

# JAMAICA

## TOURIST BOARD

### APPLICATION FOR WAIVER OF DUTY FROM MINISTRY OF FINANCE & THE PUBLIC SERVICE

( PLEASE PRINT CLEARLY )

DATE OF APPLICATION:

#### I. ACCOUNT INFORMATION:

GROUP NAME: \_\_\_\_\_ DATES: \_\_\_\_\_

PURPOSE OF VISIT: ---- MEETING ---- INCENTIVE ---- CONVENTION --- PROMOTION --- OTHER

# OF PERSONS: \_\_\_\_\_ HOTEL: \_\_\_\_\_

GROUND OPERATOR: \_\_\_\_\_ CONTACT: \_\_\_\_\_

GROUP LEADER TRAVELING WITH GROUP: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### II. SHIPPING INFORMATION:

A COURIER SERVICE     A FED EX     A DHL     A UPS     A AIR CARGO/FREIGHT     A OTHER

.....  
CONSIGNED TO: \_\_\_\_\_

AIRLINE FLIGHT #: \_\_\_\_\_ AIRWAY BILL#: \_\_\_\_\_

DATE OF ARRIVAL: (KINGSTON) \_\_\_\_\_ (MONTEGO BAY) \_\_\_\_\_

#### III. DESCRIPTION OF ITEMS TO BE SHIPPED:

**Please list separately all items for shipping, to include: (attach to application)**

- Detailed description, (color, logos, etc)
- Approximate value
- Serial numbers if applicable
- Quantity of each item
- Copy of invoice – (Include company letterhead, invoice number and date)

PLEASE NOTE, ADDITIONS TO THE ORIGINAL LIST WILL REQUIRE SEPARATE APPLICATIONS

**IMPORTANT GUIDELINES/PLEASE READ CAREFULLY:**

**Waivers of Duty**

Waivers of duties and bonds are not automatic but are granted at the discretion of the Minister of Finance. Therefore, the Jamaica Tourist Board cannot guarantee that the application submitted will be granted.

- Almost all commercial shipments will require the completion of a C78 form for clearance, obtainable through a Jamaican Customs Broker. The following brokers are available to assist. All hotel properties maintain relationships with Customs Brokers, therefore, you may also contact your hotel for their assistance:

**Half Moon's preferred Customs Broker is:**

Gordon's Agencies (Ja.) Ltd  
17 Kerr Crescent  
P.O. Box 508  
Montego Bay, Jamaica  
Tel: (876) 952-4832, (876) 952-4039 or (876) 952-4349  
Fax: (876) 952-6659

Contacts: Wesley Gordon – [wesleyg@cwjamaica.com](mailto:wesleyg@cwjamaica.com)  
Sherna Bennett - [shernabennett@cwjamaica.com](mailto:shernabennett@cwjamaica.com)

- The Jamaica Tourist Board will apply for a **Customs Duty Waiver** (waiver of duty & GCT), on your behalf to the Ministry of Finance. **All shipments of US\$5,000 and more** will need the services of a customs broker and **Customs brokerage fees will apply**. Shipments valued under US\$5,000.00 can be cleared by the individual responsible. It is recommended however that the services of a customs broker be retained for all shipments. Further information may be obtained by visiting the official website of the Jamaica Customs Department at [www.jacustoms.gov.jm](http://www.jacustoms.gov.jm)

**Taxes that will apply and will not be waived: (payable on arrival directly to Customs)**

- **Special Consumption Tax (SCT) - .3%**
- **Environmental Levy - .5%**
- **Addtl. Stamp duty – varies according to value**
- **Customs User Fee – 2%**

**Fees are calculated against the C.I.F. (Cost / Insurance / Freight) value of goods.**

- Applications must be received at **least twenty-one working days prior** to shipment **& must be supported by the appropriate invoices. Incomplete information/form will not be accepted.**

**Information received less than twenty-one working days cannot be guaranteed clearance on the day of arrival.**

- Items must be addressed to, and be the responsibility of the person traveling with the group.

