



DATA CAPTURE FORM FOR THE REGISTRATION OF OCCUPANT IN AN ESTABLISHED SPECIAL ECONOMIC ZONE

SECTION 1 - GENERAL BUSINESS INFORMATION

1. Application date: [Click here to enter a date.](#)

2. Name of SEZ Developer

3. SEZ Developer's Control Number

4. Name and full address of applicant firm/ company (IN BLOCK LETTERS)

Company Name

Address

Building No. and Street Address

Town/City

Parish

5. Name and address of Authorised Representative applying on applicant's behalf

Name:

Address

Building No. and Street Address

Town/City

Parish/Postal Code

Country

6. State the name of the Sponsor /Registered Head Office in case local company is part of Multi-National Corporation (MNC)

Company Name	<input type="text"/>		
Address	<input type="text"/>		
	Building No. and Street Address		
	<input type="text"/>	<input type="text"/>	
	Town/City	Post/Zip Code	
	<input type="text"/>		
	Country		

7. Are you an existing Jamaican Company under the Companies Act, 2004 (Act 10 of 2004)?

Y ☐ N ☐

8. If yes, select the form of the Articles of Incorporation:

- a. A company limited by shares ☐
- b. A company limited by guarantee and not having a share capital ☐
- c. A company limited by guarantee and not having a share capital ☐
- d. An unlimited company having a share capital ☐
- e. Partnership ☐
- f. Sole Proprietor ☐
- g. Other (please specify) ☐

9. Taxpayer Registration Number (TRN)

10. General Consumption Tax Number (GCT)

11. Tax Compliance Certificate Number (TCC)

SECTION 2 - SHAREHOLDING/PARTNERSHIP/DIRECTOR INFORMATION

12. Equity/Share Capital participation including Foreign Investment (in US\$)

a. Authorised

b. Subscribed

c. Paid up capital

13. Details of each Director/Partner/Sponsor

Name:

Building No. and Street Address

Zip/Postal Code

Country

Name:

Building No. and Street Address

Zip/Postal Code

Country

Name:

Building No. and Street Address

Zip/Postal Code

Country

Name:

Building No. and Street Address

Zip/Postal Code

Country

Please use separate sheet/s if necessary

14. Principal Shareholders/Directors shareholding

Shareholder Name	Nationality	No. of Shares
Shareholder Name	Nationality	No. of Shares
Shareholder Name	Nationality	No. of Shares
Shareholder Name	Nationality	No. of Shares
Shareholder Name	Nationality	No. of Shares

Please use separate sheet/s if necessary

15. Principal officers

Name	Position

Please use separate sheet/s if necessary

SECTION 3 - EXISTING AND/OR PROPOSED BUSINESS PLAN

16. Brief description of business

Applicant is required to submit a Business Plan, including:

- A marketing plan detailing the markets into which the company proposes to sell its finished products or render its services;
- Financial plan that establishes that the company has issued or paid up share capital at the effective date of either a master-concession or licence-agreement which is not less than US\$25,000.

- Financial plan that establishes that the company has a minimum of US\$50,000 invested in SEZ-related buildings, machines, equipment, facilities, and other necessary assets during the first year of operations;
- estimated time schedule for the design, construction, and activation of the SEZ MSME Occupant's facilities;
- estimated number and nationality of the workers, together with their skill levels, to be employed;
- evidence that the proposed installations, activities, goods, materials, and waste will conform to all environmental, health, safety, and security laws in Jamaica

17. Has the applicant ever been denied approval to operate as a Free Zone or SEZ entity?

Y ☐ N ☐

If yes, please provide date of application and type of project proposed

18. Does your company have any other location(s) with SEZ/Free Zone status?

Y ☐ N ☐

If yes, please give details

SEZ Developers Code/Location	Description/Type of Activity
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

19. Location of Occupant Sub-Concession Lease

Lot/Building No. and Street Address

Town/City

Parish

20. Has a surveyor's technical description been completed?

Y ☐ N ☐

Boundaries

North

East

West

South

21. Ownership/Right of Use

Owner ☐ Lease ☐

If leased state lease term: years

a. Volume:

Folio:

b. Floor Number/s

22. Please provide a description of proposed Service Activities to be undertaken:

23. Please provide a description of proposed Manufacturing Activities to be undertaken:

24. Distance from the nearest:

a. Sea Port

km

mi

b. Airport

km

mi

- | | | | | |
|----------------------------|----------------------|----|----------------------|----|
| c. Road | <input type="text"/> | km | <input type="text"/> | mi |
| d. Rail | <input type="text"/> | km | <input type="text"/> | mi |
| e. Customs Processing Area | <input type="text"/> | km | <input type="text"/> | mi |

SECTION 4 - PROPOSED AREA DEVELOPMENT PLAN

25. Infrastructure requirements

i. Provide land measurement in square metres /hectares

a. Processing area

b. Non-processing area (parking etc.)

