

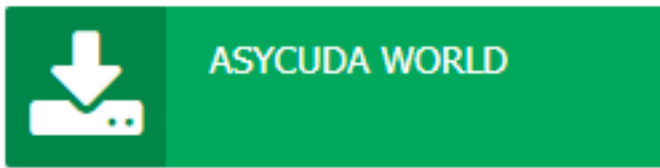
Are you already registered on the EXPORT JA ASYCUDA Platform?
If yes, please note the following steps:

1

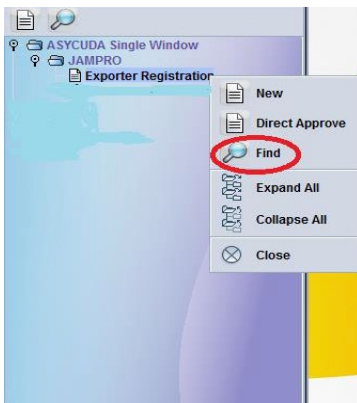
Send an email to helpdesk@jca.gov.jm and copy info@jamprocorp.com, stating that you would like to renew your registration with JAMPRO. A Jamaica Customs representative will respond to let you know that your application is in "Stored".

2

Click [here](#) to access the Jamaica Customs' home page. On the page, you will see on the right-hand side of the screen, a green bar labelled ASYCUDA WORLD as shown in the image below. Click this bar to access the login for the exporter registration portal, as shown in the image below. **NB: JAVA is required to operate this platform.** Kindly see the attached for JAVA installation instructions.



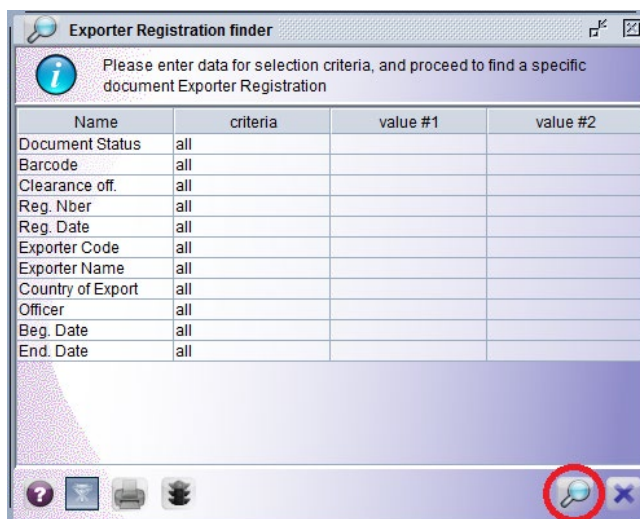
3 Go to the Document Library and select 'ASYCUDA Single Window', 'JAMPRO' and then right click on 'Exporter Registration' and select 'Find' (seen circled in red below).



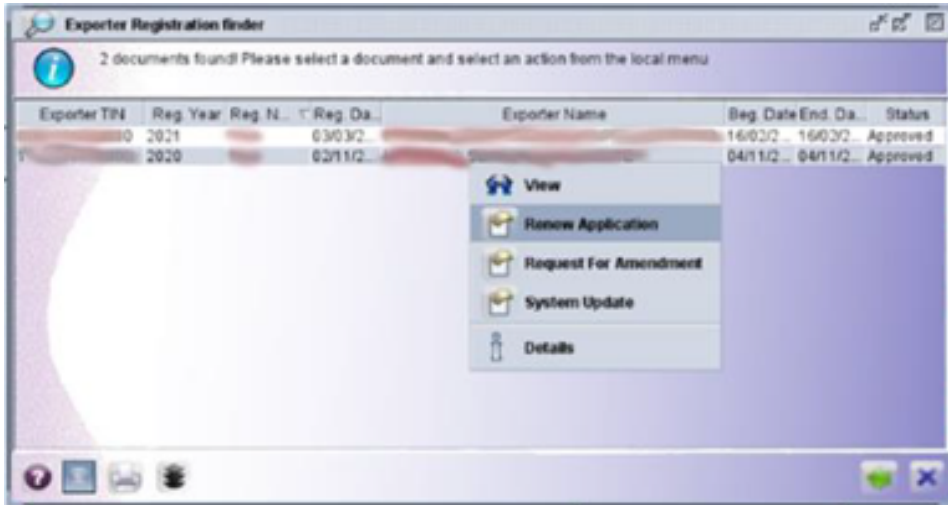
NB: If you are not seeing the Document Library, click the icon that looks like yellow file folders below "Window" at the top left-hand side of the page and the Document Library will appear. Please see image below:



4 The Exporter Registration Finder will pop up, select the Magnifying Glass at the bottom of the finder (seen circled in red below).



