



TSI Technical Document Guide

Definitions, Purposes, Justifications and Preparation Guidelines




 JAMAICA SPECIAL ECONOMIC ZONE AUTHORITY	Document Name: TSI Technical Document Guide	Subunit: N/A
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Preface


The transformation of Jamaica into a global logistics powerhouse requires a multi-agency, public-private partnership approach. Integration is at the heart of logistics, and Jamaica has a long history in this area. Our ports, road networks, and IT infrastructure rank highly on an international scale.

The Jamaica Special Economic Zone Authority (JSEZA) is the agency of the Government of Jamaica (GOJ) responsible for facilitating the development and the promoting of investments in Special Economic Zones (SEZs) in Jamaica. The JSEZA was established by the Special Economic Zones Act, 2016, which repealed the Jamaica Export Free Zones Act and sparked the transition from the unregulated free zone (FZ) regime to the more sustainable and feasible SEZ regime.

Jamaica's history in SEZs dates back to 1976, when the first free zone was created with the goal of industrialising the country, as well as increasing foreign exchange and access to technology. With an economic shift in the 1980s, export-led industrialisation became key to Jamaica's economic development, and more effort was put into attracting foreign enterprises to the zone. Recognising the magnitude of the opportunity and with the large-scale job creation that accompanied the transformation, a second FZ was opened in Montego Bay in 1988. At their peak, the Kingston Free Zone and the Montego Bay Free Zone together employed over 36,000 locals.

Today with the Jamaica Special Economic Zone Authority (the Authority) at the helm of the SEZ regime, regulating, monitoring, and advocating for SEZ development, Jamaica is poised to grow exponentially as a global competitor. This is due to the fact that with SEZs an entire ecosystem is created that fosters integration into the global supply chain and provides a platform for new industries to emerge. SEZs also provide scope for the integration of traditional industries into the global value chain. Jamaica is becoming a prominent feature on the radar of multinational firms seeking to re-engineer their global supply chains. This also provides an opportunity for our Micro, Small & Medium Enterprises (MSMEs) to benefit from the backward and forward linkages that can be created within the local economy.

After the repeal of the Jamaica Export Free Zones Act, all free zone entities that wished to retain their fiscal incentives had to be transitioned to special economic zones. In addition to the transitioning entities, other investors saw that the benefits of getting involved in the development of SEZs. This guide contains the definition, purpose and justification for the various technical documents reviewed by the TSID Unit in the SEZ Application process.

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Technical Documents – Definition, Purpose & Justification **(Legislative/Administrative)**

1) Affidavit to indicate lands are not in dispute

Definition: A legally binding written statement made by oath or affirmation declaring the lands are free of actual or impending legal issues affecting land ownership (e.g., squatting/adverse possession, court hearings, etc.)

Purpose: To ensure that lands with SEZ status remain in the possession of SEZ entities

Justification: Reg. 12(f) of the Special Economic Zones Regulations, 2017

2) Affidavit to indicate third parties have consented

Definition: A written declaration from the lessor of lands to a (prospective) SEZ Developer or Single-Entity Developer consenting to the lands being granted SEZ status.

Purpose: To ensure that landlords have permitted the long term use of their lands as SEZs.


Justification: Reg. 12(g) of the Special Economic Zones Regulations, 2017

3) Building Approval Permit

Definition: A formal approval from the Local Building Authority (Municipal Corporation) to construct, modify, extend, or renovate any structure. It is also required when placing a temporary structure (A trailer or wooden structure) on a property.

Purpose: To ensure that the project plans comply with local standards for land use, zoning, and construction. These standards are intended to ensure the safety of current and future owners and occupants and to provide enforcement of zoning and land-use policies.

Justification: Reg. 78 of the Special Economic Zones Regulations, 2017; Building Act, 2018 (or where applicable Kingston and St. Andrew Building Act or the Parish Councils Building Act)

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4) Certificate of Title (Title or CoT)

Definition: The legal document, issued by the Registrar of Titles that gives ownership information, the reference number for the register book, the property description and incumbrances for a land parcel.

Purpose: Give important information on a land parcel and serve as proof of an entity's right to use a parcel of land

Justification: Reg. 12(e)(i) of the Special Economic Zones Regulations, 2017

5) Data Capture/Application Form

Definition: A collection form that prospective SEZ clients fill out to provide entity, proposed business activity and land to be utilised. There are different forms for SEZ developers, occupants, and single-entity developers.

Purpose: Collection of company details to assist in the review process

Justification: Reg. 12 of the Special Economic Zones Regulations, 2017

6) Description of Off-site Infrastructure


Definition: An outline of the fundamental facilities and systems outside the perimeters of the proposed SEZ that would allow for the proper functioning of the zone. (including public utilities and transport)

Purpose: To identify the outside facilities or services need to run the zone

Justification: Reg. 12(j) of the Special Economic Zones Regulations, 2017

7) Detailed SEZ Development Plan

Definition: An applicant's detailed master plan, together with its detailed technical economic feasibility study, that includes the business plan and financial analysis, that sets out, among other technical, economic, business, and financial evaluations, all social mitigation measures and phased development and zoning plans

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Purpose: Provides information on the budget, scope, and schedule of the project.

Justification: Reg. 12(j) of the Special Economic Zones Regulations, 2017

8) Environmental Impact Assessment (EIA)/ Strategic Environmental Assessment (SEA)

Definition: An environmental decision support tool, which provides information on the likely impacts of development projects to those who decide whether the project should be authorised

Purpose: To determine the potential environmental, social, and health effects of the proposed development and to facilitate informed and transparent decision-making while seeking to avoid, reduce or mitigate potential adverse impacts

Justification: Reg. 15(5) of the Special Economic Zones Regulations, 2017, Reg. 78 of the Special Economic Zones Regulations, 2017; Section 10 of the Natural Resources Conservation Authority Act

A hydrology/drainage study is a possible component of EIA /SEA concerned with the analysis of the movement and distribution of water above/below ground in an area.

9) Environmental Permit (NEPA/NRCA Permit)


Definition: Any permit, registration, license, notice, approval, consent, exemption, variance, or other authorisation required under or issued pursuant to applicable Environmental Laws

Purpose: Permits the conduction of activities that could have an impact on the environment and human health whilst providing conditions/instructions to mitigate/minimise damage to the environment and human health

Justification: Reg. 78 of the Special Economic Zones Regulations, 2017; Section 9 of the Natural Resources Conservation Authority Act and Natural Resources Conservation (Permit and Licences) Regulations, 1996

10) Estimated Time Schedule

Definition: An approximation of the duration of the major phases of an entity's proposed construction. It is a logical sequence of events going from the designing of the infrastructure,

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construction of said infrastructure and finally, the commissioning and the official start of business operations on the property.

Purpose: Gives an idea of the timespan the entity intends to use for each development phase

Justification: Reg. 15(1)(i) of the Special Economic Zones Regulations, 2017

11) Expansion Plans

Definition: A written statement outlining any plans/hopes for the future enlargement of the proposed SEZ site.

Purpose: Provides details on the prospective enlargement of the initial zone

Justification: Reg. 15(g) of the Special Economic Zones Regulations, 2017

12) Fire Approval

Definition: This is the endorsement of an entity's construction drawings by the Jamaica Fire Brigade (JFB). The JFB would scrutinise the building drawings for fire prevention and fire mitigation measure such as fire detection systems, first aid and firefighting equipment, passive fire protection, hydrants, lengths and widths of passages/escape routes, etc.


Purpose: To ensure the building drawings are in keeping with the mandated fire prevention and fire mitigation measures before construction begins.

Justification: Reg. 78 of the Special Economic Zones Regulations, 2017; Fire Brigade Act, Building Act, 2018 and the National Building Code of Jamaica (or where applicable Kingston and St. Andrew Building Act or the Parish Councils Building Act)

13) Fire Letter (Letter from the Jamaica Fire Brigade)

Definition: A letter from the Jamaica Fire Brigade (JFB) granting provisional fire certification of a building or stating that an inspection was carried out.

Purpose: Proof of attempt to satisfy Reg. 78 of the Special Economic Zones Regulations, 2017; Sections 5(1)(d) and 22 of the Fire Brigade Act, Building Act, 2018 and the National

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Building Code of Jamaica (or where applicable Kingston and St. Andrew Building Act or the Parish Councils Building Act)

Justification: None; Fire Permit is required.

Provisional Fire Certification is issued when the Fire Brigade is satisfied that the minimum fire protection exists, and the outstanding recommendations will be progressively implemented within a given period. It is valid for a maximum period of six (6) months, after which certification may be granted for another six (6) months at no additional cost on the condition that satisfactory progress is made. JFB deems the premises 'provisionally safe and habitable' for the given period.

Post-inspection letters typically state that an entity is recommended for a fire certificate for a specified period and states that any activity dependent on the certification can be accommodated pending the issuance of the certificate. Post-inspection, the entity's application would undergo further processing at the Fire Prevention Headquarters

14) Fire Permit/Certificate

Definition: This is the endorsement of an entity's completed building after inspection by the Jamaica Fire Brigade (JFB). The JFB would scrutinise the building drawings for fire prevention and fire mitigation measures such as fire detection systems, first aid and firefighting equipment, passive fire protection, hydrants, lengths and widths of passages/escape routes, etc.


Purpose: To ensure the completed buildings/structures are in keeping with the mandated fire prevention and fire mitigation measures.

