

CHECKLIST FOR SUBMISSION OF SEZ DEVELOPER EXPANSION APPLICATION FORM

Thank you for interest in expanding your footprint within Jamaica’s Special Economic Zone (SEZ) regime. For the purpose of this application, an expansion is defined as the changes in the perimeter of the designated boundaries of an established SEZ.

Additionally, according to Section 28(2) of the SEZ Regulations (2017), *“the Authority may expand the perimeters of an established SEZ at any time but shall observe the procedure on expansion set out in the Act and Regulations”*.

Against this background, please take note of the following:

- All documents listed in this checklist should be submitted to form a **complete** application
- This document checklist should be submitted along with your application.
- Place a 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 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
- Letter addressed to the CEO confirming that the previously submitted, Memorandum or Articles of Association, Certificate of Incorporation, Tax Registration Number, General Consumption Tax number and Tax Compliance Certificate remains the same. If there are changes to any of the aforementioned documents, certified copies of the updated version/s will be required.
- Contact information for Attorney that will be representing the company during the Developer's Licence Agreement negotiations

II. 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.

III. 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.

IV. 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.
- Proposed facility to accommodate the Jamaica Customs Agency and the Special Economic Zone Authority, where applicable

V. 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.

VI. OTHER TECHNICAL INFORMATION REQUIRED

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

See “*TSI Technical Document Guide*” provided.

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
- All approvals from the relevant approving agencies, e.g. NEPA, Local Authorities

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.

VII. DETAILED SEZ DEVELOPMENT PLAN

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

- Business plan prepared in keeping with the approved general planning scheme of the municipal councils regarding height limits, setback requirements and density parameters for the area to be designated. The business plan should entail:
 - Written statement explaining the need for SEZ services at the proposed expanded site, supported by business surveys, detailed market demand studies or expression of interest from potential business entities;
 - Detailed description of all economic and social activities to be carried out in the proposed expanded SEZ site;
 - Statement indicating any transfer of technology and technical training plans contemplated by the project and the probable economic impact of the SEZ expansion on the national and local economies and on consumers;
 - Last three (3) years' financial statements;
 - Schedule of Fees to be charged for any goods, services, infrastructure, or other structures provided by the Developer (Multi-purpose Developers only);
 - Projected value of the investment including costs relating to the SEZ design, financing, construction, development, services, operations, maintenance and promotion activities to be incurred by the applicant during the different development phases of the proposed SEZ;

See “*Business Plan Guidelines*” provided.

- Master Plan
 - Written statement on any plans for additional phasing or expansion
 - Strategic Environmental Assessment and/or Environmental Impact Assessment with mitigation measures
 - Land use plan
 - Written description of any existing activities being carried out in or near the proposed expansion site and a statement on any resettlement plans or mitigation measures
 - Set of Municipal approved construction drawings (Digital) and/ ‘As Built’ drawings of the facility

See “*TSI Technical Document Guide*” 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: _____