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**CHECKLIST FOR SUBMISSION OF SPECIAL ECONOMIC ZONE EXPANSION APPLICATION**

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***Document checklist for companies expanding existing Special Economic Zone***

This document checklist is one of the forms that must be submitted along with your application.

Kindly note that submissions should be both electronic and hardcopy (one).

Consult the application Guidelines to determine which documents you are required to submit.

Gather your documents in order of the checklist and check  beside each item included in your application.

Should you have any queries regarding the completion of the application form feel free to contact us via email at [info@jseza.org](mailto:info@jseza.org) or via telephone at (876) 619-SEZA (7392).

The following must be submitted in order to process your application for expansion within the Special Economic Zone regime.

Payment Information

*Payment may be made by cheque payable to Jamaica Special Economic Zone Authority or via direct deposit to Bank of Nova Scotia Duke Street, account number 909635*.

Fees

* Developers (US$3,000.00)
* Occupants (US$1,500.00)

**Application Fee**

Proof of payment of a non-refundable application fee

**Sworn Statements**

Affidavit outlining:

* Company name
* Company address
* Nationality of parent company
* Owners
* Board of directors (or equivalent management committee)
* Auditors
* Bankers (as well as the capital ownership shares of the applicant)

**Approvals**

NEPA (Environmental Permit)

Municipal Council

Fire approval letter/permit

Any other relevant approvals, example Cannabis Licence

**Land Development Requirements**

Copy of lease or certificate of title

☐ Commissioned Land Surveyor Reports **(Developer & Single Entity to submit)** to include:

* Surveyor’s Technical Description - written description of the length and direction boundaries
* Surveyor’s Identification Report

Map showing property layout, including tenant locations **(Developer to submit)**

Construction drawings (submitted on 11” x 17” paper)

Written statement on the construction technique and the applicable planning guidelines being used in the construction of this SEZ development *(this is for applicants constructing a new building)*

Profile of Project Team to include technical capacity and previous experience in the construction of projects of a similar nature or large scale developments *(this is for applicants constructing a new building)*

Project Schedule identifying phases and all major milestones (design, construction and operations)

**Business Operations**

Business plan (please refer to SEZ Business Plan Guide)

Activities of proposed SEZ Occupants **(applicable to Developers)**

**Security, Occupational Safety and Health Requirements**

☐ Documented procedures showing adherence to National Occupational Safety and Health Standards

☐ Detailed Security Plan addressing all physical security measures being employed. This must include measures to differentiate the SEZ from the customs territory.

Business continuity and Disaster Management Plan

I have reviewed and submitted the documents highlighted in the foregoing as a part of an application for Special Economic Zone designation.

**AFFIDAVIT UNDER THE VOLUNTARY DECLARATIONS ACT**

In the Matter of the Special Economic Zone Act

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being duly sworn, make oath and say as follows:

1. That I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years of age and I reside and have my true place of abode at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the parish of

(Postal Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Indicate whether Director/Sponsor) (Company Name)

1. That I am/have not neither I am aware of any other Directors/Sponsors of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_engaging in money laundering or other financial crimes.

(Company Name)

1. That I am/have not neither I am aware of any other Directors/Sponsors of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_engaging in the financing of terrorism.

(Company Name)

1. That I am/have not neither I am aware of any other Directors/Sponsors of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ engaging in manufacturing or proliferation of weapons of

(Company Name)

mass destruction.

1. I understand that the information provided herein, if found to be erroneous, then the SEZ application for the firm may not be approved and if already approved, the approval maybe revoked.

AND I make this solemn declaration conscientiously believing same to be true and by viture of the provisions of the Voluntary Declaration Act.

Sworn to at ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Day of ) **Signature of Developer/Sponsor**

Before me: - )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Date)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & Seal Justice of the Peace for the Parish of: (Date)**