Justification: Reg. 78 of the Special Economic Zones Regulations, 2017; Sections 5(1)(d) and 22 of the Fire Brigade Act, Building Act, 2018 and the National Building Code of Jamaica (or where applicable Kingston and St. Andrew Building Act or the Parish Councils Building Act)

15) Land Use Plan (Preliminary or Final)

Definitions:

Preliminary – A general layout of how the various sub-divisions, parcels, plots, and areas of land for an SEZ will be zoned. (e.g., industrial, commercial, logistics, education, residential, open space, etc.)

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Final – A diagram detailing how the various sub-divisions, parcels, plots, and areas of land for an SEZ will be zoned, as prescribed by any applicable guidelines issued by the Authority (e.g., industrial [light, medium or heavy], commercial, logistics, education, residential, open space, etc.)

Purpose: Increase favourable social and environmental outcomes by promoting the efficient use of resources, environmental conservation, prevention of land-use conflicts and a reduction in exposure to pollutants.

Justification:

Preliminary – Reg. 12(h) of the Special Economic Zones Regulations, 2017

Final – Reg. 15(1)(b) of the Special Economic Zones Regulations, 2017

16) Lease Agreement

Definition: A contract outlining the terms and conditions by which an entity is renting buildings or lands owned by another entity for a specified period in exchange for money.

Purpose: To provide proof of an entity's long term rights to utilise property in the absence of a title.


Justification: Reg. 12(c)(ii) of the Special Economic Zones Regulations, 2017

17) Map of Transportation Network around SEZ / Location Map

Definition: A diagrammatic representation/satellite imagery demarcating the (proposed) SEZ area and highlighting all viable routes for the movement of personnel and goods

Purpose: Gives details on the overall accessibility of the zone to personnel whilst providing an aide for locating the zone.

Justification: Reg. 12(k) of the Special Economic Zones Regulations, 2017

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18) Master Plan

Definition:

Concept – the project plan that generally guides and structures the main or core components of a developer’s detailed master plan, including general land uses, road networks, plot, and land-area layouts, as well as the location of planned infrastructure, buildings, and other structures.

Detailed – project plan that identifies in detail: (a) the full plot and land area layout, sketch plans, and designs of a proposed SEZ; (b) the infrastructure plan; (c) the final land-use plan; and (d) all infrastructure and building construction drawings, including proposed height limits, setback requirements and density parameters in each proposed land-use designation or area.

Purpose: Provides a dynamic long-term guide for the development of a zone.

Justification:

Concept – Reg. 14(2)(c) of the Special Economic Zones Regulations, 2017

Detailed – Reg. 15(1)(b) of the Special Economic Zones Regulations, 2017

19) Mitigation Measures


Definition: Precautions to lessen the likelihood or impact of natural/man-made hazards having an adverse effect on an SEZ.

Purpose: Lessen the effect of natural/man-made hazards on the business operations of an SEZ

Justification: Reg. 15(1)(h) of the Special Economic Zones Regulations, 2017

20) Projected Schedule

Definition: A document defining and dating the major phases of an entity’s proposed construction. It is a logical sequence of events going from the designing of the infrastructure, construction of said infrastructure and finally, the commissioning and the official start of business operations on the property.

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Purpose: Forms a part of the Developers License Agreement/Master Concession with the Authority, giving timelines to be met by the SEZ entity

Justification: Reg. 19(2)(a) and 20(1)(a) of the Special Economic Zones Regulations, 2017

21) Statement of Proposed SEZ Compatibility with applicable land-related laws and standards

Definition: A written affirmation that the concept master plan and preliminary land-use plan, including all proposed SEZ construction, are in keeping all applicable land-use, urban planning, zoning, construction, design and landscaping laws and standards

Purpose: Provides information on the viability of an SEZ development

Justification: Reg. 12(i) of the Special Economic Zones Regulations, 2017

22) Subdivision Approval

Definition: Permission from a municipal corporation to divide a parcel of land into smaller lots and obtaining individual titles (splinter titles) for each lot.


Purpose: Provides permission to subdivide land

Justification: Reg. 78 of the Special Economic Zones Regulations, 2017; Local Improvements Act

23) Surveyor's Identification Report/ ID Report

Definition: A document issued by a commissioned land surveyor that speaks to the description/condition of legal boundaries in relation to structures on the property and the incumbrances stated on the certificate of title. It may be accompanied by a sketch of the land parcel (legal boundaries, buildings/structures, and certain natural/man-made features)

Purpose: To validate the property's technical description, confirm the absence of encroachments and that the land in its current state is not in breach of incumbrances stated on the certificate of title

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Justification: Reg. 12(h) and 14(2)(d) of the Special Economic Zones Regulations, 2017

24) Technical Description

Definition: A written account of the bearings and distances of a parcel's legal boundaries issued by a commissioned land surveyor

Purpose: To define the legal boundaries of the land (to be) designated as a special economic zone


Justification: Reg. 12(h) of the Special Economic Zones Regulations, 2017

25) Technical Team

Definition: A written account of the technical capacity and previous experience of the applicant or any of the applicant's subcontractors with any class or kind of SEZ or other large-scale real estate projects, such as engineering design, construction, project operation, and service provision

Purpose: To ensure that the applicant has or has acquired the services of a qualified professional to properly develop the proposed SEZ

Justification: Reg. 15(1)(m) of the Special Economic Zones Regulations

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Technical Documents – Preparation Guidelines

Affidavit(s) to indicate lands are not in dispute and (*where applicable*) that third parties have consented

It should:

- 1) state the civic address of the proposed SEZ site,
 - *addresses and description of property/parcel(s) of land must be consistent with all the applicable supporting documents (data capture/application form, lease, relevant title, technical description, ID Report, Strata Plan, and all other official documents)*
- 2) state the Volume and Folio numbers of the parcel's Certificate of Title,
 - *where the property is a subdivided lot, the title reference (volume and folio number) or civic address for the specific subdivided lot MUST be provided. Where there is no street number, a lot number must be included.*
- 3) be on the form/in the format provided/specified by the Jamaica Special Economic Zone Authority.

Construction Drawings/Plans

New Construction/Expansion/Renovation


A Developer/Single Entity Developer will be required to submit, to the Authority, construction drawings providing a complete graphical representation of what is to be built or renovated. All legends & drawings are required to be visible and accurately labelled.

The plans should:

- show the entire floor layout of the design proposal drawn to scale 1:50 or 1:100.
- contain a cover sheet of the name proposed development, index of drawings, site data, general information, symbols, list of consultants, site location map.
- illustrate the location of walls, windows, doors, openings, and stairs, as well as fixed installations such as bathroom fixtures, kitchen cabinetry, and appliances,
- indicate the use of rooms or space, the square footage information (schedule of areas), and wall lengths,
- include title block with - legend of symbols, sheet number and designator labels to indicate relevant information such as property orientation, area, equipment, and more.

The submissions should include the following:

- Location map

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- Site plan
- Foundation plan
- Floor Plans
- Elevation and Sections
- Roof plan
- Civils and Structural plans
- Electrical/Mechanical plans
- Design details
- Drainage details
- Plumbing Layout
- Furniture Layout

The drawings/plans necessary for an Occupant renting a space are as follows:

- Floor Plans
- Furniture Layout

All drawings are required to be visible and accurately labelled.

Site Plan


A graphical representation of the arrangement of buildings, parking, road/driveways, landscaping, and any other structure that is a part of the SEZ development projects. It also highlights the entrance/exit points and the movement of traffic on the site.

It should:

- 1) have a title with the full address (including lot/building/floor/suite/room numbers or identifiers),
- 2) clearly show the boundaries, including their length and direction, contour lines, North Arrow to show orientation, all buildings/structures on site, landscape features, setbacks, parking spaces, roadway with centre alignments, fire and utility poles, identification markers.

Land Use Plan

A land use plan is used to manage the development of the land in and around the proposed site. It is used as a tool to assist in mitigating against the negative effects of development while enhancing the best use or practices of the location. Land Use Plans should always consider present and future needs or use of the land. The Authority uses lands use plans to ensure that the lands are being

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developed in the most desirable way to ensure sustainability (socio-economic and environmental). Additionally, the Authority ensures that investors are complying with the relevant laws of the land that govern land and development.


It should:

- 1) show the proposed development site,
- 2) give the designated zoning of the area,
- 3) show the transport network around the site,
- 4) highlight access and egress of the proposed site,
- 5) show existing and proposed infrastructure in and around the site,
- 6) give the land use identification of nearby properties,
- 7) give appropriate consideration for the restrictive covenants state on the property's Certificate of Title, the zoning laws in the relevant development orders for the municipal, Town and Country Planning Act and the Natural Resource Conservation Act.

Lease Agreement

It should:

- 1) state the civic address of the proposed SEZ site,
 - *addresses, description, and the area measurement of property/parcel(s) of land must be consistent with all the applicable supporting documents (data capture/application form, affidavit, relevant title, technical description, ID Report, Strata Plan, and all other official documents)*
- 2) state the Volume and Folio numbers of the parcel's Certificate of Title,
 - *where the property is a subdivided lot, the title reference (volume and folio number) or civic address for the specific subdivided lot MUST be provided. Where there is no street number, a lot number must be included.*
- 3) state the names of the lessor (owning entity/individuals) and lessee (leasing entity/individuals) must be given. The lessor's name must be on the title, or the entity must provide documents supporting the lessor's rights to the land if it is not in their name (as in the case of subleasing/subletting),
- 4) state the effective date of the lease must be clearly stated; it must indicate a start date and end date,
- 5) display the signatures of authorised personnel (entity or individual[s]) and an appropriate witness.

