

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

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**The Jamaica Agricultural Commodities Regulatory  
Authority Regulations, 2018**

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In exercise of the power conferred upon the Jamaica Agricultural Commodities Regulatory Authority by section 37 of the Jamaica Agricultural Commodities Regulatory Authority Act, and of every other power hereunto enabling, the following Regulations are made, with the approval of the Minister: –

**Part I. *Preliminary***

- Citation.** 1. These Regulations may be cited as the Jamaica Agricultural Commodities Regulatory Authority Regulations, 2018.
- Interpretation.** 2. In these Regulations, unless the context otherwise requires –
- First Schedule.** “Blue Mountain area of Jamaica” means the area specified in the First Schedule;
- “export” means, in relation to a regulated agricultural commodity, to take, or cause the regulated agricultural commodity, to be taken out of Jamaica;
- “import” means, in relation to a regulated agricultural commodity, to take, or cause the regulated agricultural commodity, to be taken into Jamaica;
- “Jamaica Blue Mountain Blend Coffee” means any coffee or coffee product, comprising Jamaica Blue Mountain coffee in such proportion as to account for not less than thirty *per cent* of its weight;
- “Jamaica Blue Mountain Coffee” means coffee that is grown in the Blue Mountain area of Jamaica;
- “Jamaica High Mountain Supreme Blend Coffee” means a blend of

coffee which contains not less than thirty *per cent* Jamaica High Mountain Supreme Coffee by weight;

“Jamaica High Mountain Supreme Coffee” means the premium grades from Jamaican coffee grown outside of the Blue Mountain area of Jamaica;

“registered property” means any property, the particulars of which, are entered in the Register of Registered Growers and Registered Properties, pursuant to regulation 9;

“regulated agricultural commodity business” means any business which is operated pursuant to section 14 of the Act;

“spice” means –

- (a) ginger;
- (b) nutmeg;
- (c) pimento (including the wood and leaves of the pimento tree);
- (d) turmeric; and
- (e) any product made from the commodities listed in paragraphs (a), (b), (c) or (d);

“works” means any –

- (a) plant;
- (b) machinery;
- (c) appliance;
- (d) mill;
- (e) premises; or
- (f) apparatus, whether similar to those set out in paragraphs (a) to (d), or used for fermenting, curing, drying, cleaning, processing or preparing for sale, any

regulated agricultural commodity.

### **Part II. Licences**

- Licence application.**  
**Forms 1A, 1B, 1C, 1D and 1E.**  
**Second Schedule.**
3. An application for a licence pursuant to section 15(1), or the renewal of a licence pursuant to section 19(1) (a), of the Act, shall be in the form set out as Form 1A, 1B, 1C, 1D or 1E, as is appropriate, in the Second Schedule and shall be accompanied by the application fee, specified in relation to the application, in the Third Schedule.
- Third Schedule.**
- Fee for grant of licence, etc.**  
**Third Schedule.**
4. A person to whom a licence is granted under section 17 of the Act, shall pay the requisite fee specified in the Third Schedule.
- Exception.**
5. Notwithstanding section 14 of the Act, a regulated agricultural commodity may be imported into or exported from Jamaica otherwise than under a licence granted under section 17 of the Act –
- (a) in a quantity not exceeding 5 kilograms when carried in the personal baggage of a passenger; or
  - (b) in a quantity not exceeding 5 kilograms when sent by post, by sea or by air as gift parcels or *bona fide* samples.

### **Part III. Inspectors**

- Form of report.**
6. The report required to be submitted by an inspector under section 17(2) of the Act shall be in the form set out as Form 2A or 2B, as is appropriate, in the Second Schedule.
- Forms 2A and 2B.**  
**Second Schedule.**
- Identification card for inspector.**  
**Form 3.**
7. The identification card required to be issued by the Authority to each inspector, pursuant to section 26(3) of the Act, shall be in the form set out as Form 3 in the Second Schedule.

### **Part IV. Certificate of Registration and Regulated Agricultural Commodities, Generally**

- Application for certificate of registration.**  
**Form 4.**
8. – (1) An application for a certificate of registration pursuant to section 15(3) of the Act, shall be in the form set out as Form 4 in the

**Second  
Schedule.**

**Second Schedule.**

(2) The Authority may, upon receipt of an application under paragraph (1), request that the applicant furnish such additional information and documents as the Authority may consider relevant.

(3) Sections 17, 18, 20, 21, 22, 23, 24, 26, 27 and 35 of the Act apply, *mutatis mutandis*, to a regulated agricultural commodity that is grown or intended to be grown in a quantity that is of commercial significance.

