

CHECKLIST FOR SUBMISSION OF OCCUPANT COMMERCIAL EXPANSION APPLICATION FORM

Thank you for interest in expanding your operations within Jamaica's Special Economic Zone (SEZ) regime.

For the purpose of this application, an Occupant Commercial Expansion is defined as the tenancy of an Occupant within an additional established SEZ.

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\$1,500. *Please request payment details when fulfilling the transaction.*
- Completed Data Capture Form

II. SWORN STATEMENTS

- 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;

or 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.

** Please note that the Developer reserves the right to request any or all of the aforementioned company documents for their records.*

III. SUPPORTING DOCUMENTS

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

See “*Sub concession Agreement Template and Guidelines*” provided.

IV. FACILITIES REQUIRMENTS

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

See “*Technical Document Samples*” provided.

V. APPROVALS

- 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.

VI. 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; and
- Security and Logistical Plan Requirements for the handling of excise goods, if applicable.

VII. DETAILED EXPANSION 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;
 - Last 3 years' financial statements;
 - 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.

or

- Affidavit declaring that entity will be doing the same activities as they are currently doing which would be an indication that the business plan used for previous application has not changed. This is to be supported by:
 - Estimated number and nationalities of the workers, together with their skill levels, to be employed by the Occupant;
 - Last 3 years’ financial statements; 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 template “*Occupant Declaration Affidavit*” and “*Developer Declaration Affidavit*” 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: _____