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Map of Transportation Network around SEZ

A special-purpose map, diagram or plan that highlights/demarcates the proposed SEZ site. It shows the connection between the proposed SEZ location and nearby roadways, point of interest, recognisable landmarks (hotels, gas stations, schools, banks, etc.).

It should:

- 1) have a title with the full address (including lot/building/floor/suite/room numbers or identifiers),
- 2) clearly show the boundaries of the proposed SEZ area (property lines),
- 3) have an orientation (an arrow indicating which way is north),
- 4) depict and labelled all nearby roads and identification markers.

Project Implementation Schedule

The project implementation schedule describes in detail the phases of the proposed SEZ development project as well as the objectives, deliverables, the activities to be executed, and associated timeframes. The information is utilised to have an idea of what the project should deliver and within what timeframe.


It should highlight:

- 1) the number and brief descriptions of project phases,
- 2) project deliverables,
- 3) major activities for each deliverable,
- 4) key milestones (defined checkpoint),
- 5) timeline and duration of deliverables/activities/tasks,
- 6) dependencies (dependencies define an overlap between several project phases and identify what deliverables result in the successful completion of two or more phases).

Surveyor's Identification Report/ ID Report

If the prospective SEZ entity intends to utilise either:

- a) **multiple parcels of neighbouring/adjoining lands**, the information and sketches may be compiled in one ID Report. This is advisable and preferred unless doing so would negatively impact comprehension & visualisation/depiction of the lands, their legal boundaries, and depicting the relevant man-made/natural features. In his professional

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expertise, the surveyor may choose to group specific parcels and do a series of ID Reports for sites with large acreages of lands and multiple different parcels.

- b) **one parcel of land,**
- c) **only a building or buildings located on registered land(s),**
- d) **a section or sections of a building or buildings located on registered land(s),**
- e) **a section/ sections of a registered parcel of land, this is not allowed;** a subdivision is necessary to splinter the land and the registered title into the appropriate pieces. The client may seek further guidance from the Technical Services and Infrastructure Development (TSI) Unit of the Jamaica Special Economic Zone Authority (JSEZA).

For cases b, c, and d, an ID Report is required for each parcel of land.

It should:


- 1) state the civic and cadastral address(es) of the proposed SEZ site,
 - *addresses, description, and the area measurement of property/parcel(s) of land must be consistent with all the applicable supporting documents (data capture/application form, affidavit, relevant title, technical description, lease, Strata Plan, and all other official documents).*
- 2) state the Volume and Folio numbers of the parcel's Certificate of Title,
 - *where the property is a subdivided lot, the title reference (volume and folio number) or civic address for the specific subdivided lot MUST be provided. Where there is no street number, a lot number must be included.*
- 3) state the names, address, and contact details of the commissioned land surveyor,
- 4) display the commissioned land surveyor signature and official stamp,
- 5) be dated; ID Reports have a validity of one (1) year,
- 6) sketch of the parcel(s) that coincide/is in agreement with the Technical Description,
- 7) appropriately depict the legal boundaries of the parcel(s) and adjoining parcels,
 - include the relevant volume and folio numbers.
 - for neighbouring parcels, it is NOT necessary to include the name(s) of the registered owners.
- 8) give the meaning of all abbreviations used,
- 9) give the distances of all boundary lines,
- 10) use digits/numeral instead of words for distances and all the relevant property/parcel numbers,
- 11) highlight any deviation or man-made/natural feature affecting the registered boundaries,
- 12) be accompanied by the appropriate Technical Description(s) (unless already submitted).

 JAMAICA SPECIAL ECONOMIC ZONE AUTHORITY	Document Name: TSI Technical Document Guide	Subunit: N/A
Unit: Technical Services and Infrastructure Development	Publication Date: 18/05/2021	Prepared By: Christov Finnikin, Krissan Meredith and Oshane Jamieson
Document ID : JSEZA-TSI-PR002-F02	Last Revision Date: 03/06/2021	Reviewed By: Sanvia Martin Bailey
Page 18 of 19	Revision No.: 1	Approved By:

Technical Description

If the prospective SEZ entity intends to utilise either:

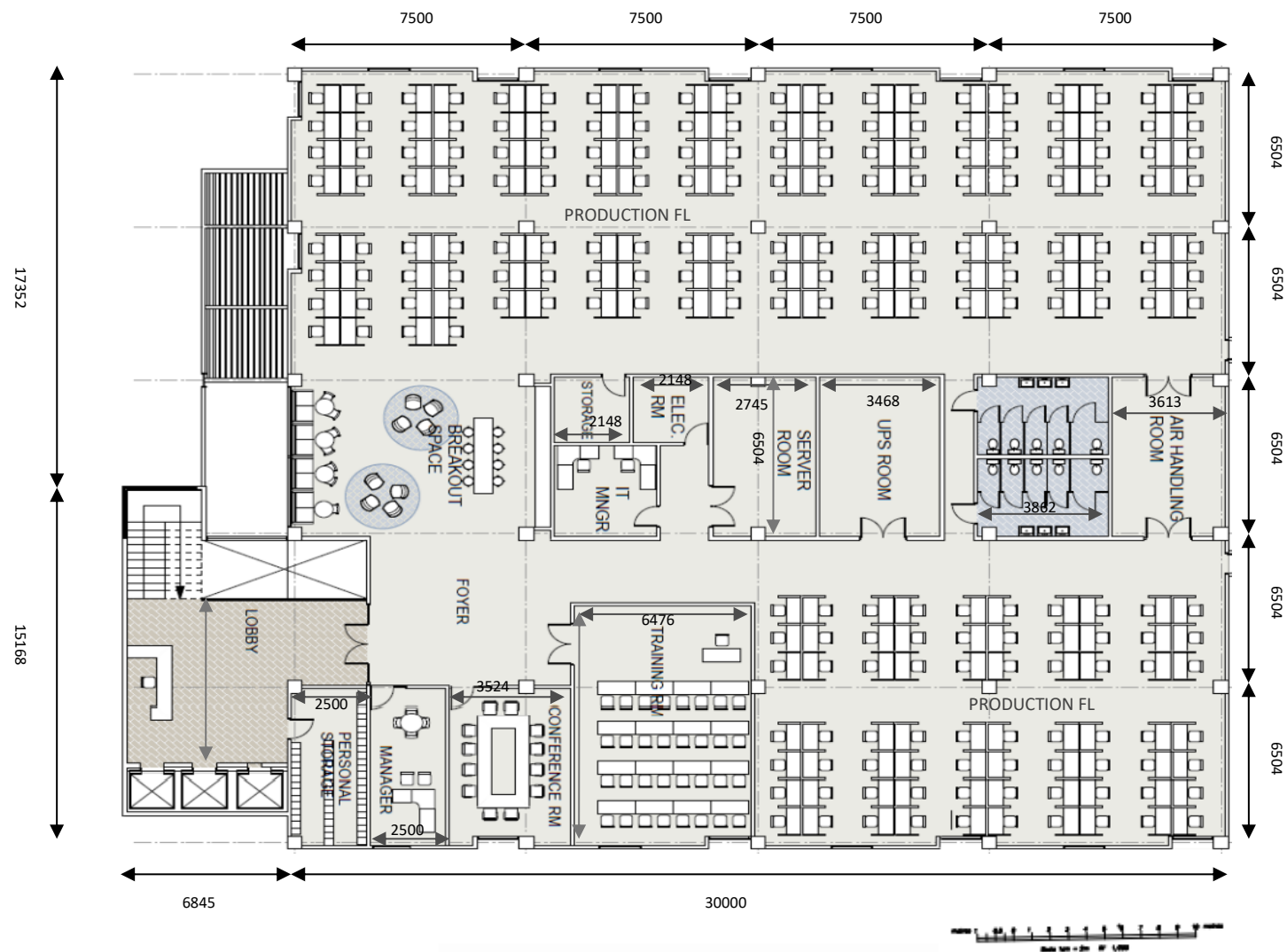
- a) **multiple parcels of neighbouring/adjoining lands**, the information and sketches may be compiled in one Technical Description (TD). One TD is advisable and preferred unless doing so would negatively impact comprehension & visualisation/depiction of the lands and their legal boundaries. In his/her professional expertise, the surveyor may choose to group specific parcels and do a series of TDs for sites with large acreages of lands and multiple different parcels. The TD(s) would describe the registered boundaries that form the perimeter of the proposed SEZ site/sections of the proposed site and state all the respective volume & folio and lot numbers.
- b) **one parcel of land** (i.e., the entirety of the land is registered under one (1) title reference [volume and folio number]), the information and sketch plan should be in one Technical Description.
- c) **only a building or buildings located on registered land(s)**, then the TD should give the details of the registered parcel(s) the building sit/sits on; give all the applicable identification details of the building (name/number, number of floors, total area, civic address, cadastral address, etc.); and describe the boundaries of the section of the building at ground level and provide the area for that floor/section.
 - *Provide one (1) TD per building.*
 - *The square footage measurement/area of all floors must be stated in the TD or be obtainable via floor plans or construction/building drawings the entity will provide.*
 - *The sketch plan must show the building with respect to the registered boundaries.*
- d) **a section or sections of a building or buildings located on registered land(s)**; then the TD should give the details of the registered parcel(s) the building sit/sits on; give all the applicable identification details of the building (name/number, number of floors, total area, civic address, cadastral address, etc.); describe the physical boundaries of each floor (section) to be utilised in its own paragraph. All applicable identifiers such as floor, room, unit, suite name/number/letter and each respective square footage measurement must be included.
 - *Provide one (1) TD per building.*
- e) **a section/ sections of a registered parcel of land**; this is not allowed; a subdivision is necessary to splinter the land and the registered title into the appropriate pieces. The client may seek further guidance from the Technical Services and Infrastructure Development (TSI) Unit of the Jamaica Special Economic Zone Authority (JSEZA).