ii. Requirement of built-up area in square metres

a. Offices

b. Factory/Warehousing/storage

c. Others

If other, specify

SECTION 5 - INVESTMENT AND FINANCIAL INFORMATION

26. Investment (USD):

i. Infrastructure

a. Building/facilities

US\$

b. Equipment

US\$

c. Machines

US\$

d. Total

US\$

ii. Source(s) of finance

SECTION 6 - EMPLOYMENT INFORMATION

27. Projected labour requirement over a three year period

Year	Direct	Male	Female	Local	Foreign

SECTION 7 - OCCUPANT/ZONE USER UNDERTAKING

To be completed by the Occupant with the Sub-concession Lease Agreement

1. I/We hereby confirm that the Board of Directors has authorized the filing of this application in accordance with the terms thereof;
2. I/We have read the Special Economic Zone Act 2016, (No 7 of 2016) and SEZ Regulations, 2016 and the Rules as adopted by the JSEZA and commit to abide by the provisions thereof as well as amendments thereto;
3. I/We declare that to the best of our knowledge, that the project is economically, technically and financially sound and have provided the Authority with the project business proposal;

4. I/We declare that the company is capable of operating, on a sound and efficient basis, and agree to conduct further negotiation towards contributing to the objectives of the Jamaica Special Economic Zone Authority;
5. I/We declare that if the company is engaged or intends to be engaged in any other Jamaica Business entity and/or any additional activities outside of this project and/or operates any subsidiary company/s that it will operate an “arms length consideration” as per the Income Tax (Amendment) (No. 2) Act, 2015 (No 30 of 2015);
6. I/We declare that the company shall submit quarterly reports and other information, pertaining to its activities in the Special Economic Zone as the Authority and/or Jamaica Customs Agency may require;
7. I/We declare that the company will start and operate the project covered by this application within such reasonable time as may be fixed by the Authority;
8. I/We declare that the company will pay over to the Authority all fees due it as prescribed by the Fee Schedule;
9. I/We declare that the company will be subject to taxes and benefits pursuant to the First Schedule of the Special Economic Zone Act, 2016 (No. 7 of 2016);
10. I/We hereby undertake to abide by the provisions of the Special Economic Zones Act, 2016 and Regulations/Rules and Orders made thereunder;
11. I/We hereby declare that to the best of my/our knowledge the applicant and their shareholders/directors are not engaged in money laundering or other financial crimes, the financing of terrorism, or the manufacture or proliferation of weapons of mass destruction;
12. I/We will abide by any other condition, which may be stipulated by the Government of Jamaica;
13. I/We acknowledge that this application and its approval is subject to, due diligence and regulatory approvals;
14. I/We declare that neither the company nor any of its director/shareholder have been debarred from getting any Letter of Approval, Letter of Authorisation, Developers Agreement and Operating Certificate as prescribed by the Special Economic Zone Act, 2016 (No. 7 of 2016)
15. I/We fully understand that any Letter of Approval and subsequent SEZ Developers Agreement (Master Concession or License Agreement) granted to the company on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein is incorrect or false. An affidavit duly sworn in support of the above information is enclosed;
16. I/We declare that the authorised representatives, management, directors and shareholders/stockholder have received legal advice and that I/We fully understand the terms of the application and the company’s duties and responsibilities on the signing of the form/s and on being granted any agreements thereafter.

17. I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief and I/We sincerely declare and affirm that this application and that any exhibits and/or annexure submitted with this application and their content is true.

Applicant signature and certification

Name of Applicant

Title of Applicant:

Telephone No.:

E-mail Address:

Official Seal/Stamp

Signature:

Date:

Notary Public Name:

Official Seal/Stamp

Signature:

Date:

SECTION 8 - DEVELOPER'S UNDERTAKING

To be completed by the Special Economic Zone Developer

Developers Name:

Letter of Approval No. and Date

SEZ Developer's Agreement No. and Date

SEZ Developer's Control Number

I/We hereby certify that the application of the named company above meets all the eligibility requirements of a SEZ Occupant under the SEZ Act 2016 and Regulations and as such recommend to the

Jamaica Special Economic Zone Authority for the issuance of a SEZ Occupants Authorisation and request authorization to enter into a sub-concession lease agreement with the applicant.

I/We confirm that the sub-concession/lease agreement is in conformity with the terms and conditions as set out in the SEZ Developers Agreement between the Authority and ourselves.

I/We also confirm that appropriate due diligence in accordance with the standards established by the Authority have been conducted on the proposed applicant.

I/We understand that the Authority shall make its own affirmative determination and that I/We attest that the proposed SEZ Sub-Concession Lease does not violate the public interest; that the proposed activities to be undertaken by the proposed applicant in question constitute Authorized SEZ Activities; the Applicant will not engage in any Excluded Activities; and that to the best of our information, knowledge and due diligence the Applicant is not engaged in money laundering or other financial crimes, the financing of terrorism, or the manufacture or proliferation of weapons of mass destruction.

I/We shall abide by any other condition, which may be stipulated by the Authority.

I/We fully understand that any Permission Letter/Approval/Authorisation granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false.

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief and I/We sincerely declare and affirm that this application and that any exhibits and/or annexure submitted with this application and their contents is true.

Developers’ signature and certification

Name of Applicant

Title of Applicant:

Telephone No.:

E-mail Address:

Official Seal/Stamp

Signature: _____

Date:

Name of Notary Public/Justice of the Peace:

Official Seal/Stamp

Signature: _____

Date: