

The following represents a general guide to navigate you through the process of establishing your tourism investment. We recommend you contact Jamaica Promotions to start the process.

***JAMPRO ASSISTED APPROVAL**

1 INCORPORATION	
<p>Incorporate & Register Company</p> <ul style="list-style-type: none"> • Declaration of Compliance Form • Memorandum of Association • From 12 (Director of company named in Articles of association) • From 63 (Registered Office notice) • Regular: 5 Days ; Express: 3 Days 	<p>Office of Registrar of Companies</p> <p>www.orcjamaica.com</p> 
2 OBTAIN WORK PERMIT & BUSINESS VISA* (If Applicable)	
<p>Obtain Work Permit</p> <p>Work Permit Exemption Granted for maximum of 30 Days, Work Permit Application granted in excess of 30 days. [10-4 Days]</p> <ul style="list-style-type: none"> ✓ Application Form ✓ Cover Letter Addressed to the Ministry ✓ 3 Certified Photographs ✓ Certificate of Incorporation ✓ Articles of Association ✓ Memorandum of Association ✓ Resume ✓ Credit Report from recognized bank ✓ Bank statement to support level of investment 	<p>Ministry of Labour</p> <p>www.mlss.gov.jm</p>
<p>Obtain Business Visa</p> <p><i>Immigration Department:</i></p> <p>Letter of Request to JAMPRO with Name, Nationality, Date of Birth and Passport Number</p> <p><i>Consulate Offices:</i></p> <ul style="list-style-type: none"> ✓ Application Form ✓ Approved Work Permit Letter ✓ Passport ✓ Application Fee 	<p>Ministry of National Security & Justice Jamaican Embassy Passport Immigration Services: www.pica.gov.jm</p>
3 TAX & STATUTORY REGISTRATION	
Obtain Tax Registration Number (TRN)	Inland Revenue Department : www.jamaicatax.gov.jm
Register with National Insurance Scheme	National Insurance Scheme: http://www.mlss.gov.jm/pub/index.php?artid=20
Register with National Housing Trust	National Housing Trust: www.nht.gov.jm
Register with Heart NTA	Heart NTA: www.heart-nta.org
Income Tax & General Consumption Tax Registration	Tax Payer Audit & Assessment Department : www.jamaicatax.gov.jm
Obtain Tax Compliance Certificate	Tax Administration Department : www.jamaicatax.gov.jm

4 OBTAIN GOVERNMENT LAND* (If Applicable)

Letter of interest addressed to relevant Ministry/Agency. Relevant Ministry to prepare cabinet submission for approval of purchase/lease after LVED has done its assessment

Land Valuation & Estate Department (LVED)
 Urban Development Corporation: www.udcja.com
 National Investment Bank of Jamaica: www.dbankjm.com
 Ministry of Lands & Environment :
 Factories Corporation of Jamaica: www.factoriesjamaica.com

5 DEVELOPMENT *

Enquiry Application [10 Days]

- ✓ Letter of Enquiry
- ✓ Location Plan
- ✓ Copy of Title
- ✓ Projection Description



Outline Approval [50 Days]

- ✓ Building Application Form (duplicate)
- ✓ 8 Sets of detailed architectural drawings (showing site and location layout, level of elevation details, car park areas, height etc.)
- ✓ Copy of Title
- ✓ Project Description

Local Planning Authority
 NEPA www.nepa.gov.jm

Building Approvals [Max 90 Days]

- 6-8 sets of detailed architectural drawings (blue prints)
- Proof of ownership for land
- Surveyor's ID (Sketch plan)

Local Planning Authority/NEPA
 Comments required from:
 NEPA
 Fire Department: www.jamaicafirebrigade.com
 Public Health Department: www.moh.gov.jm

Planning Permission [60 Days]

National Works Agency

- Submit Site Layout plan showing access, egress, parking, landscape designs

Environmental Health Unit

- Project Brief and site layout showing calculations

Water Resources Authority

- Project Brief and site layout showing calculations

National Works Agency: www.nwa.gov.jm
 Environmental Health Unit: www.moh.gov.jm
 Water Resources Authority: www.wra.gov.jm

Obtain NRCA Permits

- Permit to Construct Hotel/Resort of 12 Rooms or More [Max 50 Days]
- Permit to Construct sewage treatment facility [Max 50 Days]
- Permit to Discharge Treated Effluent into the Environment [Max 50 Days]
- License under the Beach Control Act to encroach on or use the foreshore and floor of the sea
- Sewage Service Provider License (through OUR)

National Environment & Planning Agency: www.nepa.gov.jm
 Office of Utilities Regulation (OUR): www.our.org.jm

6 LICENSE AS TOURISM ENTITY* (Hotel, Attraction, Tour Operator Etc.)

- Obtain License as Hotel, Attraction or other Tourism Entity [30 Days]
- Complete Application Form with supporting documentation:
- ✓ List of Directors
 - ✓ Public Liability Insurance
 - ✓ Certificate of Incorporation
 - ✓ Valid Food Handlers Permit
 - ✓ TRN
 - ✓ Health Certificate
 - ✓ Letter of Approval from Fire Department re: Safety of Building
 - ✓ Proper Security
 - ✓ Beach License (If Applicable)
 - ✓ Work Permit (If Applicable)



www.tpdco.org

7 APPLY FOR INCENTIVES*

- Apply for Incentives (Hotel Incentive Act, Resort Cottage Incentive Act, Attractions incentive Programme) [35 Days]
- ✓ Application Form
 - ✓ Approved Building Plans
 - ✓ Articles of Association
 - ✓ Memorandum of Association
 - ✓ Certificate of Incorporation
 - ✓ Certificate of Title to property
 - ✓ Confirmation letter from funding sources
 - ✓ Management/lease agreement (if applicable)

Ministry of Tourism : www.tourism.gov.jm

8 CUSTOMS CLEARANCE OF GOODS

- ✓ Customs Entry forms (Done by customs broker)
- ✓ C78
- ✓ Tax Compliance Certificate

Jamaica Customs: www.jacustoms.gov.jm

9 CONNECT UTILITIES

Ensure to have

- ✓ Completion of application forms for each entity
- ✓ TRN
- ✓ GCT Registration
- ✓ Proof of Ownership of Property

Connect Electricity



Jamaica Public Service Company (JPSCO): www.myjpsco.com

Connect Water



National Water Commission: www.nwcjamaica.com

Connect Telecommunications

A variety of options exist for telephone and internet services. LIME is the main provider for land line connections.

10 BECOME A MEMBER OF THE JHTA

Join The Jamaica Hotel & Tourist Association

www.jhta.org

