

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?

- a. Shipments classified as personal effects or non-commercial, which will not result in revenue generation e.g. shipment of samples, empty cylinders/tanks being returned to overseas suppliers; items to be used in product promotion such as flyers/brochures/signage; damaged goods being returned to manufacturers overseas; human remains shipped by funeral homes and foreign exchange shipped by Financial Institutions to their accounts with Banks overseas;
- b. Goods being re-exported after being imported for temporary use (e.g. Items for trade shows or promotional events; cars for racing events etc.);
- c. Goods being exported for subsequent re-importation (e.g. goods returned to an overseas manufacturer for repairs such as machinery & equipment; items for trade shows or promotional events, etc.);
- d. Goods imported for which duty was paid and Customs reimbursement is being sought after the re-exportation of such goods.
- e. Customs Brokers, Freight Forwarders, Consolidators and other intermediaries shipping products on behalf of clients on a commercial basis (the clients would, however, need to register with JAMPRO);
- f. Entities operating in the Special Economic Zone (SEZ). Export shipments executed by these entities are subject to the relevant provisions under the SEZ Act.

Note that commercial entities who fall in any of the above categories and are not involved in shipping items on a commercial basis for trade are not required to register with JAMPRO as an exporter.



3. How do I register to export?

The exporter registration process may be accessed using this link to our video tutorial: <https://dobusinessjamaica.com/trade/exporters/exporter-registration-process/>.

The link also includes the Exporter Registration User Manual which provides detailed information on the various steps of the process.

These videos and the Manual are supported by the summary steps to register as an exporter with JAMPRO as outlined below.

STEP 1:

- Register on ASYCUDA (if you are new to ASYCUDA).
- Click [here](#) to register.
- 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.
- If you already have an ASYCUDA user account, proceed to Step 2.

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)

STEP 2:

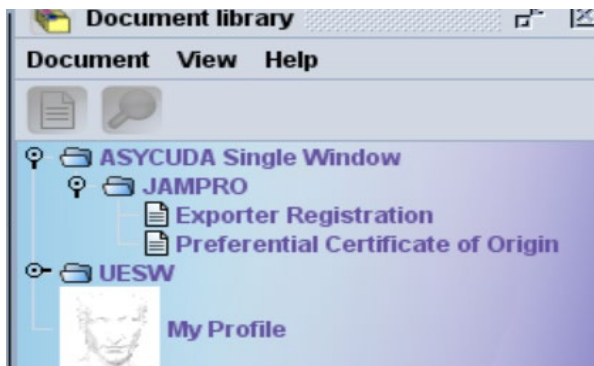
- Click on ASYCUDA WORLD to login into the exporter registration portal, as shown in the image below.



NB: JAVA is required to operate this platform.

STEP 3:

- Open the Exporter Registration portal displayed in the image below.



- You will be required to complete the online registration 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.

4. Is there a cost attached to the exporter registration process?

Yes. The initial cost of registration is \$3,500, and this is valid for one year. The annual cost for renewal is \$3,000.00, which must be paid up on or before the expiry date of your registration.

The exporter registration fee can be paid online by clicking [here](#) to access the Jamaica Customs Home page.

Follow the steps outlined below for the online payment option:

- 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 (see image on right). A welcome notice with your name will pop up.
- Go to Online Services and Click Exporter Registration (as seen circled in red below)

- 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 methods include payment by bank transfers to JAMPRO's account:-
National Commercial Bank
1-7 Knutsford Boulevard Branch
Account No. 351858605 (JMD).

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 complete the online application form and scan and upload to the system, a valid Jamaican photo ID as proof of identification (passport, driver's licence, National ID card) and any other required supporting documentation detailed in item (8) below. These documents are required in addition to your Tax Registration Number (TRN) and the associated fee mentioned above.

7. What are the requirements for a Company application?

To register as a company/business, you will need to complete the online application form and scan and upload to the system the company's certificate of incorporation or certificate of registered business name and any other required supporting documentation detailed in item (8) below. These documents are required in addition to the business/company TRN and the associated fee mentioned above.

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. Facilities visited by the Plant Quarantine Division, will not undergo a verification visit from JAMPRO.

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

Fresh Agricultural Produce: a certified packing facility is required for the shipment of plant and plant-products/fresh produce exceeding 20 pounds. Information on packing facility specifications and guidelines can be accessed through the Ministry of Agriculture and Fisheries' Plant Quarantine Division.

Apicultural, Bee products, animals & animal by-products (e.g. meat, eggs, dairy & animal feed): the Veterinary Services Division, Ministry of Agriculture and Fisheries is to be contacted.

• **The Jamaica Agricultural Commodities Regulatory Authority (JACRA) is to be contacted for the following products (as well as derivatives of these products):**

- Coffee
- Coconut
- Cocoa

- Spices (Pimento incl. the wood and leaves of the pimento tree, Nutmeg, Ginger and Turmeric)

A JACRA export licence is required once a regulated commodity to be shipped exceeds 5kg.

The Cannabis Licensing Authority (CLA) is to be contacted for:

- Cannabis
- Hemp

• **The Mines and Geology Division (of the Ministry of Transport and Mining) is to be contacted for:**

- Bauxite
- Limestone
- Aggregates
- Gravel
- Alumina
- Cement
- Rock
- Stone
- Soil

• **The National Environment and Planning Agency (NEPA) is to be contacted for:**

- Scrap products (metals, batteries etc.)
- Hazardous materials
- Endangered species

• **Trade Board Limited is to be contacted for:**

- Scrap metal (including scrap batteries and scrap gold)
- Coffee
- Ammunition (explosives and firearms)
- Plasma (in any form)
- Wood (Lignum Vitae and log wood only)
- Motor vehicles
- Jewellery (excluding those from earth metals)
- Brown sugar

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 ([click here](#)) and make a payment of \$3,000.00.



If you are unable to use the online system for payment, you may pay fees via bank transfer.

For registrations which have been inactive for more than one (1) year, the registration fee is \$3,000.00 multiplied by the number of years it has been inactive. Registrations which have been inactive for two (2) years or more, renewal of same 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.

Please click [here](#) for the steps to complete the renewal process.

10. How can I update my facility's contact information?

To avoid delays in the exporting process, you are required to have your information on our records updated as soon as there are any changes. To update your record, go to [EXPORTJA](#), JAMPRO's e-Registration Service.

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

11. What role does JAMPRO plays 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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