



Policy

Customs Broker Training, Examination, and Application for Individual Licence after being articulated to a licensed customs broker or mandated by the Board

General

Applicants for Customs Broker Licences are required to complete a one-year articulated period with a licensed customs broker.

At the end of the articulated period, the applicant will be required to sit an examination set by the Customs Broker Licensing Advisory Board.

Applicants will be required to pay a non-refundable exam fee of \$10,000 and will be advised of the exam venue.

An applicant will not be allowed to sit an exam until the relevant examination fees are paid.

The current arrangement of the exam has four modules: Ethics and Code of Conduct, Customs Act and Regulation, Tariff Classification, and ASYCUDA Fundamentals.

The modules are administered using the online Moodle platform (click for more information).

Training material will be uploaded to the Moodle platform. The training is predominantly self-learning experience with candidates being engaged through a training coordinator. In preparation for exam, candidates (applicants) will review and study material at their convenience and as directed by the training coordinator. Candidate may converse online with training coordinator regarding any clarification on the material for each module. The practical training component of ASYCUDA will be held face-to-face.

Final exam contain three components consisting of a total of 100 multiple choice questions and a practical ASYCUDA exam. The first component of the exam consists of 75 multiple choice questions on Ethics and Code of Conduct, Customs Laws & Regulation, and Tariff Classification. The second component consists of 25 multiple choice questions on ASYCUDA. The final component is a practical ASYCUDA examination.

The pass mark for each component is 80%. An applicant can only advance to the next stage of acquiring an Individual licence by successfully completing all three components of the exam. All results of examination are deemed unofficial until reviewed by the Board.

Resit of Exam

Where an applicant may have failed to successfully complete all components of the exam, such applicant maybe allowed re-sitting of component (s) in which he/she was not successful. The re-sit will be at a cost of \$10,000. Applicant must write to the Board requesting permission to resit.

Applicants who have successfully completed all components of the exam will be required to apply for an Individual licence which is subject to review by the Board and the subsequent recommendation to the Commissioner of Customs for the final decision. An applicant must apply within one (1) year of the date after being formally notified of the successful completion of exam. Failure to apply within the stipulated timeframe will result in the invalidation of all grades received; and applicant will thereafter be required to re-apply for a new provisional licence and participate in retraining and re-assessment.

Also, note that the holder of a Provisional Licence who has not made an application for an Individual Customs Broker's Licence within a year after successfully completing their articulated period will be referred to the Customs Broker Licensing Advisory Board (CBLAB) where it will be determined if such applicant should be re-articled for another year.

Submission of Application

The application form for an Individual Licence can be downloaded from the Jamaica Customs Agency website at www.jca.gov.jm. Go to Trade, select Stakeholders, then click on Customs Broker, and select Application for Individual Customs Broker Licence. The form is also located under Documents and Forms. Click on Documents and Forms, scroll to "More" and select Application for Individual Customs Broker Licence at item number 5. The form is fillable and will be displayed for downloading.

Application should be completed, signed, and the original submitted to the office of the Director of Customs House. The application will be reviewed and vetted and applicant will be advised of any outstanding requirements. Among other requirements, applicants will be required to submit an updated and valid Police Record, TCC and participate in background re-verification. Completed applications will be referred to the Board for further review and processing.

An existing Individual licence holder who is advised by the Board to sit or re-sit an exam before application for renewal of licence is considered shall be required to meet the requirements for the sitting or re-sitting of the exam as outlined herein.

All applicants will be advised of the final decision of the Board and that of the Commissioner of Customs.