5 After finding your exporter registration record, right-click the record and select “Submit Application”



6 Click the green tick at the top left-hand corner of the form (as seen circled in red below) to submit the application.

JAMPRO
TRADE & INVESTMENT JAMAICA

Jamaica Promotions Corporation
Exporter Registration Certificate

1. Registration Reference		2. Registration Date	
3. COMPANY	TRN	0000123456789	4. Office phone
Name	TEST USER	5. Mobile phone	777-7777
Address	MAIN AGENT RD.	6. Email	testuser@email.cw.jm
		7. Web Site	www.creativejamaica.com
		8. Postal Address	MAIN AGENT RD. KINGSTON JAMAICA
		9. Fax	999-9999
10. Director's Name(s)	STEWART BROWN	13. Applicant Name	JOHN BLACK
11. Contact Person	JOHN BLACK	14. Position	INVENTORY AND LOGISTICS DEPARTMENT
12. Contact Position	INVENTORY AND LOGISTICS DEPARTMENT	15. Employees Nbr	
Production Address			

General Information | Scanned Documents | Export Markets | Authorization | Site Visit | Payment Registration Slip

7 The exporter registration renewal fee of \$3,000 can be paid online by clicking [here](#) to access the Jamaica Customs' home page. Please follow the steps below to make payment:

- Click the login button (as seen circled in red below) at the top right-hand corner of the page above the word English.



- Put in your username and password as prompted by the system. A welcome notice with your name will pop up.

- Go to Online Services and Click Exporter Registration (as seen circled in red below)



HOW TO RENEW YOUR EXPORTER REGISTRATION

- Review the details and ensure your **registration number** is there before selecting **Pay**.
- Under the heading **Review and Confirm Order**, ensure that it is stating what you are paying for in the Pay For section i.e. - whether it is a new registration or a renewal. Once that is done, select **Confirm**.
- Under the heading **Submit Payment Details**, enter card details in the required fields and select **Pay**.



OTHER PAYMENT METHOD

If you are unable to pay your exporter registration fee online, please make payment via bank transfer to JAMPRO's account:

National Commercial Bank
1-7 Knutsford Boulevard Branch
Account No. 351858605 (JMD)

Note that due to updates to the Disaster Risk Management Act announced by the Government of Jamaica on February 28, 2021, we will not be accepting cash or cheque payments as our staff will be working remotely and our physical offices will be closed.

**Are you new to the Export JA ASYCUDA platform?
If yes, please follow the following steps:?**

1. Please see the link to our video tutorial outlining the exporter registration renewal process at <https://dobusinessjamaica.com/trade/exporters/exporter-registration-process/> .

These videos are supported by the summary steps outlined below. The link also includes the Exporter Registration User Manual which provides detailed information on the various steps of the process.

2. Click [here](#) to register on ASYCUDA. You are required to have a Tax Registration Number (TRN). If you are registering as a business, your business TRN and the personal TRN for the user are required. For individual registration, only your personal TRN is to be entered. The TRN fields require 13 digits, so kindly add zeros at the end; for e.g. 1234567890000. Also, be sure to select exporter, and not importer, when you are prompted to.

NB: Should you experience any difficulties with the ASYCUDA user registration process, kindly contact the ASYCUDA/Jamaica Customs Agency Help Desk:

Technical Support : ISU Help Desk

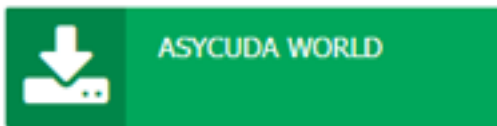
Opening Hours : 8:30AM - 9:00PM Monday - Friday

Email: helpdesk@jca.gov.jm and copy info@jamprocorp.com

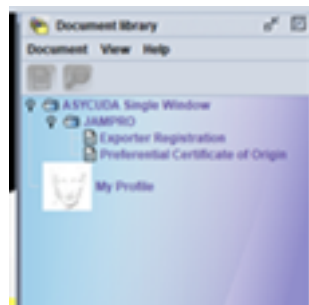
Phone : 876-922-5140 - 5149 extensions 3030,2421,2422, 2423,2424,2580,2426

HOW TO RENEW YOUR EXPORTER REGISTRATION

3. Click [here](#) to access the Jamaica Customs' home page. On the page, you will see on the right-hand side of the screen, a green bar labelled ASYCUDA WORLD as shown in the image below. Click this bar to access the login for the exporter registration portal, as shown in the image below. **NB: JAVA is required to operate this platform.** Kindly see the attached for JAVA installation instructions.



4. Then open the Exporter Registration portal displayed in the image below. You will be required to complete the online registration renewal form and upload the certificate of incorporation for your company (or to register in your individual capacity, upload your Government Identification card) and all other required supporting documents – approval letters/permits/licences. **NB: If the JAMPRO folder is not seen in your document library, please contact the ASycUDA Help Desk to update your record to reflect it. Also, ensure that you have all your required documents saved in pdf for upload to the system.**



5. Complete payment using method outlined in Step 7 above.