must be made to the appropriate agency for importation certificates: (visit www.jacustoms.gov.jm for detailed list of restricted items)

Restricted Item	Requirement	Issuing Agency	Contact info
Meat	Certificate	Ministry of Agriculture	(876) 927-1731
Ground Provisions	Phyto Sanitary Certificate	Ministry of Agriculture	(876) 927-1731
Fruits & vegetables	Phyto Sanitary Certificate	Ministry of Agriculture	(876) 927-1731
Medication	PSD Certificate	Ministry of Health	(876) 926-9220
Firearms	Permit/License to import	Police/Commissioner of Customs/Trade Board	(876) 927-4421/922-5140-8/926-3130
Used Tyres	Certificate	Bureau of Standards	(876) 926-3140-6
Two-way radios	Permit	Spectrum Management Authority Ltd	(876) 929-8550 / 929-8520

SUBMISSION OF APPLICATIONS FOR WAIVER OF DUTY:

- Application, list etc should be sent to:

Ms. Margaret Clarke- Wheatley
Business Development Officer
Jamaica Tourist Board
E: mclarke@visitjamaica.com

Copy to:

John Woolcock
Manager-Groups & Conventions
Jamaica Tourist Board
E: Jwoolcock@visitjamaica.com