



NOTICE

RENEWAL OF CUSTOMS BROKERS LICENCES AND CUSTOMS BROKER CLERK IDENTIFICATION CARDS FOR THE PERIOD APRIL 1, 2023 TO MARCH 31, 2024

In accordance with Customs Regulation 146 (10) and pursuant to requirements outlined in 147F, all licences (**Individual and Body Corporate**) issued pursuant to the Customs Regulations will **expire on March 31, 2023**. Customs Brokers are being reminded to immediately commence the renewal process for licences to be issued for the period **April 1, 2023 – March 31, 2024**, or otherwise surrender such licences in accordance with Regulation 147G. **No extension to expired licence will be granted beyond March 31, 2023.**

Please be reminded that in accordance with Regulation 146 (6)(c)(iii), one director of the Body Corporate must satisfy the requirements for a licensed customs broker.

Please be guided by the following when submitting applications for renewal: -

- ✚ **Application for Renewal-** The applications for renewal of Customs Brokers' licences and renewal of Customs Broker Clerk IDs are to be submitted **by email**. Applicants should visit the Jamaica Customs Agency's website at **www.jacustoms.gov.jm** and complete the application form for the renewal of customs brokers' licences and customs broker clerks' identification cards. The application form (s) should be completed, signed by applicant, and emailed to the following address: **brokerrenewal@jca.gov.jm**.
- ✚ **Valid Police Record** – The submission of a Police Record is required.
- ✚ **Tax Compliance Information** –Valid TCC information should be submitted with application.
- ✚ **Securities/Bond** — Submission of Renewal Letter from Customs Brokers' Association confirming membership or evidence of Bond/Security deposited with the Commissioner of Customs as surety for any revenue that may accrue to the Commissioner. This is applicable for each licence being renewed (Individual or Body Corporate).
- ✚ **Payment of Fees** – Twenty Thousand Dollars (JMD\$20,000) is payable for an Individual Applicant and Twenty-Five Thousand Dollars (JMD\$25,000) for a Body Corporate Applicant. Evidence of fees paid must be submitted with the renewal application. **An ID fee of \$1500 is also payable for the Customs Broker.**
- ✚ **Customs Broker Clerks** – One Thousand Five Hundred Dollars (JMD\$1500) is payable for each Customs Broker Clerk ID. Please be advised that Customs Broker Clerk IDs will not be printed until ID fees are paid

Other Requirements:

- ✚ Letter indicating any name change to Individual or Body Corporate Licence, or business/director/management of Body Corporate, or the name of the customs broker to whom licence was issued. Please be guided by Regulation 147F
- ✚ Letter from Customs Broker indicating the names of Customs Broker Clerks in the employ of said Customs Broker. The letter should indicate NIL where none is employed.
- ✚ **E-Licence Certificate:** Please be reminded that the Customs Broker Licence will be issued in an electronic format.

NB. All supporting documents should be uploaded along with the application. Please be reminded that the issuing and renewal of licences is regulated by the Customs Broker Licensing Advisory Board in accordance with the Customs Regulations, 144-147H.

Note: The JCA has commenced plans to automate the application and renewal process for Customs Brokers' licences which may be piloted during this renewal period. Further notice will be provided for the piloting and rolling out of the automated process. This will not affect the current renewal of licences.

SIGNED: DIRECTOR—CUSTOMS HOUSE OPERATIONS