

CHECKLIST FOR SUBMISSION OF SEZ OCCUPANT APPLICATION FORM

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 **✗** 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 zone-related buildings, machines, equipment, facilities and other necessary assets during the first year of the occupant's subconcession shall not be less than US\$50,000.00
- ✓ The applicant must have issued and paid-up share capital of US\$25,000

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

I. GENERAL

- Proof of payment of Application Fee: US\$1,500. *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
- Certified copy of Tax Compliance Certificate (TCC)
- Proof of issued and paid-up shared capital not less than US\$25,000. 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.
 - Signed and stamped Financial Statement from an Independent Chartered Account.

III. SWORN STATEMENTS

- Affidavit outlining: Company name, Company address, Nationality of parent company, Owners, Board of Directors (or equivalent management committee), Auditor, Bankers (as well as the capital ownership shares of the applicant).

See template: "*Company Affidavit*" provided.

IV. SUPPORTING DOCUMENTS

- Copy of proposed sub-concession agreement (Microsoft Word version); **and**
- Letter indicating proposed terms of tenancy within the approved SEZ;
or Copy of lease agreement.

See "*Sub concession Agreement Template and Guidelines*" provided.

V. FACILITIES REQUIREMENTS

- Labelled Floor Plans;
- Project Implementation Schedule for the activation of the occupant facilities;
- Written statement/profile of the Project Team outlining their technical capacity/experience in doing retrofitting/ renovation of this nature; if applicable.

See “*Technical Document Samples*” provided.

VI. APPROVALS

- 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

Important note: The Authority’s Business Acceleration Center (BAC) is available to assist 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.

VII. 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 template: “*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; and
- Security and Logistical Plan Requirements for the handling of excise goods, if applicable. *Please request payment details when fulfilling the transaction.*

VIII. DETAILED BUSINESS PLAN

- Business plan together with a description of the relevant markets, whether foreign or domestic, or both, into which the applicant proposes to sell its finished products or render its services. The business plan should also entail:

- Written statement that describes the proposed activities to be carried out by the Occupant;
- Written statement on whether the proposed activities are in keeping with the Developer’s approved detailed master plan;
- Estimated number and nationalities of the workers, together with their skill levels, to be employed by the Occupant;
- At least 3 years financial projections; and
- Projected value of investment of no less than US\$50,000 during the first year of operations; or an indication of whether the company is desirous of obtaining MSME Occupant status based on the relevant criteria test.

See “*Business Plan Guidelines*” provided.

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: _____