



NOTICE

RENEWAL OF CUSTOMS BROKERS LICENCES AND CUSTOMS BROKER CLERK IDENTIFICATION CARDS FOR THE PERIOD APRIL 1, 2022 TO MARCH 31, 2023

In accordance with Customs Regulation 146 (10) and pursuant to requirements outlined in 147F, all licences (**Except a Provisional Licence**) issued pursuant to the Customs Regulations will expire on March 31, 2022.

Customs Brokers are being reminded to immediately commence the renewal process for licences to be issued for the period April 1, 2022 –March 31, 2023 or otherwise surrender such licences where Customs Broker businesses have been discontinued or licences have been suspended or revoked pursuant to Customs Regulations 147D and 147G. **No extensions will be granted beyond March 31, 2022.**

As communicated in a previous correspondence, Customs Brokers who are owners of a Body Corporate licence or being a Director in a Body Corporate must renew both their Individual and Body Corporate licence.

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

- ✚ **Application for Renewal-** The applications for renewal of Customs Brokers licence and renewal of Customs Broker Clerk ID 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' licence and customs broker clerks' identification card. 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 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. This is applicable for each licence being renewed (Individual and/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 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 Licence, 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 reminded that the Customs Broker Licence will be issued in an electronic format.

NB. All supporting documents should be uploaded along with application

SIGNED: DIRECTOR— CUSTOMS HOUSE OPERATIONS