

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**

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

#### 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](http://www.udcja.com)  
 National Investment Bank of Jamaica: [www.dbankjm.com](http://www.dbankjm.com)  
 Ministry of Lands & Environment :  
 Factories Corporation of Jamaica: [www.factoriesjamaica.com](http://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](http://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](http://www.jamaicafirebrigade.com)  
 Public Health Department: [www.moh.gov.jm](http://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](http://www.nwa.gov.jm)  
 Environmental Health Unit: [www.moh.gov.jm](http://www.moh.gov.jm)  
 Water Resources Authority: [www.wra.gov.jm](http://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](http://www.nepa.gov.jm)  
 Office of Utilities Regulation (OUR): [www.our.org.jm](http://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](http://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](http://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](http://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](http://www.myjpsco.com)

Connect Water



National Water Commission: [www.nwcjamaica.com](http://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](http://www.jhta.org)

