



# JAMAICA CUSTOMS AGENCY

## SITE INSPECTION & COLD STORES APPLICATION FORM

SITE101

Version 1.4 effective July 1, 2021

1. Name of Entity: TRN (13Digit):
- Trading As: TRN (13Digit):
2. Business/Company Address:
- Inspection Address:
3. Telephone: Office Cellular Other:
- Website URL: Facsimile:
4. Date of Incorporation/Registration:
5. Company Registration Number:
6. Name of Customs Broker: Broker Number:
- Address of Customs Broker:
- 7a. Directors of the Company:
- 7b. Principal Officer(s):
8. Nature of Business:
9. Directions to the Company/Factory:
- 10a. Types of Products Imported:
- 10b. Regulatory authorization: Other
11. Frequency of Imports:
12. Application request for (a) One Off Site Inspection (b) Permanent

13. Number of containers expected per shipment per month:

14. Facility Amenities: Please Tick if Applicable:

- a. Security Personnel
- b. Certified Security Personnel
- c. Security Fencing/Wall
- d. Adequate Lighting
- e. Ramp Area
- f. Paved Unloading Area
- g. Enclosed Unloading Area
- h. Working Forklift
- i. Certified Equipment/ Forklift Operator
- j. Sanitary convenience
- k. Covered Examination Area
- l. Access Control Procedure
- m. Clearly Marked Signage
- n. Sealed Detention Area
- o. CCTV with back-up data storage
- p. CCTV with back-up data storage and remote access
- q. Intrusion Detection System with 24 hour armed response
- r. Intrusion Detection System without 24 hour armed response

15a. Is the site located in close proximity to a volatile area?                      YES                      NO

15b. If yes, please explain.

16. How many persons will be assigned to each shipment for off-loading?

Suggestions:    Pallet jack                      Workmen                      Special Tools

17. What is your expected time for unloading each type of examination? (Please indicate hours/minutes)

- a. 20ft Container    b. 40ft Container
- c. Palletized Cargo    d. Non-Palletized

18. Justification of request for Site Inspection privileges

19. Other remarks/comments

**TERMS AND CONDITIONS**

**By making this application to be granted Site Inspection Privileges, I/ we expressly agree to the following:**

1. An application for Site Inspection may be rejected by the Commissioner of Customs at any time.
2. Site Inspection is a privilege that may be withdrawn at any time and it is subject to the terms and conditions imposed by the Commissioner of Customs.
3. Without limiting the generality of paragraph 2, Site Inspection may be withdrawn, or the terms and conditions relating to the same may be varied during the term of the privilege, for any of the following reasons:
  - a) non-compliance with the terms or conditions imposed by the Commissioner of Customs;
  - b) breach of an obligation imposed by the Commissioner of Customs or by law;
  - c) risk assessment (including, but not limited to, risk assessment of the premises, the goods or the beneficiary of the privilege);
  - d) misrepresentation, misstatement, incorrect or incomplete information in the application for Site Inspection or where the privilege was obtained on that basis;
  - e) breach of the Customs Laws and other related legislation;
  - f) conviction of a criminal offence involving fraud or dishonesty.
4. To provide the Commissioner of Customs, his servants and or agents, with access to the premises and every part thereof for the purpose of conducting physical inspections or other activities related to the powers, functions and duties of the Commissioner under the Customs laws.
5. To provide a plan of the premises, in such form and with such details as may be required, to the Commissioner of Customs.
6. To comply with all requests for information by the Commissioner of Customs under the Customs laws.
7. To install Closed Circuit Television (CCTV) surveillance equipment with back-up data storage and to provide the Commissioner with remote access to live feed from the same.
8. To notify the Commissioner of any change in circumstances, including but not limited to, any changes relating to the premises, the management of the company (including changes in the directors), the goods being stored at the facility or the security of the premises or its environs.

**I/We declare that the information provided herein is true and correct. I/We understand that the failure to provide complete and accurate information may result in the denial of this application, the withdrawal of Site Inspection privileges and/ or may constitute an offence against the Customs laws.**

**COMPANY REPRESENTATIVE**

**NAME**

**Affix COMPANY SEAL/STAMP:**

**TITLE**

**SIGNATURE: .....**

**DATE: .....**

**CUSTOMS Official USE**

**CUSTOMS Official REVIEW:**      **APPROVED**                      **PENDING**                      **REJECTED**

**SIGNATURE:** .....    **DATE:** .....

**ADDITIONAL NOTES**

**PROPER OFFICER**

**DATE**

*For further details, please contact our representatives at:  
**Kingston 876-922-5140-8 Ext. 2801/2806**  
**St. Ann's Bay 876-922-5140-8 Ext. 2700/2702/2703**  
**Montego Bay 876-953-6937 or 876-684-9912***

*All forms are to be completed electronically and submitted  
with supporting documents along with a formal letter  
addressed to the Senior Director, Kingston Operations or  
Western & Montego Bay Operations via email to:  
**[siteinspection@jca.gov.jm](mailto:siteinspection@jca.gov.jm)***