

# CHECKLIST FOR SUBMISSION OF SEZ DEVELOPER APPLICATION FORM

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Thank you for interest in being a part of Jamaica's Special Economic Zone (SEZ) regime.

Please take note of the following:

- This document checklist should be submitted along with your application.
- Place a check **X** beside each item included in your application

## **BASIC ELIGIBILITY REQUIREMENTS**

- ✓ **The applicant must be a new company**
- ✓ The applicant must be a company limited by shares and registered under the Companies Act of Jamaica
- ✓ Investments by the applicant in the proposed zone shall be sufficient to accommodate at least three occupants, except single-entity zones
- ✓ The applicant must have issued and paid-up share capital of US\$1,500,000

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

## I. GENERAL

- Proof of payment of Application Fee: US\$3,000. *Please request payment details when fulfilling the transaction.*
- Completed Data Capture Form

## II. COMPANY INFORMATION

- Certified copy of the company's Memorandum or Articles of Association
- Certified copy of Certificate of Incorporation

This document is to be certified by the Companies Office of Jamaica (COJ).

- Certified copy of Tax Registration Number (TRN)
- Certified copy of the General Consumption Tax (GCT) number; if applicable
- Certified copy of Tax Compliance Certificate (TCC)
- Proof of issued and paid-up shared capital not less than US\$1,500,000. This may be satisfied by submitting **one** of the following:

- Form 9 from the Companies Office of Jamaica.
- Form of Declaration from a Chartered Accountant. See template "*Form of Declaration*" provided.
- Financial Statement from an Independent Chartered Account.

- Contact information for Attorney that will be representing the company during the Developer's Licence Agreement negotiations

## III. SWORN STATEMENTS

- Affidavit indicating that the actual or proposed occupancy of the land comprising the proposed SEZ is not subject to any dispute or any actual or impending legal liability or contingency that could give rise to a legal claim relating to land occupancy.
- If applicable, an affidavit, together with supporting documents, that demonstrate that third party public or private landowners of the proposed land area have declared their written consent to the proposed SEZ.

See "*Affidavit of Landlord Form*" or "*Affidavit of Vendor Form*" provided.

#### IV. LAND OCCUPANCY

- Certified copy of the certificate of the legal right to land ownership i.e. Certificate of Title; **and**
- Certified copy of a long-term lease agreement clearly stating the duration of the lease ( Duration of a minimum of 5 years with some indication of potential for renewal)
- or  Document establishing that the Applicant is in the process of obtaining occupancy rights to the subject land area.

**Important note:** Please ensure that the Lease Agreement, Technical Description, and Surveyors ID Report are describing the same subject area. Use of the same descriptions/ jargons/ units of measurements etc. in describing the area is preferred.

#### V. SECURITY, OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

- Detailed Security Plan addressing the physical security measures to be employed pre- and post-construction. See *“General Security Guidelines”* provided.
- Business Continuity, Emergency and Disaster Management Plan. See *“Emergency and Disaster Action Plan Guide”* provided.
- Occupational Health and Safety Plan covering all phases of the development. See *“Occupational Health and Safety Guidelines”* provided.
- Security and Logistical Plan Requirements for the handling of excise goods, if applicable. *This is required if the proposed activities in the zone include the handling of excise items.*
- Proposed facility to accommodate the Jamaica Customs Agency and the Special Economic Zone Authority, where applicable.

#### VI. LAND DEVELOPMENT CONSTRUCTION REQUIREMENTS

- Surveyor’s Identification Report, with Sketch plan prepared by a Commissioned Land Surveyor; **and**
- Surveyor’s Technical Description – a written description of the distance and direction of the boundaries of the proposed SEZ area.

See *“TSI Technical Document Guide”* provided.

## VII. OTHER TECHNICAL INFORMATION REQUIRED

- Profile of Project Team to include technical capacity and previous experience in the construction of projects of a similar nature or large scale developments; **and**
- Project Implementation Schedule.

See “*TSI Technical Document Guide*” provided.

## VIII. PRELIMINARY SEZ DEVELOPMENT PLAN

**(This is only to be submitted by applicants where the proposed SEZ site is currently a greenfield and are at the conceptual stage of development. A detailed development plan will be required once preapproval is received.)**

- Preliminary Business Plan. See “*Business Plan Guidelines*” provided.
- Concept Master Plan –this is a project plan that identifies the following areas:
  - Description of the number of hectares or acres of land
  - Preliminary land-use plan
  - Full plot and land area layout
  - Zoning
  - Sketch plans and designs of a proposed SEZ. This includes renderings (i.e., drawings, paintings or computer rendering) of what the SEZ will look like when completed
  - The location of planned Infrastructure
  - All infrastructure and building construction drawings, including proposed height limits, setback requirements and density parameters in each proposed land-use designation or area
  - Maps or drawings of the SEZ area showing transportation and road networks
  - Preliminary description of the quality, condition, and the size of existing infrastructure at or near the proposed SEZ site together with any on site

See “*TSI Technical Document Guide*” provided

## IX. DETAILED SEZ DEVELOPMENT PLAN

Detailed Master Plan together with the detailed technical economic study, to include:

- Business plan and financial analysis that sets out, among other technical, economic, business and financial evaluations (3 year projections), all social mitigation measures and phased development and zoning plans

- Plan should describe the nature and projected value of the investments, including estimated investments relating to SEZ design, financing, construction, development, services, operations, maintenance and promotion activities and projected development costs to be incurred by the applicant during the different development phases of the proposed SEZ
- Schedule of Fees to be charged for any goods, services, infrastructure, or other structures provided by the developer (multi-purpose developers only).

See “*Business Plan Guidelines*” provided.

Master Plan

- Written statement on any plans for phasing or expansion
- Strategic Environmental Assessment and/or Environmental Impact Assessment with mitigation measures
- Land use plan
- Written statement on any resettlement plans or mitigation measures
- Written statement on the construction technique and the applicable planning guidelines being used in the construction of this SEZ development
- Set of Municipal approved construction drawings (Digital)and/ ‘As Built’ drawings of the facility

See “*TSI Technical Document Guide*” provided.

**X. APPROVALS**

- Building permit (addition/alteration) from the relevant Parish/Municipal Council
- Fire Approval Letter or Fire Safety Certificate from the Jamaica Brigade Fire Service  
**or**  Proof of Application
- Any other relevant approvals, e.g. NEPA, Local Authorities, etc.

**Important note:** The Authority’s Business Acceleration Center (BAC) is available to assist stakeholders in acquiring the relevant permit. To access the BAC services, please send a letter addressed to the CEO of the Authority requesting the relevant permit assistance needed.

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_