



## NOTICE

### **RENEWAL OF CUSTOMS BROKERS LICENCES AND CUSTOMS BROKER CLERK IDENTIFICATION CARDS FOR THE PERIOD APRIL 1, 2021 TO MARCH 31, 2022**

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, 2021.

Customs Brokers are being reminded to immediately commence the renewal process for licences to be issued for the period April 1, 2021 –March 31, 2022 or otherwise surrender such licences where Customs Broker businesses have been discontinued or licenses have been suspended or revoked pursuant to Customs Regulations 147G and 147D. **No extensions will be granted beyond March 31, 2021.**

As a result of challenges relating to the Covid-19 pandemic and efforts to enhance efficiency, kindly note the following changes:-

- ✚ **Application for Renewal-** The application for renewal for both the Customs Brokers and Customs Broker Clerks are to be submitted **by email**. Applicants should visit the Jamaica Customs Agency's website at [www.jacustoms.gov.jm](http://www.jacustoms.gov.jm) and complete the application form for the renewal of customs brokers' licence and customs broker clerks' identification card. The application form should be completed, signed by applicant, and emailed to the following address: [brokerrenewal@jca.gov.jm](mailto:brokerrenewal@jca.gov.jm).
- ✚ **Valid Police Record** – The requirements for new Police Records has been **suspended** for this renewal period due to current constraints resulting from the pandemic. Request for the submission of Police Records will **resume** in the subsequent licensing period, **2022-2023**.
- ✚ **Tax Compliance Information** –Valid TCC information should be submitted with application.
- ✚ **Securities/Bond** — Submission of Renewal Letter from Customs Broker 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.
- ✚ **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 renewal application. **The 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. Pursuant to Customs Regulations 146(6)(a)(v), please be reminded that as a prerequisite of the granting of a Customs Broker License, staff members must have knowledge and competence to support the carrying on of the Customs Broker business.

#### **Other Requirements:**

- Signed 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.
- **Signed 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 advised that the Customs Broker Licence will be issued in an electronic format effective **April 1, 2021**

**NB. All supporting documents should be uploaded along with application**

**SIGNED: DIRECTOR—CUSTOMS HOUSE OPERATIONS**