

1. WHO IS REQUIRED TO COMPLETE AN EXPORTER REGISTRATION?

Registration is required only for Individuals or entities exporting goods on a commercial basis or for the purpose of trade which will result in the generation of revenue.

2. UNDER WHAT CIRCUMSTANCES AN EXPORTER WILL NOT BE REQUIRED TO REGISTER?

An exporter is not required to register under the following circumstances:

- Shipments classified as personal effects or non-commercial which will not result in revenue generation
- Goods imported for temporary use and will be subsequently re-exported (e.g. Items for trade show or cars for racing event)
- Goods being exported for subsequent re-importation (e.g. goods returned to manufacturer for repairs)
- Goods for which duty was paid and subsequently re-exported

3. HOW DO I REGISTER TO EXPORT?

To register to export, you may either go online to our website at www.jexporter.com to access JAMPRO's e-Registration Service or visit one of the JAMPRO offices in Jamaica (Kingston or Montego Bay).

4. IS THERE A COST ATTACHED TO REGISTERING?

Yes. The initial cost of registration is J\$3,500, and this is valid for one year. The annual cost for renewal is J\$3,000, which must be paid up on or before the expiry date of your registration

5. DO I NEED A REGISTERED BUSINESS TO EXPORT?

No, exporters can register as an Individual or a Company/Business.

6. WHAT ARE THE REQUIREMENTS FOR AN INDIVIDUAL APPLICATION?

To register as an individual, you will need to submit, along with the fee (above), a current passport size photo, Tax Registration Number (TRN) and a valid proof of identification (passport, driver's licence, National ID card).

7. WHAT ARE THE REQUIREMENTS FOR A COMPANY APPLICATION?

To register as a company/business, you will need to submit, along with the associated fee, certificate of incorporation or certificate of registered business name and the business/company TRN.



8. ARE THERE ADDITIONAL DOCUMENTS TO BE SUBMITTED TO COMPLETE REGISTRATION?

Following the submission of all the above documents, including the JAMPRO Exporter Registration application form, a verification visit to your operational, storage and business addresses will be scheduled within 1-3 business days. Once the verification visit has been completed, the JAMPRO officer may grant you an approval depending on whether or not your facilities meet our requirements.

For products within the following categories, the required approval or licences must be obtained from the governing agency before JAMPRO can proceed with the export registration.

Fresh Agricultural Produce: a certified packaging facility is required. Information on packing facility specifications and guidelines can be accessed through the Ministry of Agriculture's Plant Quarantine Department.

Apicultural, Bee products or Animals: the Veterinary Services Division, Ministry of Agriculture is to be contacted.

The Jamaica Agricultural Commodities Regulatory Authority (JACRA)

- Coffee products
- Coconut
- Cocoa
- Spices (Pimento, Nutmeg, Ginger and Tumeric)

9. HOW DO I RENEW MY EXPORTER REGISTRATION?

Registration becomes due for renewal annually on the anniversary of the original registration date. In order to renew registration for another year, exporters are required to visit our online exporter registration platform at www.jExporter.com and make a payment of \$3000.00. If you are unable to use the online system, payments may be made at either of our offices located in Kingston and Montego Bay.

For registrations which have been inactive for more than one (1) year, the registration fee is \$3000.00 multiplied by the number of years it has been inactive.

For registrations which have been inactive for two (2) years or more, the renewal is subject to approval following a verification visit by a JAMPRO officer. For registrations which have been inactive for five (5) years or more, the exporter is required to re-register.

Exporters of agricultural products will need to obtain a new authorization letter from the Plant Quarantine Division of the Ministry of Agriculture for each renewal.

10. HOW CAN I UPDATE MY FACILITY'S CONTACT INFORMATION?

You may complete a manual exporter registration application to update our records where relevant changes have been made to the operations, which are not reflected in our records.

A change of the company's location and/or commodities listed on the original exporter registration application will require a verification visit by a JAMPRO officer before approval/renewal is granted.

WHAT ROLE DOES JAMPRO PLAY IN EXPORT DEVELOPMENT AND FACILITATION?

JAMPRO's role in export development and facilitation is to assist the exporter by:

- Providing Business Information – Secure vital business information and learn about export procedures
- Assist in Business Linkages
- Identify business linkage opportunities and generate local supply contracts
- Market Development Information
- Where possible, identify export opportunities and access markets for your products



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