



Re: **RTGS Payment Procedures for Customs Entries –**

**Importer or Agent Procedures – (for Commercial declarations Only)**

1. Identify the Declaration for which you intend to do a Direct Transfer payment to our account.
2. Complete the Direct Payment Advice form attached with accurate details and forward it to the e-mail indicated i.e. **directpayment@jca.gov.jm**.
3. Initiate a RTGS/Online transfer payment from your Account to

**Account Name: Jamaica Customs Agency**

**Co. Address: Myers Wharf Newport East, Kingston 15**

**Bank: Bank of Nova Scotia**

**Account #: BNS 43-16**

**Branch Transit: 50765**

**Bank address: Bank of Nova Scotia, Scotia Centre Branch, Corner Duke & Port Royal Streets, Kingston.**

Include the declaration or entry locator # in the RTGS Detail/description field on the form provided by your bank (e.g. **JMKCT 2016 C 1243....**) and ask your bank to ensure that the information is transferred with the payment.

4. E-mail Customs Advice form to directpayment@jca.gov.jm. Along with payment confirmation received from your bank.
6. Await Customs confirmation that the sums have been received in our account, after which you the transaction will be updated to paid status within ASYCUDA World.
7. Please ensure that transfers are made for the **exact amount due** and payment finalized with banking hours.