

EXPORTER REGISTRATION FOR CUSTOMS OFFICERS FREQUENTLY ASKED QUESTIONS

1. Who qualifies to register with JAMPRO as an exporter?

Registration is only required for individual and businesses exporting goods on a commercial basis or for the purpose of trade that will result in the generation of revenue. All entities who qualify for exporter registration are required to register with JAMPRO on the ExportJA system, which is a part of the ASYCUDA platform. The ExportJA system can be accessed via the link at <https://jets.jacustoms.gov.jm>

2. Under what circumstances will a person or an entity not be required to register with JAMPRO as an exporter?

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

- 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.

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3. What are the various Customs Regimes which should be applied by entities who do not qualify to register as exporters when completing shipment declarations?

Exporter Registration Not Applicable	Applicable Customs Regime/Protocol
Personal Effects & non-commercial shipments;	EX 1 - Procedure code 1500 Entity should state on commercial invoice/shipment declaration: <ul style="list-style-type: none"> the nature of shipment i.e. personal effects or non commercial shipment; not for resale and value stated for custom purposes only.
Goods imported for temporary use to be re-exported;	EX 3 – Procedure code will be dependent on the reason for export
Goods exported for subsequent re-importation	EX 2 -Procedure code will be dependent on reason for export
Goods for which duty was paid and subsequently re-exported.	Entity to write an official letter to the Collector of Customs advising on the following and requesting approval for re-exportation: <ul style="list-style-type: none"> The Products to be re-exported How many containers of the product are to be re-exported The destination of the products The declaration # on which the shipment of products came into the country Reason for the re-exportation
Entities operating in the Special Economic Zone (SEZ).	EX9 - Procedure code will be dependent on the reason for export

4. What is the process for JAMPRO Registered Exporters who fall in any of the categories outlined in question 2 above?

JAMPRO Registered Exporters who fall in the categories presented in question 2 will be required to apply the relevant cus-

tom regime outlined in question 3 above. Note that Exporters registered with JAMPRO should not include items considered non-commercial shipments on their exporter registration record on ExportJA.

5. Are there documentation required by other Government Agencies prior to completing the exporter registration process at JAMPRO.

For products within the following categories, the required approval or licences/permits must be obtained from the relevant governing agency before JAMPRO can proceed with the export registration. Customs should also ensure that the exporter has the relevant permit/licence where applicable when processing export shipments.

- 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



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- **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

6. Under what circumstances should Customs Brokers, Freight Forwarders, Consolidators, Couriers and other intermediaries register as exporters with JAMPRO?

These categories should register as exporters if they are:

- a. Owners/producers of the products to be exported on a commercial basis; or
- b. Representing an overseas buyer/importer in sourcing products in commercial quantities from Jamaica.

7. Why are some Financial Institutions not required to register as Exporters with JAMPRO?

Financial institutions who accumulate foreign exchange in Jamaica, and then ship the currency notes for deposit to their accounts held in overseas banks, are

not required to register with JAMPRO as an exporter. This is because these types of transactions are essentially non-commercial in nature as items are not being shipped for the purpose of trade.

However, **Cambios** involved in the export of physical foreign exchange with their overseas counterparts for trading purposes are required to register as an exporter with JAMPRO as this is expected to generate new revenue.

8. What may be the reason why a Customs Officer is seeing duplicate exporter registration records in the ExportJA/ASYCUDA system?

The system sometimes duplicates the records when clients renew their registration or make adjustments to their exporter registration application. As such, Customs Officers will be required to search the system for the most recent record approved by JAMPRO when processing shipments.

9. Under what circumstances are exporters provided with temporary shipment letters?

JAMPRO issues temporary shipment letters to exporters who are not able to complete their registration on ExportJA due to technical glitches in the system. A temporary shipment letter is also issued in instances where the exporter is only in possession of an interim permit (or single shipment permit) while they await a full-term licence from the relevant Government Agency.

10. Who should be contacted if there are additional questions about the Exporter Registration Process?

Contact should be made with any officer in the Contact Management Centre at JAMPRO. When directing entities to complete the exporter registration process if relevant, it is recommended that Customs Officers advise them to contact JAMPRO before initiating the process. The contact details are:

JAMPRO Contact Management Centre
Telephone: 876-978-7755/876-618-3834
 (ext. 2002, 2009 & 2013)
Toll Free: 888 225 5526; 888 468 3785
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