 JAMAICA SPECIAL ECONOMIC ZONE AUTHORITY	Document Name: TSI Technical Document Guide	Subunit: N/A
Unit: Technical Services and Infrastructure Development	Publication Date: 18/05/2021	Prepared By: Christov Finnikin, Krissan Meredith and Oshane Jamieson
Document ID : JSEZA-TSI-PR002-F02	Last Revision Date: 03/06/2021	Reviewed By: Sanvia Martin Bailey
Page 19 of 19	Revision No.: 1	Approved By:

It should:

- 1) state the civic and cadastral address(es) of the proposed SEZ site,
 - *addresses, description, and the area measurement of property/parcel(s) of land must be consistent with all the applicable supporting documents (data capture/application form, affidavit, relevant title, ID Report, lease, Strata Plan, and all other official documents)*
- 2) state the Volume and Folio numbers of the parcel's Certificate of Title,
 - *where the property is a subdivided lot, the title reference (volume and folio number) or civic address for the specific subdivided lot MUST be provided. Where there is no street number, a lot number must be included.*
- 3) state the names, address, and contact details of the commissioned land surveyor,
- 4) display the commissioned land surveyor signature and official stamp,
- 5) be dated,
- 6) sketch of parcel(s) that coincide/is in agreement with the ID Report(s) and worded description,
- 7) appropriately depict the legal boundaries of the parcel(s) and adjoining parcels,
 - *include the relevant volume and folio numbers.*
 - *for neighbouring parcels, it is NOT necessary to include the name(s) of the registered owners.*
- 8) state the size of the described area(s),
- 9) give the distances and bearings/directions of all boundary lines(registered/physical),
- 10) use digits/numeral instead of words for distances, bearings, and all the relevant property/parcel numbers,
- 11) when describing a section of a floor or an entire floor, include the area of any stairwell or elevator shaft that services the floor.
 - *Seek clarification from the Technical Services and Infrastructure Development (TSI) Unit of the Jamaica Special Economic Zone Authority (JSEZA) if other personnel utilise the stairs/elevator to access other parts of the building.*
- 12) be accompanied by the appropriate ID Report(s) (unless already submitted).

Appendix 1 - Floor Plan (For Occupant Submission)



1 Proposed First Floor
1:50

ICON®

24 Hopkins Valley,
St. Andrew,
JA

GENERAL NOTES

1. ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE UNPUBLISHED WORK OF **ICON** © AND MAY NOT BE USED OR DISCLOSED WITHOUT EXPRESSED WRITTEN CONSENT OF **ICON** ©
2. DO NOT SCALE DRAWINGS. THE CONTRACTOR SHALL CHECK ALL DIMENSIONS BEFORE AND DURING CONSTRUCTION AND ANY DESCREPCANCY FOUND MUST BE REPORTED TO THE ARCHITECT PRIOR TO CONSTRUCTION.

PROPOSED BPO
COMPLEX

Lot 5 Ingleside, Falmouth,
Trelawny

DRAWING TITLE:
**PROPOSED FIRST FLOOR
PLAN**

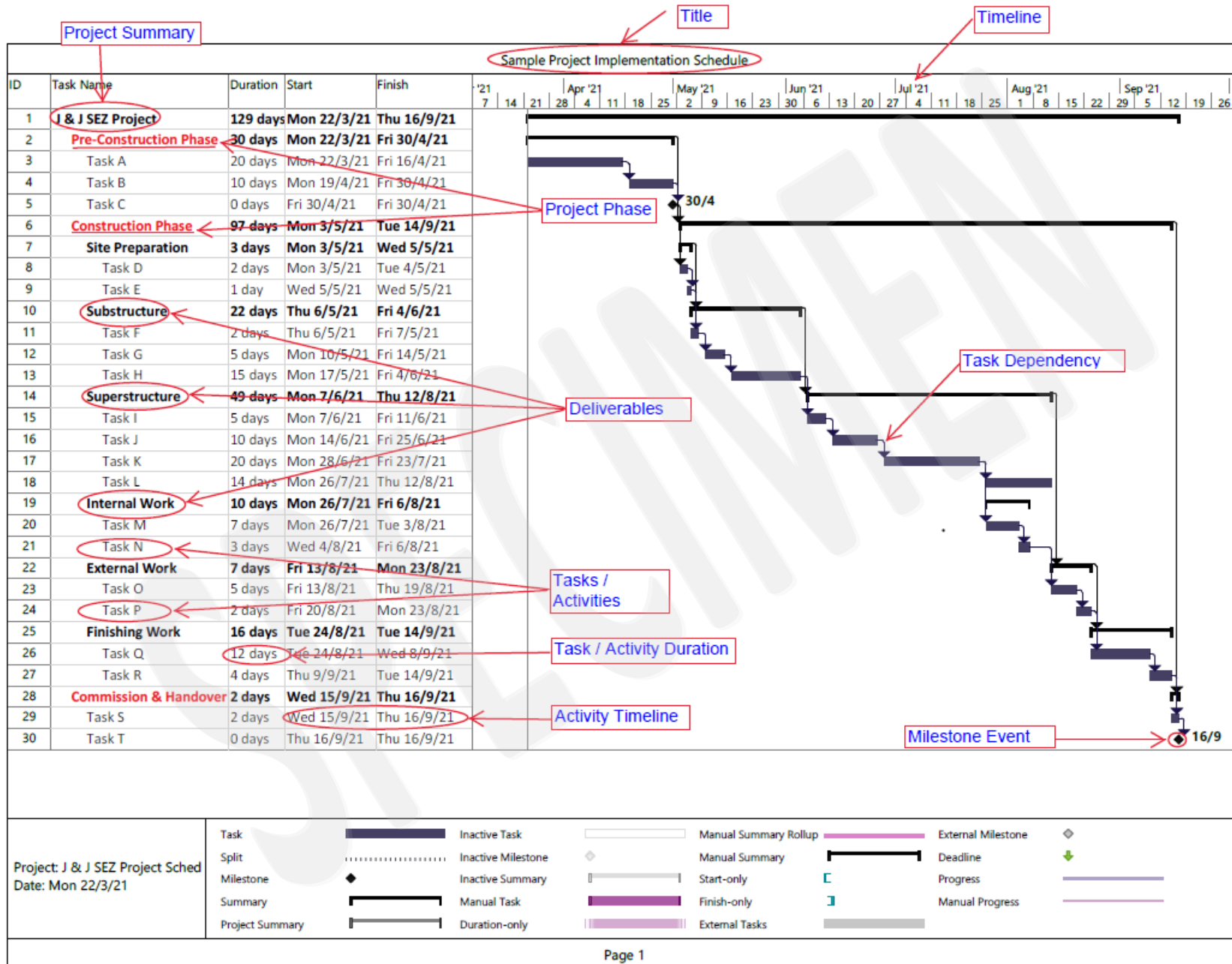
DRAWN BY: CW

CHECKED BY: GM

A109

SCALE: 1:50

Appendix 2 - Project Implementation Schedule



Appendix 3 - Surveyor's Identification Report - Case A

SURVEYOR'S REPORT

RE Part of Ingleside, Falmouth

Vol. 111 Fol. 11-14 Lot 241 D.P. 383

I have checked the above mentioned property and certify that:-

(1) The property now known as Part of No. 22 Alme Avenue Parish Trelawny

is the land referred to in Certificate of Title registered at Vol. 111 Fol. 11-14

(11) The boundaries are in general agreement with the PLAN attached to the aforementioned Certificate of Title
(See Sketch Plan Below, Registered Distances and Unfenced Boundaries in Red) (See Remark 2)

(11) The physical boundaries appear well established and are of long standing.

(1V) Restrictive Covenant no. 1 as endorsed in the Certificate of Title were checked.
All have been complied with.

(V) If the measurements in the Title are to stand the building could be affected. (See Remark 3)

(V1) There is NO evidence on earth of easements affecting the property.

(V11) There are buildings on the land.

NOTE (1) This report is not prepared from a survey made in accordance with the Land Surveyors Law and Regulations and therefore cannot be used for the establishment of any fence, building or other improvement on the property.

NOTE (11) The information from which this report is prepared was obtained on the date of the report from external observation only.

Remarks (* Here make any special notes as to eaves). 1. The property partially houses RTS Max Limited and a number of abandoned sporting facilities.
2. The link fence between points "A and "B" along the eastern side of the property departs from the registered boundary.
Sections of the physical boundaries to the west and south of the property depart from the registered boundary, in the process marginally encroaching on adjoining lands.
3. The building highlighted along the eastern side of the property (part of RTS Max Complex), straddles the registered boundary.

SKETCH PLAN

(Distances are in metres)

REFERENCE

C.C.W. Concrete Wall
C.M. Concrete Monument
H.P. Hardwood Peg
I.P. Iron Peg
I.R. Iron Rail
C.C.P. Concrete Pillar
W.F. Wire Fence
Z.F. Zinc Fence
Lk.F. Link Fence
Wd.F. Wood Fence
S.W. Stone Wall
B.W. Brick Wall

Attached.

