

Application for Customs Broker Licence

The Customs Regulation makes provision for the following licences to be issued:

1. Individual
2. Unincorporated Association
3. Body Corporate
4. Provisional

For more information go to: www.jacustoms.gov.jm; click on Trade, go to Stakeholders, click on customs broker. All completed applications will be sent to the Customs Broker Licensing Advisory Board for review before recommendations are made to the Commissioner for the granting, re-granting, or denial of a licence. Any applicant aggrieved as a result of the denial of a licence may appeal to the Minister in accordance with 147H of the Customs Regulation.

Access to Application Form: Go to www.jacustoms.gov.jm. Click on Documents and Forms, click on **More** to view all forms. Scroll and then click on “**Application for Broker’s Licence**”

Requirements when:-

Applying Individual Licences

- Completed application form (download from website www.jacustoms.gov.jm)
- Signed cover letter
- Evidence that applicant has held a Provisional Licence for a minimum of one year
- Completed and Signed Evaluation and Assessment Form confirming that applicant was articulated to a licensed customs broker for not less than one year during which time a Provisional Licence was issued
- Two photographs certified by a Justice of the Peace
- Evidence of Residence in Jamaica (Recent Utility Bill, etc)
- Evidence of Qualification (Mathematics and English Mandatory). Exemptions are only applicable where applicants satisfy Section 147A (3) of the Customs Regulation
- Evidence of Valid Tax Compliance
- Valid Police Record
- Two References, one of which must be issued by a Justice of the Peace

Applicant should be

- 18 years or older
- Should not be an undischarged bankrupt
- Should not be suffering from physical and mental disability that affect ability to function properly in the business as a customs broker or as a clerk to the customs broker

Applicants will be required to successfully complete a Competence and Knowledge Assessment examination immediately after the one year articulated period has been completed before application for individual licence is sent to the Board for review. An applicant will only be recommended for approval after the one year articulated period has been successfully completed and the successful completion of the Competence and Knowledge Assessment examination.

Applying for Unincorporated Association

- Completed application form (download from website www.jacustoms.gov.jm)
- Signed cover letter endorsed by all members of the Association
- One member must be a licensed Customs Broker
- Two photographs for each member certified by a Justice of the Peace
- Evidence of Residence in Jamaica (Recent Utility Bill, etc) for all members
- Evidence of Qualification (Mathematics and English Mandatory) for all members. Exemptions are applicable only where members satisfy the requirements of 147A (3) of the Customs Regulation.
- Evidence of Valid Tax Compliance for all members
- Valid Police Record for all members
- Two References, one of which must be issued by a Justice of the Peace for all members

Applying for Body Corporate

- Completed application form (download from website www.jacustoms.gov.jm)
- Evidence of Incorporation in Jamaica and registered Directors (Original documents)
- Signed cover letter (by one of the Directors)
- One of the Directors must be a Licensed Customs Broker
- Two photographs certified by a Justice of the Peace for all Directors
- Evidence of Residence in Jamaica (Recent Utility Bill, etc) for all Directors
- Majority Directors must provide evidence of Qualification (Mathematics and English Mandatory). Exemptions are only applicable where applicants satisfy Section 147A (3) of the Customs Regulation
- Evidence of Valid Tax Compliance for all Directors
- Valid Police Record for all Directors
- Two References, one of which must be issued by a Justice of the Peace for all Directors

NB. A Body Corporate will be disqualified due to the following reasons:-

- Resolution passed for winding-up or subject to court order to wind-up
- Involve in proceedings whereby property may be distributed among creditors
- In receivership
- A Director is under the age of eighteen (18) years

- A Director is an undischarged bankrupt
- The Customs Broker or clerk to the Customs Broker is suffering from physical and mental disability which affect their ability to carry on business

When Applying for Provisional Licence

- Completed application form (download from website www.jacustoms.gov.jm)
- Signed cover letter
- Signed Letter of Undertaking from a Licensed Customs Broker to whom applicant will be articulated for a period of not less than one year (download letter template from website)
- Two photographs certified by a Justice of the Peace
- Evidence of Residence in Jamaica (Recent Utility Bill, etc)
- Evidence of Qualification (Mathematics and English Mandatory). Exemptions are only applicable where applicants satisfy Section 147A (3) of the Customs Regulation
- Evidence of Valid Tax Compliance
- Valid Police Record
- Two References, one of which must be issued by a Justice of the Peace

Applicant should be

- 18 years or older
- Should not be an undischarged bankrupt
- Should not be suffering from physical and mental disability that affect ability to function properly in the business as a customs broker or as a clerk to the customs broker

Special Requirements

- Provisional Licences are not renewable
- Provisional Licences shall not be issued for more than two consecutive years
- All applicants for Provisional Licence must successfully complete a Knowledge and Competence Assessment Examination after the expiration of the one year Provisional Licence.

Fees and Security Deposits

Licence Type	Processing of Licence	Cost of ID	Minimum Security Deposit
Individual	\$20,000 for each year	\$1,500 for each year	\$10,000 for the first year of licence and \$500,000 for the renewal year or Letter from Customs Broker Association
Unincorporated Association	\$25,000 for each year	\$1,500 for each member of the Association	\$10,000 for the first year of licence and \$500,000 for the renewal year or Letter from Customs Broker Association
Body Corporate	\$25,000 for each year	\$1,500 for Broker of Body Corporate	\$10,000 for the first year of licence and \$500,000 for the renewal year or Letter from Customs Broker Association
Provisional Licence	\$20,000 for one year	\$1,500 for one year	\$10,000 for the one year of Provisional Licence