**CUSTOMS PROCESSING FEE**

- There will be a Customs Processing Fee (approx. US\$25.00-30.00) on all imported items including those shipments where a duty waiver has been granted. The fee is calculated based on the CIF (cost, insurance, freight) value of the shipment and is payable to the **Customs Broker/Customs Department on arrival in Jamaica.**
- Additional items brought in and not listed on the original application submitted for a duty waiver will be subject to duty. The amount of duty can vary up to 30% ; GCT 15% ; CUF (Customs User Fee) 2%; SCT (Special Consumption Tax) .3% to be calculated on the total CIF value (cost, insurance, freight). These fees do not apply to wines and spirits (visit [www.jacustoms.gov.jm](http://www.jacustoms.gov.jm)) for specifics.
- **PLEASE NOTE:** Waivers of duty will not be granted for shipments valued under US\$500.00. Duty will apply and payable on arrival in Jamaica.

**SHIPPING PROCEDURES :**

- 1) **Air Cargo/Air freight:** Shipments via air cargo/air freight and with a value of US\$5,000.00 or more will need the services of a customs broker. All charges incurred will be the responsibility of the shipper. It is recommended that contact be made with a Customs Broker prior to arrival in Jamaica. Please visit the JTB's website at [meetings.visitjamaica.com](http://meetings.visitjamaica.com) for a list of customs brokers, or contact your hotel.

- **Montego Bay/Negril hotels:**  
Port of Entry is **MONTEGO BAY**. Shipments to the above locations **must**, for ease of delivery, be consigned to **MONTEGO BAY**. You must ensure that your courier company/airline is aware of the relevant information **PRIOR TO SHIPMENT**.
- **Ocho Rios/Runaway Bay hotels:**  
Port of Entry can be either **MONTEGO BAY** or **KINGSTON**. Therefore, prior to shipment, you must ensure that your courier company/airline is aware of exactly what Port of Entry your shipment is to be consigned.
- **Kingston Hotels:**  
Port of Entry is **KINGSTON**. Shipments **must** be assigned to **Kingston**, for ease of delivery. You must ensure that your courier company/airline is aware of the relevant information **PRIOR TO SHIPMENT**.

2) **Excess baggage:** A copy of the approval for duty waiver will be faxed to the group leader prior to departure from your home city. This, along with the items submitted, must be in the possession of the individual travelling with the shipment on arrival in Jamaica. Shipments valued at US\$5,000 and over will require the services of a Customs Broker.

3) **Shipment Labels:** Complete as follows:

**Group Leader, Name of Group  
c/o Hotel  
City, Jamaica, West Indies**

### **WAIVER OF BOND**

Shipments requiring a Waiver of Bond will need a completed C25 form and must be applied for through your hotel. **Fees may apply**. Please contact your hotel directly for assistance. Items requiring a Waiver of Bond are camera equipment (commercial photo shoots, computers, musical instruments, audio visual equipment).

### **RESTRICTED ITEMS**

The following items are restricted from the above importation procedures. Application must be made to the appropriate agency for importation certificates: (visit [www.jacustoms.gov.jm](http://www.jacustoms.gov.jm) for detailed list of restricted items)

<b>Restricted Item</b>	<b>Requirement</b>	<b>Issuing Agency</b>	<b>Contact info</b>
Meat	Certificate	Ministry of Agriculture	(876) 927-1731
Ground Provisions	Phyto Sanitary Certificate	Ministry of Agriculture	(876) 927-1731
Fruits & vegetables	Phyto Sanitary Certificate	Ministry of Agriculture	(876) 927-1731
Medication	PSD Certificate	Ministry of Health	(876) 926-9220
Firearms	Permit/License to import	Police/Commissioner of Customs/Trade Board	(876) 927-4421/922-5140-8/926-3130
Used Tyres	Certificate	Bureau of Standards	(876) 926-3140-6
Two-way radios	Permit	Spectrum Management Authority Ltd	(876) 929-8550 / 929-8520

**SUBMISSION OF APPLICATIONS FOR WAIVER OF DUTY:**

- Application, list etc should be sent to:

Ms. Marcia Bullock  
Regional Director, Groups & Conventions  
JAMAICA TOURIST BOARD  
E. [mbullock@visitjamaica-usa.com](mailto:mbullock@visitjamaica-usa.com)  
F. 305-666-5536

**Copy to:**

Margaret Clarke  
Administrative Assistant  
Jamaica Tourist Board  
E. [mclarke@visitjamaica-usa.com](mailto:mclarke@visitjamaica-usa.com)  
F. 305-666-5536