REF. ID-194/19/LC/LC

To Alme Manufacturers

J. DOE



John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10

Dated August 21, 2018
Tel: (876) 578-5395

Appendix 4 - Surveyor's Identification Report - Case B

SURVEYOR'S REPORT

RE PART OF UPPER MONGOOSE PEN

Volume 107 Folio 87 Lot No. KM D.P. KM

I have checked the above mentioned property and certify that :-

- (I) The property now known as 50 High Street Parish SAINT ELIZABETH
is ~~NOT~~ the land referred to in Certificate of Title at Volume 107 Folio 87
- (II) The boundaries are ~~NOT~~ in general agreement with the PLAN/DESCRIPTION attached to the aforementioned
Certificate of Title. (See Sketch Plan Below; Registered Distances and Unfenced Boundaries in Red)
- (III) The physical boundaries ~~DO NOT~~ appear well established and are ~~NOT~~ of long standing.
- (IV) Restrictive covenants nos. as endorsed in the Certificate of Title were checked. ~~ALL~~
~~All have been complied with EXCEPT FOR NOS. KM~~
- (V) If the measurements in the Title are to stand the buildings could NOT be affected.
- (VI) There is NO evidence on earth of easements affecting the property.
- (VII) There are ~~NO~~ buildings on the land.

NOTE (I) This report is not prepared from a survey made in accordance with the Land Surveyors Law and Regulations
and therefore cannot be used for the establishment of any fence building or other improvement on the property.

NOTE (II) The information from which this report is prepared was obtained on the date of the report from external observation only.

NOTE (III) This Certificate has been prepared in accordance with the notes set out on the reverse hereof.

Remarks (* Here make any special notes as to eaves)

REFERENCE

C.C.W Concrete Wall
C.M. Concrete Monument
H.P. Hardwood Peg
I.P. Iron Peg
I.R. Iron Rail
C.C.P. Concrete Piller
W.F. Wire Fence
Z.F. Zinc Fence
Lk.F. Link Fence
Wd.F. Wood Fence
S.W. Stone Wall
B.W. Brick Wall

SKETCH PLAN

SEE PLAN ATTACHED



J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10
Dated August 21, 2018
Tel: (876) 578-5395

To

Job No. 61/2019 FB. No. 163/6

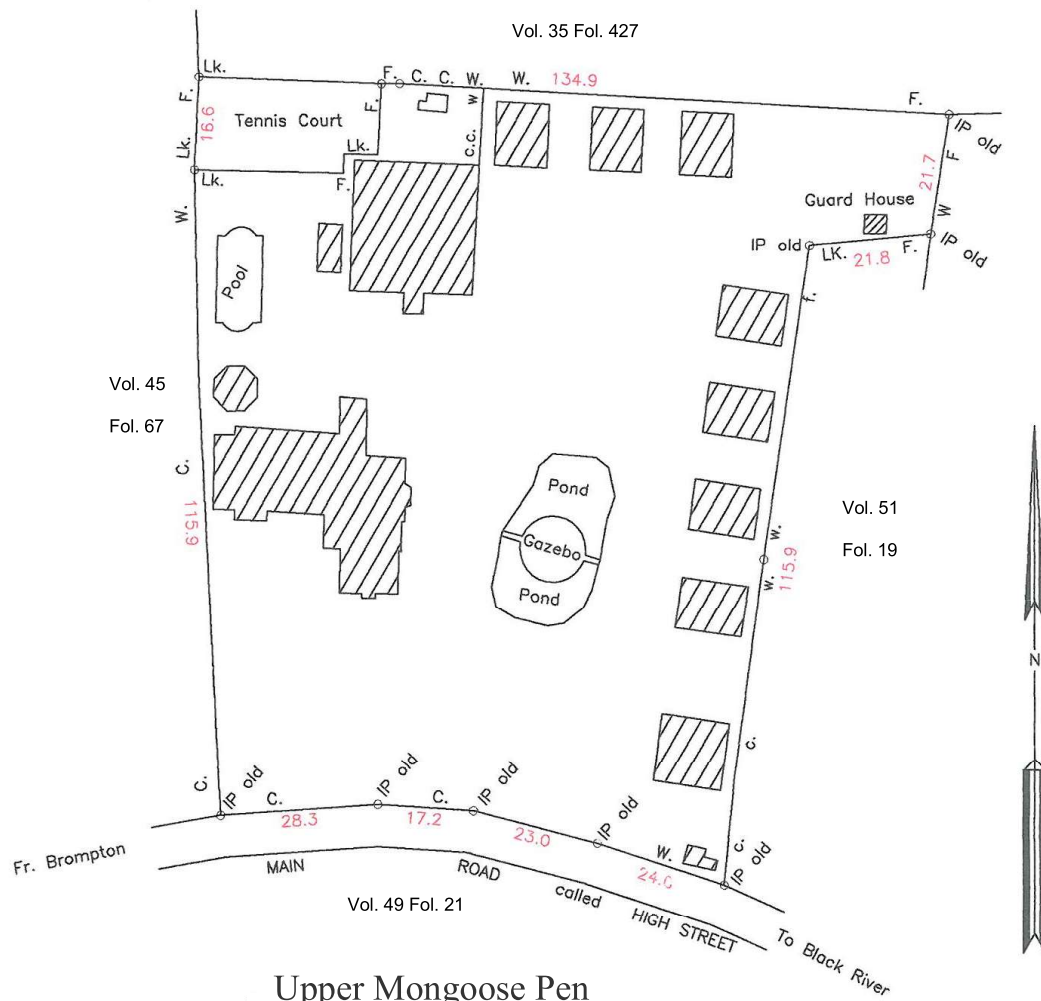
FILE: M5/INVERCAU

SURVEYOR'S REPORT

PART OF

SKETCH PLAN

(All Dimensions are in metres)



Upper Mongoose Pen

VOL. 107 FOL. 87
AREA: 1.4124 Hectares

To _____

Job No. 61/2019 FB. No. 163/6

FILE: M5/INVERCAU

J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10
Dated August 21, 2018
Tel: (876) 578-5395



Appendix 5 - Surveyor's Identification Report - Case C

SURVEYOR'S REPORT

RE Part of New Yorkshire

Vol	<u>991</u>	Fol	<u>42</u>	Lot No	<u>154</u>	D.P.	<u>207</u>
Vol	<u>991</u>	Fol	<u>43</u>	Lot No	<u>155</u>	D.P.	<u>207</u>

I have checked the above mentioned property and certify that: -

- (I) The property now known as 24 and 26 Flamingo Terrace Parish St. Andrew.
is the land referred to in Certificate of Title registered at Vol. (see above) Fol. (see above).
- (II) The boundaries are in general agreement with the **PLAN** attached to
the aforementioned Certificate of Title (See Sketch Plan Below, Registered Distances and Unfenced Boundaries in Red)
- (III) The physical boundaries appear well established and are of long standing.
- *(IV) Restrictive covenant no 1 as endorsed in the Certificate of Title were checked.
All have been complied with.
- *(V) If the measurements in the Title Plan are to stand the building could **NOT** be affected.
- (VI) There is **NO** evidence on earth of easements affecting the property.
- (VII) There is a building on the land.

NOTE(I) This report is not prepared from a survey made in accordance with the Land Surveyors Law and Regulations and therefore cannot be used for the establishment of any fence, building or other improvement on the property. It has been prepared in accordance with the rules set out on the reverse hereof.

NOTE(III) The information from which this report is prepared was obtained on the date of the report from external observation only.

Remarks 1) The cantilever overhangs the road boundary (Flamingo Terrace) by 2.2m(7.2ft.). However, this
is allowed by the K.S.A.M.C.
2) The subject of survey contains two (2) titles, i.e. Vol.991 Fols. 42 & 43 which are
operating as one holding.
3) The total area of the building is 45,000 sq. ft (each floor is 15,000 sq. ft).



