



**JAMPRO**  
TRADE & INVESTMENT JAMAICA

# Exporter Registration Procedures

Step by Step Guide to Exporting Workshop

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JAMPRO

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# STEP ONE



JAMPRO  
TRADE & INVESTMENT JAMAICA

JAMPRO  
www.investjamaica.com

jExporter

JAMPRO  
E-REGISTRATION  
SERVICE

TRADE JAMAICA  
POINT  
NO BOUNDARIES

account-name / password saconnr sign-in Forgot Your Password? Click Here



## JAMPRO Online

### GETTING STARTED

- + [Take a Tour](#)
- + [System Requirements](#)
- + [Registration Requirements](#)
- + [Exporter Registration](#)

### ACCOUNT MANAGER

- + [Account Sign-in](#)

### EXPORTING

- + [Exporting Procedures](#)
- + [Supporting Documents](#)

### SYSTEM

- + [System Updates](#)
- + [System Support](#)

### RELATED WEBSITES

- + [Jamaica Trade & Invest](#)
- + [Jamaica Trade Point](#)

## welcome to jExporter.com

**jExporter** is JAMPRO's free internet based Exporter Registration System fully facilitating Jamaica's Exporters with integral parts of their business. The system allows:

- New and annual registration
- Consignee and product registration
- Authorization letter requests
- Business information updates
- Payment of Registration/Re-registration fees

This efficient easy-to-use application is conveniently available 24/7/365

### Getting Started

New to the **jExporter** System? Wondering where to start? Follow the links below to take a tour, find out how to register and proceed to your final business activity.

- [Take a Tour](#) - Click here to get a brief overview of the system;



### Fast Track

DOCUMENT NO.

 

Track your document status; type in your document no. and click 'go'.

# STEP TWO

## For the Registration of a Business or Company

- Taxpayer Registration Number (TRN)
  - Copy of Certificate of Incorporation
- OR**
- Copy of Certificate of Business Name received from the Companies Office of Jamaica

# STEP TWO

## For the Registration of an Individual

- Taxpayer Registration Number (TRN)
- Proof of valid Jamaica Identification (passport, driver's license or National ID Card)
- One (1) Passport-sized Photograph

# STEP THREE

- An authorization letter from the Plant Quarantine Division of the Ministry of Agriculture, stating that your packinghouse for the fresh produce has been inspected and certified.

# STEP THREE

- Proof of registration of your factory from the bureau of Standards (BSJ) if the product you intend to export falls under the BSJs prescribed processed food list.



# STEP THREE

- Proof of certification of your factory from the Veterinary Services Division of the Ministry of Agriculture, for the exportation of aquaculture, inland and marine products and by-products.

# STEP FOUR

|   |                   |
|---|-------------------|
| <b>New Company/Business/Individual</b>                            | <b>J\$3500.00</b> |
| <b>Re-registering Company/Business/Individual</b><br>(Annual fee) | <b>J\$3000.00</b> |
| <b>All Freezone Companies</b>                                     | <b>US\$350</b>    |



# STEP FIVE

- Upon submission of all necessary documents, a JAMPRO officer makes a verification visit to the premises of the company/business/individual. Thereafter, the application is reviewed to determine eligibility for registration.

**For more information contact JAMPRO's**

**Business Information Services**

**18 Trafalgar Road, Kingston 10. (876) 978-7755**

**EXT. 2001 – 3 [info@jamprocorp.com](mailto:info@jamprocorp.com)**