



**Jamaica
Customs
Agency**
'Country Above Self'

Exporting Commercial Items

A Guide to the Exporting of Commercial Items



Registration

Do you need to register with Jamaica Trade and Invest?

- The Exporter no longer needs to register with Jamaica Trade and Invest.

Do I need a Customs Broker to Export?

- An exporter may choose to use the services of a Customs Broker/Agent or prepare the Customs Declaration for export on their own.
- You will only need the assistance of a Custom Broker if the commercial export is linked to an import process that required the services of a Customs Broker for initial clearance (import) such as:
 - Goods imported temporarily and re-exported (e.g., trade show items, racing cars brought in for a racing event).
 - Exported goods for subsequent re-importation (e.g., returning goods to manufacturer for repairs).

Previously duty-paid goods being re-exported (e.g., returning incorrect specifications to a supplier). Permission must be sought from the Senior Director prior to exportation. An example would be that of goods being returned to a supplier because of incorrect specifications or failure to meet Bureau of Standards requirements. These goods are not expected to re-enter the country. Depending on the circumstance the duties paid may be refunded.

Registering for Automated System for Customs Data (ASYCUDA) access to prepare Export Declarations for goods clearance?

- The interested Commercial Exporter will need to visit the Jamaica Customs Agency Website in order to request user access:

jca.gov.jm

- On the webpage select Document & Forms. Under the heading Document & Forms select Asycuda World E-Services Registration.
- The Exporter will select *APPLY NOW* on the E-Services Registration page.
- The Exporter is responsible to complete all the information on the application correctly and submit for approval and for a user profile on ASYCUDA World.
- The Jamaica Customs Agency, Information Services Division- Customer Service will send an email after approval is granted.

Permits and Licenses

Is a Permit required for the item being exported?

- Depending on your export item, you may need permits/licences from various agencies.
- The exporter must first check to see if their item requires a Licence, Permit, Certificate or other Trade Regulatory Documents for export. Traders may visit the Jamaica Trade Information Portal (JTIP) to obtain information on regulated items and their respective agencies.

<https://jamaicatradeportal.gov.jm/en-gb>

- If a Permit is required then the exporter must submit an application to the relevant Border Regulatory Agency (BRA) using the required process or system.

Registering for Export Licence, Permit, Certificate and Other Regulatory Documents using the JSWIFT System.

- The Jamaica Single Window for Trade (JSWIFT) is a one-stop-shop electronic system that allows traders to submit applications for Licence, Permit, Certificate and Other Trade Documents at a single point for processing by the relevant Cross Border Regulatory Agency (BRA).

To register for user access visit the JSWIFT Portal:

<https://www.jswift.gov.jm>

Regulatory Agencies are being on-boarded on a phased basis with the aim of having all regulatory agencies hosted on this platform.

Here is a breakdown of some items that requires a Licence, Permit or Certificate for Export and the Regulatory Agency responsible:

Trade Board Ltd.

Certificates: Certificate of Origin, CARICOM Certificate, CBI Form, EUR1 Form, GSP Form (A) (for duty exemption or partial payment in specific countries). The Trade Board Certificate of Origin is available on the JSWIFT Platform. Exporters (Manufacturers) must first contact the Trade Board to request a Product Analysis prior to accessing this service.

Items requiring a permission for export: Ammunition, Guns, scrap metal, gold (bullion, jewellery), jewellery (except earth metals), ores/minerals, antique paintings, plasma, sugar petroleum products, motor vehicles.

Ministry of Agriculture Fisheries and Mining

Veterinary Division: Permits for animals and animal products.

Plant Quarantine Division: Permits for plants and plant products.

Mines & Geology Unit: Permits for rocks, stones, soil, alumina, and cement.

Jamaica Agricultural Commodities Regulatory Authority (JACRA)

Permits for commercial coconut products (including samples), coffee, cocoa, and spices (pimento, nutmeg, ginger, turmeric).

National Environmental & Planning Agency (NEPA) Export Permit

Permits for conch and coral. Lignum Vitae & logwood (wood), other endangered plants and animals (subject to CITES administered by National Environment and Planning Agency (NEPA)

Bureau of Standards (BSJ) Certificate Required

For processed food (e.g., ackee).

Note: This list is not exhaustive, please contact the respective Agency prior to exportation.

Exporting by Sea

- 1 | Book with a shipping company.
- 2 | Access ASYCUDA World to prepare the Export Single Administration Document (ESAD).
- 3 | Upload required documents and print the assessment notice (pay at Customs Cashier).
- 4 | Present certificates/permits, licenses, dock receipt, and cargo to the Export Officer.
- 5 | Deliver cargo to the wharf.

Exporting by Air

- 1 |** Book with an airline (some require prior booking).
- 2 |** Access ASYCUDA World to prepare export declaration - (Export Single Administration Document-ESAD)
- 3 |** Upload required documents and print the assessment notice (pay at Customs Cashier).
- 4 |** Have invoice, certificate/permit (if applicable), tally sheet, and dispatch form ready.
- 5 |** Present documents and goods for checking, signing, and numbering by the Export Officer.
- 6 |** Pay customs processing fee.
- 7 |** Deliver cargo to the airline's warehouse.*
- 8 |** Present the tally sheet and dispatch form to the airline representative for warehouse entry.



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