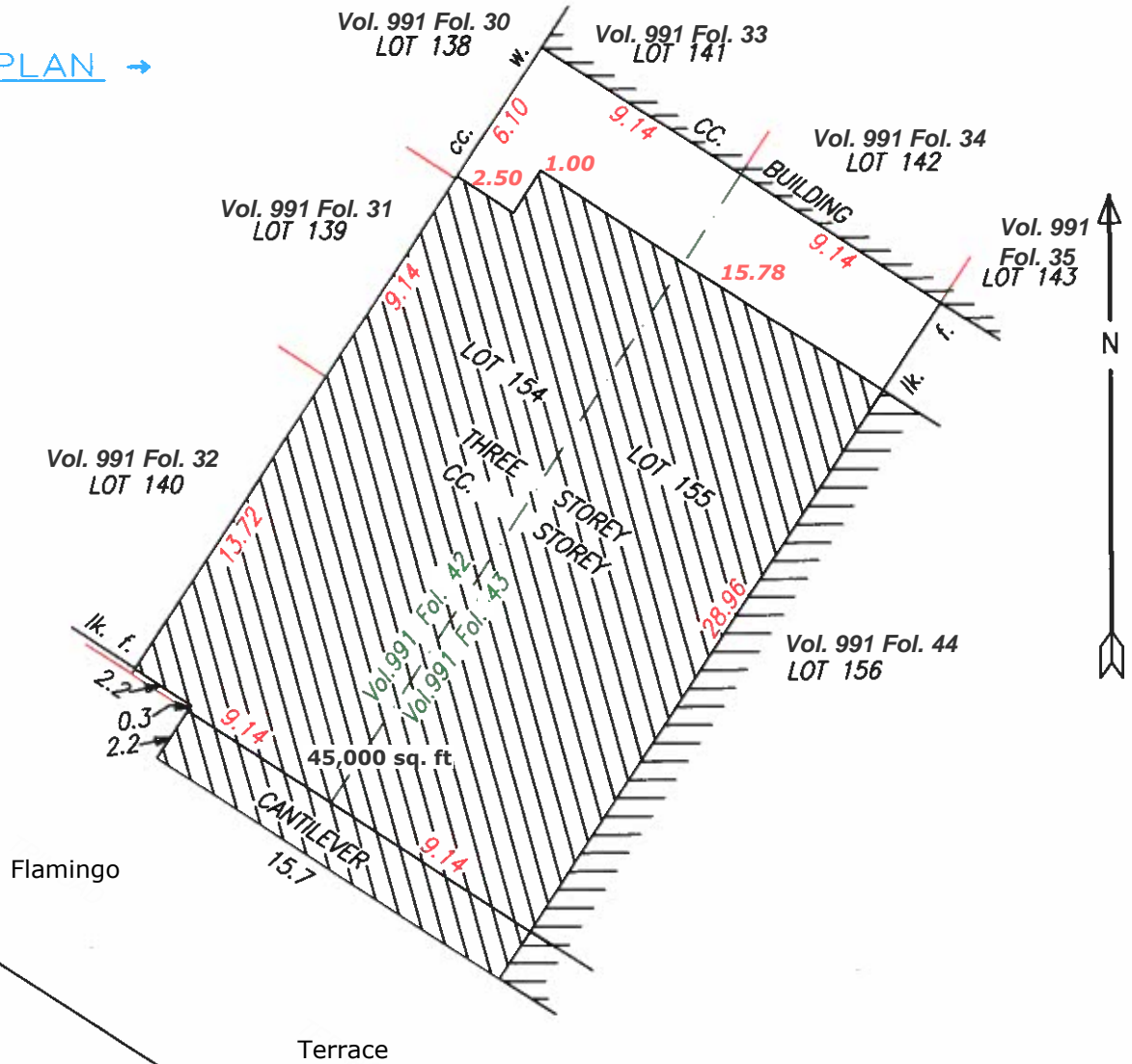
J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10
Dated August 21, 2018
Tel: (876) 578-5395

SEE SKETCH PLAN ATTACHED

SURVEYOR'S REPORT

SKETCH PLAN →



REFERENCE

C.C.W.	Concrete Wall
C.M.	Concrete Monument
H.P.	Hardwood Peg
I.P.	Iron Peg
I.R.	Iron Rail
C.C.P.	Concrete Pillar
W.F.	Wire Fence
Z.F.	Zinc Fence
Lk.F.	Link Fence
Wd.F.	Wood Fence
S.W.	Stone Wall
B.W.	Brick Wall

NB. Measurements are in metres.

REF. M.N.



J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10

Dated August 21, 2018
Tel: (876) 578-5395

Appendix 6 - Surveyor's Identification Report - Case D

AUGUST 21, 2018

TO: VERTEX RESEARCH LIMITED

SURVEYOR'S REPORT (TITLE BY STRATA PLAN)

RE: PART OF NUMBER 58 CONTSTANT SPRING ROAD, ST. ANDREW

I have checked the premises now known as NO. FIFTY-EIGHT CONSTANT SPRING ROAD with the plan attached to certificate of title registered at VOL.110 FOL.55 (Or referred to as lot 3 on strata plan NO. 3)

- 1) The boundaries are in general agreement with the said plan.
- 2) The boundaries are well established. .
- 3) The building is of long standing.
- 4) The restrictive covenants endorsed on the certificate of title were checked & complied with.
- 5) .IF the measurements on the title are to stand the building would not be affected.

PLEASE SEE PLAN ATTACHED.

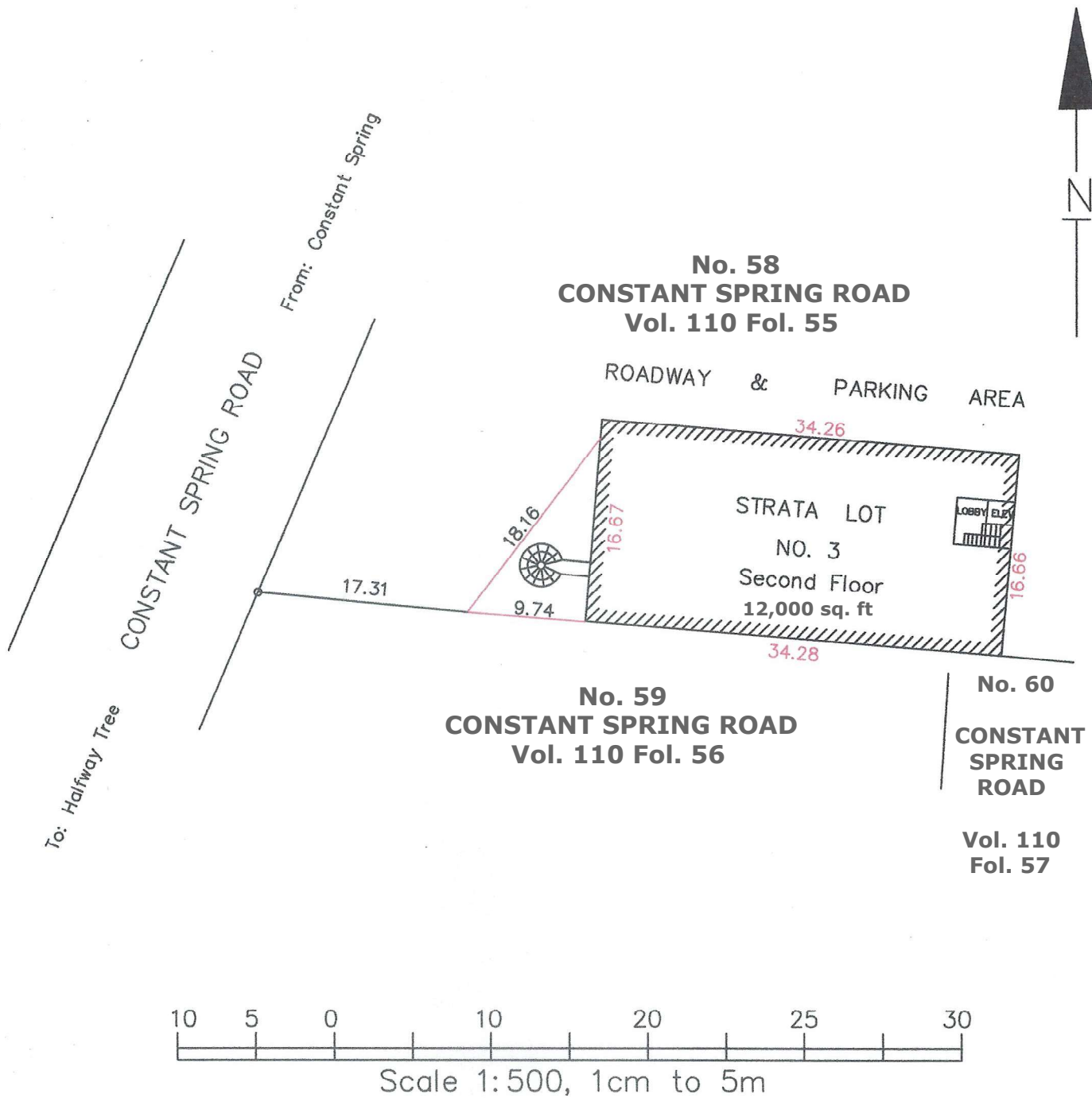
J. DOE



John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10

Dated August 21, 2018
Tel: (876) 578-5395

PLAN SHOWING



PLAN SHOWING

No. 58 Constant Spring Road
in the parish of St. Andrew
Strata Lot 3 on SP No. 3
Registered at: Vol.110 Fol.55
Prepared For: **Vertex Research Limited**
Prepared By: **John Doe**
Prepared On: **August 21, 2018**

J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10
Dated August 21, 2018
Tel: (876) 578-5395

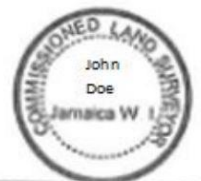


Appendix 7 - Technical Description - Case A

Technical Description

All that parcels of land part of Ingleside, Falmouth in the parish of Trelawny containing by survey 53 hectares known as part of No. 22 Alme Avenue and registered at Volume 111 Folios 11-14 of the Registered Book of Titles and commencing at the intersection of Almes Avenue and the parcels registered at Volume 111 Folio 33 and Volume 137 and Folio 82, thence southwesterly for a total of 411.78 m along the registered boundary of the parcel registered at Volume 137 Folio 82, thence southwesterly for a total of 114.06 m along the registered boundary of the parcel registered at Volume 95 Folio 80, thence northeasterly for a total of 435.24 m along the registered boundary of the parcel registered at Volume 137 Folio 54, thence northeasterly along a portion of the registered boundary of the parcel registered at Volume 111 Folio 33 for a total of 70.71 m to the starting point.

