

## **NOTICE TO CUSTOMS BROKERS**

### **LICENSING PERIOD APRIL 1, 2020 TO MARCH 31, 2021**

In accordance with Customs Regulation 146(10), all licences (Customs Brokers and Provisional Licences) issued pursuant to the Customs Regulations will expire on March 31, 2020.

Pursuant to Customs Regulation 147F, Customs Brokers are being reminded that they need to **immediately** commence the renewal process for the April 1, 2020 – March 31, 2021 licensing period or otherwise surrender such licences where their Customs Broker businesses have been discontinued or where licences have been suspended or revoked pursuant to Customs Regulations 147G and 147D.

**No extensions will be granted beyond March 31, 2020.**

Kindly note the following:

- **Application** - only a single application form is required to be completed and submitted to the JCA. That is, there is no need to present an application in duplicate. **Renewal applications are no longer required to be signed in the presence of a Customs Official.**
- **Valid Police Record** - All Police Records submitted should be in the name of the Jamaica Customs Agency. Customs Brokers may retain certified copies of original for their files prior to submission to the JCA. Police Records will be treated as being valid for two years after the date of issue.
- **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.
- **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.** Pursuant to Customs Regulations 146(6)(a)(v), be reminded that as a prerequisite of the granting of a Customs Broker Licence, staff members must have knowledge and competence to support the carrying on of the Customs Broker business.
- **Other Requirements:** Letter indicating any name change to individual/business/director/management of Body Corporate to whom licence was issued. Letter indicating the names of Customs Broker Clerks employed. The letter should indicate NIL where none is employed.

**DIRECTOR—CUSTOMS HOUSE OPERATIONS**

2020-January-29