



SHIPPING PROCEDURES WITH THE JAMAICA TOURIST BOARD

PREPARED FOR

NAME

DATE

SHIPPING PROCEDURES

ADVANCE SHIPPING PROCEDURES AND WAIVER APPLICATION FORM

Attached on page 5, is a copy of the application for waiver of Duty/General Consumption Tax (GCT) which must be completed and submitted to the Jamaica Tourist Board's office in Miami. The Jamaica Tourist Board will require a detailed invoice for item being shipped. The invoice should include: (i) item description, (ii) quantity of each item, (iii) unit and total cost of each item, (iv) serial # of electronic items (where applicable).

Please note the following in regards to the granting of waivers:

- 1. Shipments with a total value of US\$500.00 and less will not be granted approval under the duty waiver structure.**
- 2. Handwritten invoices will not be accepted.**
- 3. The invoice for items being shipped and the completed application form must be forwarded via email or fax to the Jamaica Tourist Board, at least 2 weeks prior to event date. Failure to comply may result in the duty waiver application being denied. Regular duty assessment of 47% on the value, freight and insurance of the shipment will then apply. (Freight is the cost to ship items to Jamaica. Insurance is calculated as 1% of the value of the goods plus freight).**
- 4. Review application form and invoice with our Logistics Analyst - Sandra Aguero prior to submission to the Jamaica Tourist Board.**
- 5. After revision with Sandra, submit completed application form to the following address:**

**Ms. Margaret Clarke
Groups & Conventions
Jamaica Tourist Board
5201 Blue Lagoon Drive, Suite 670 Miami FL 33126
Tel: 800 -294-7687 or 305-665-0557
Fax; 305-666-5536 Email: mclarke@visitjamaica.com**

IMPORTANT GUIDELINES / PLEASE READ CAREFULLY:

All commercial and group transactions on the island of Jamaica require the services of a Licensed Customs Broker.

The Customs Broker prepares a Jamaican Government Customs document: For waiver of duty/bond. Bond items refer to electronic, lighting, audio and other equipment, which will stay on the island of Jamaica temporarily.

Waivers of duties are NOT automatic, but are granted at the discretion of the Jamaican Government's Minister of Finance. The Jamaica Tourist Board cannot guarantee that the application for waiver submitted will be approved.

Our customs agent recommends that all group materials and equipment be shipped 1 -2 weeks prior to your group's arrival in Jamaica.

Prior to applying for the Jamaica Tourist Board waiver and the shipping of goods, the client must contact our customs agent (see details below) with the following: shipping details, including the complete listing of each items, description and cost of each items that will be shipped.

Our customs agent will inform clients of the applicable brokerage fee (3% of the invoice total) and other related service charges when used by hotel's broker. Sandra will act as a liaison between the customs broker and group leader/meeting planner to facilitate the clearance and delivery of goods to the Playa Hall Jamaican Resort.

For ease of delivery, shipments should be consigned to **Montego Bay Jamaica**. The Meeting Planner of group leader must ensure that the courier company/airline is aware of this information **PRIOR TO SHIPMENT**.

Your "port of entry" is Montego Bay.

Our agent – Sandra, will represent your group by working closely with the customs broker/officer to:

- (1) Validate documents
- (2) Clear discrepancies with customs broker or government customs officer
- (3) Receive goods at Cargo Port
- (4) Facilitate customs and expedite clearance of group material upon arrival
- (5) Update group leader/meeting planner and meeting and special events manager on status of materials being shipped.

Goods that have been granted a waiver of bond will require inspection by local Jamaican customs prior to re-exportation.

Goods that are granted a waiver of duties have not restriction governing re-exportation.

Customs Brokerage and service charges are applicable on each shipping document.

Labels for items being shipped to the hotel should be completed as in example below:-

Name of Group C/O Playa Hall Jamaican Resorts Rose Hall Main Road Montego Bay Jamaica tel: (876) 953-2800/ (876) 618-1234

We recommend that the following be used to freight group materials: DHL, FedEx, American Airlines and Caribbean Airlines.

Regular postal service is NOT recommended.

SPECIAL NOTE:

- 1. All packages being shipped from the same location should be shipped using a single airway bill from the courier company. This will reduce customs and broker fees.**
- 2. Any additional to the original list sent to the JTB for approval will require a separate application for waiver of duties.**

**Please contact Sandra Aguerro for all Customs related concerns
Ph: – 876-953-2800 /876- 322-8998 OR Email – Sandra.aguero@hyatt.com**

JAMAICA

TOURIST BOARD

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

Please be sure to submit this form to Marcia Clarke via mclarke@visitjamaica.com at the Jamaica Tourist Board by July 24th

(PLEASE PRINT CLEARLY)

DATE OF REQUEST: _____

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:

COURIER SERVICE FED EX DHL AIR CARGO/FREIGHT OTHER

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CONSIGNEE 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)

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 for detailed list of restricted items)

Restricted Item	Requirement	Issuing Agency	Contact info
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
Body oils, bath wash	PSD	Ministry of Health	876) 926-9220

SAMPLE INVOICE

Date: 11/01/2016

Inv#4856

Shipper address:

Complete Investors Group
4402 NW Street
Miami Fl 33146
USA

Importer address:

Complete Investors Group
C/O Playa Hall Jamaican Resort
Rose Hall Main Road
Montego Bay, Jamaica

Quantity	Description	Serial #	Unit Cost	Total Value
150	T-Shirts		US\$5.00	US\$750.00
120	Beach Towels		\$3.00	\$ 360.00
200	Awards		\$25.00	\$5000.00

Total US\$6.110.00