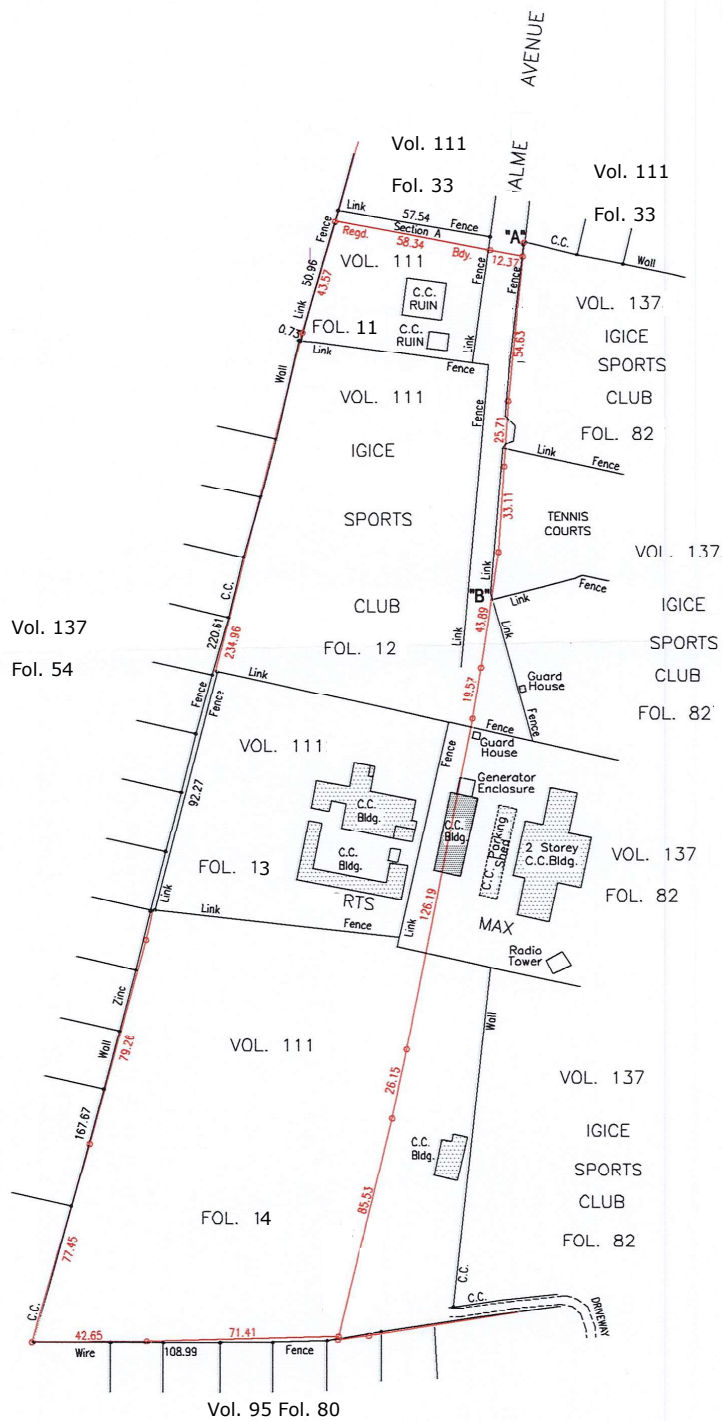
SEE THE ATTACHED PLAN



J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10

Dated August 21, 2018
Tel: (876) 578-5395



PLAN OF
PART OF INGLESIDE, TRELAOWNY
now known as
PART OF NO. 22 ALME AVENUE

VOL. 111 FOL. 11-14

Date of Survey: 21st August, 2018

Size: 53 ha

PREPARED FOR:
Alme Manufacturers



J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10

Dated August 21, 2018
Tel: (876) 578-5395

Appendix 8 - Technical Description - Case B

Technical Description

All that parcels of land part of Upper Mongoose Pen in the parish of Saint Elizabeth containing by survey 1.4124 hectares known as 50 High Street and registered at Volume 107 Folios 87 of the Registered Book of Titles and commencing at the intersection of High Street and the parcels registered at Volume 107 Folios 87 and Volume 51 and Folio 19, thence north-westerly along High Street for 24 m, thence north-westerly for 23m, thence north-westerly for 17.2m, thence southwesterly for 28.3m, thence north-westerly along the registered boundary of the parcel registered at Volume 45 Folio 67 for 115.9m, thence north-easterly for 16.6m, thence south-easterly along the registered boundary of the parcel registered at Volume 35 Folio 427 for 134.9, thence southwesterly for 21. 7m along the registered boundary of the parcel registered at Volume 51 Folio 19, thence southwesterly for 21.8m, thence southwesterly by 115.9m to the starting point.

SEE THE ATTACHED PLAN



J. DOE

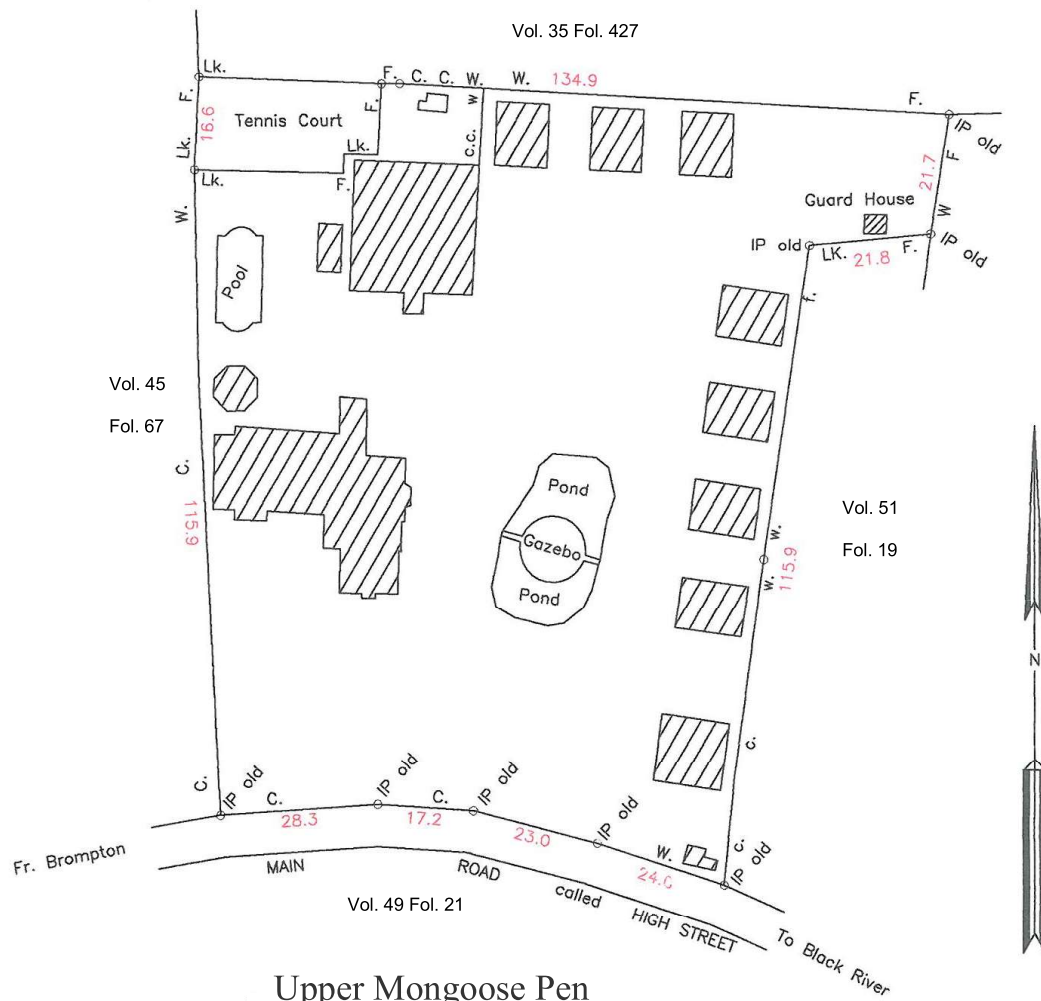
John Doe

PART

OF

SKETCH PLAN

(All Dimensions are in metres)



Upper Mongoose Pen

VOL. 107 FOL. 87
AREA: 1.4124 Hectares

To _____

Job No. 61/2019 FB. No. 163/6

FILE: M5/INVERCAU

J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10
Dated August 21, 2018
Tel: (876) 578-5395



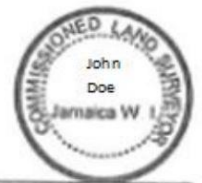
Appendix 9 - Technical Description - Case C

Technical Description

The property comprises all that three-storey building known as Flamingo Plaza at 24 and 26 Flamingo Terrace and located on Lots 154 and 155 as shown on the Deposited Plan No. 207, Part of New Yorkshire in the parish of Saint Andrew registered at Volume 991 Folios 42 and 43 and comprising in total 45,000 sq. ft of building space. The first, second and third floor of the building each measure 15,000 sq. ft.

The first floor is at ground level, commencing at the north-eastern corner thence south-east for a distance of 2.5m to another corner, thence northeast for a distance of 1m to another corner, thence south-east for a distance of 15.78m to another corner, thence south-west for a distance of 23.86m to another corner, thence northeast for a distance of 18.28m to another corner, thence northeast for a distance of 22.86 to the starting point and comprising an area of 15,000 sq. ft.

SEE THE ATTACHED PLAN

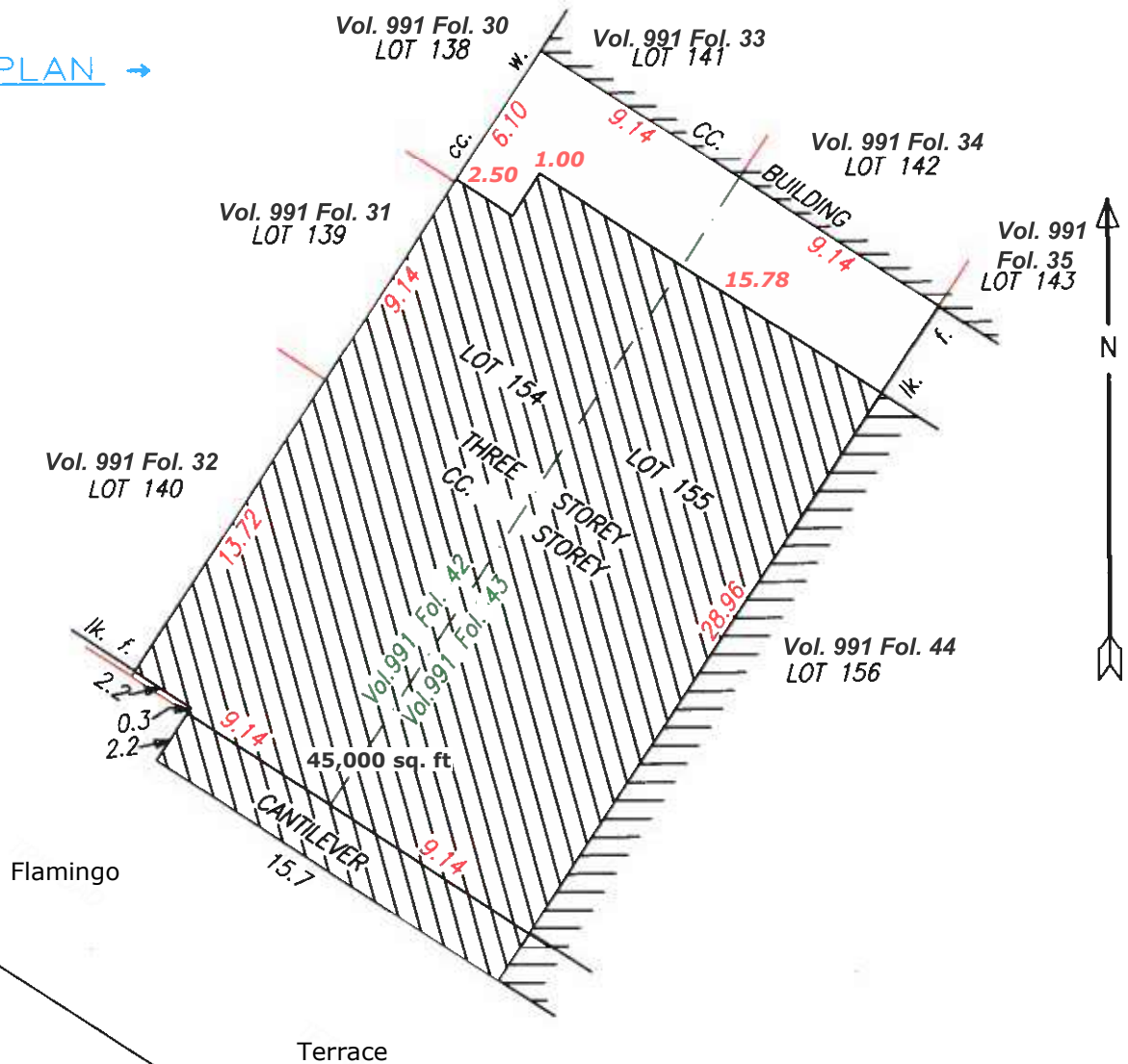


J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10

Dated August 21, 2018
Tel: (876) 578-5395

SKETCH PLAN →



REFERENCE

C.C.W.	Concrete Wall
C.M.	Concrete Monument
H.P.	Hardwood Peg
I.P.	Iron Peg
I.R.	Iron Rail
C.C.P.	Concrete Pillar
W.F.	Wire Fence
Z.F.	Zinc Fence
Lk.F	Link Fence
Wd.F.	Wood Fence
S.W.	Stone Wall
B.W.	Brick Wall

NB. Measurements are in metres.

REF. M.N.

J. DOE



John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10

Dated August 21, 2018
Tel: (876) 578-5395

Appendix 10 - Technical Description - Case D

Technical Description

The premises being all that building space known as Strata Lot No. 3 as shown on Strata Plan No. 3, situated on the second floor of the five-storey building known as Springs Tower at 58 Constant Spring Road in the parish of Saint Andrew and being registered at Volume 110 Folio 55 of the Registered Book of Tiles.

Commencing at the north-western corner thence south-east for a distance of 34.26m to another corner, thence southwest for a distance of 16.66 m to another corner, thence northwest for a distance of 34.28 to another corner, thence northeast for a distance of 16.67m to the starting point and comprising an area of 12,000 sq. ft.

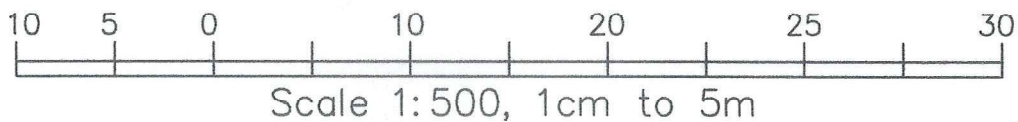
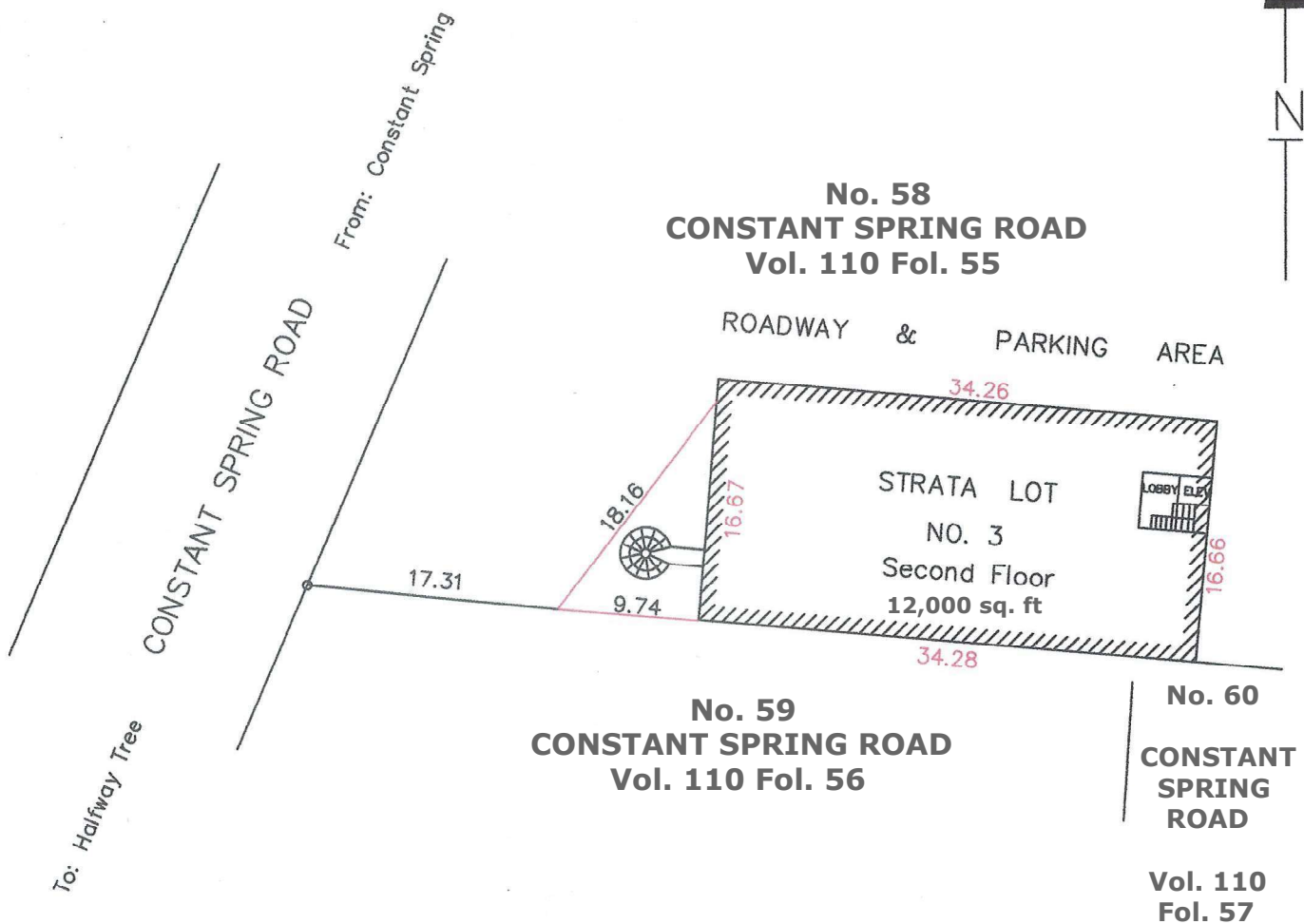
SEE THE ATTACHED PLAN



J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10
Dated August 21, 2018
Tel: (876) 578-5395

PLAN SHOWING



PLAN SHOWING

No. 58 Constant Spring Road
in the parish of St. Andrew
Strata Lot 3 on SP No. 3
Registered at: Vol.110 Fol.55
Prepared For: **Vertex Research Limited**
Prepared By: **John Doe**
Prepared On: **August 21, 2018**



J. DOE

John Doe
Commissioned Land Surveyor
12 Windway, Kingston 10
Dated August 21, 2018
Tel: (876) 578-5395