**Form of  
certificate of  
registration.  
Form 5.  
Second Schedule.**

9. – (1) A certificate of registration shall –

- (a) be in the form set out as Form 5 in the Second Schedule; and
- (b) bear a unique identification, consisting of alphanumeric characters.

(2) Upon the grant of a certificate of registration, the Authority shall enter in the Register of Registered Growers and Registered Properties, kept pursuant to regulation 10, the particulars of the property on which the regulated agricultural commodity is grown.

**Register of  
Registered  
Growers and  
Registered  
Properties.**

10. – (1) The Authority shall keep and maintain a register to be called the Register of Registered Growers and Registered Properties.

(2) The Register of Registered Growers and Registered Properties shall be –

- (a) updated annually; and
- (b) in the form set out as Form 6 in the Second Schedule.

**Form 6.**

**Records and  
returns to be  
kept by holder  
of certificate of  
registration.**

11. – (1) The holder of a certificate of registration shall keep such records, make such returns and furnish such information as the Authority may, at any time, require in relation to all or any of the following matters –

- (a) the acreage of regulated agricultural commodities grown by the

- holder of the certificate of registration;
- (b) the quantity of any regulated agricultural commodity available or likely to be available to be reaped by the holder of the certificate of registration;
  - (c) the manner in which, and the persons to whom, any regulated agricultural commodity grown is disposed of by the holder of the certificate of registration;
  - (d) the name, location, and description of any property upon which the holder of the certificate of registration has grown or contemplates growing a regulated agricultural commodity; and
  - (e) any other matter specified by the Authority.

(2) Any records required to be kept by the holder of the certificate of registration under paragraph (1) shall be open to inspection at reasonable times by the Authority upon presentation of a written request by the Authority.

**Cancellation of certificate of registration.**

12. – (1) The Authority may cancel a certificate of registration where the holder of the certificate ceases to grow the regulated agricultural commodity (which is the subject of the grant of the certificate) in a quantity of commercial significance.

(2) Where a certificate of registration is cancelled, the particulars in relation to the property on which the regulated agricultural commodity is grown shall be removed from the Register of Registered Growers and Registered Properties by the Authority.

**Change in status of regulated agricultural commodity and property.**

13. – (1) For the purposes of this regulation “change in status” means a change in –

- (a) the address, telephone number and electronic mail address of the holder of the certificate of registration;

- (b) the ownership of the property on which the regulated agricultural commodity is grown;
- (c) the acreage of the property on which the regulated agricultural commodity is grown;
- (d) where applicable, the terms of the lease in relation to the property on which the regulated agricultural commodity is grown;
- (e) the type, acreage and quantity of the regulated agricultural commodity grown on the registered property; and
- (f) any other aspect of a change in status as may be specified by notice by the Authority.

(2) Every holder of a certificate of registration shall give to the Authority written notice, specifying any change in status, at least within one month of such change.

(3) Where there is a change in status pursuant to paragraph (1) (b), the holder of the certificate of registration who has ceased to be the owner of the property on which a regulated agricultural commodity is grown, shall make a return to the Authority in the form set as Form 7 in the Second Schedule, specifying –

**Form 7.  
Second Schedule.**

- (a) the date upon which he ceased to be the owner of the property;
- (b) the circumstances under which he ceased to be the owner of the property;
- (c) the quantity of regulated agricultural commodity reaped by the owner from the property in the crop year immediately preceding the day he ceased to be the owner of the property;
- (d) the manner in which, the purposes for which and the persons to whom he disposed any regulated agricultural commodity;
- (e) the name and address of any person who (consequent upon the

acquisition of that property and the intention of that person to grow on the property, a regulated agricultural commodity in a quantity of commercial significance) is required to apply to the Authority for a certificate of registration under section 15(3) of the Act; and

(f) any other information that the Authority may require.

(4) Where the person to whom property has been transferred intends to grow any regulated agricultural commodity, in a quantity of commercial significance, that person shall apply for a certificate of registration under section 15(3) of the Act.

(5) Where an arrangement has been made between the previous owner of property on which a regulated agricultural commodity is grown and the person to whom the property has been transferred, for the previous owner to continue to grow, on the same property, a regulated agricultural commodity, in a quantity of commercial significance, the previous owner of the property shall retain his certificate of registration, and is not required to apply for a new certificate of registration under section 15(3) of the Act.

**Transactions  
with dealers.**

14. Every holder of a certificate of registration in relation to a regulated agricultural commodity who delivers the regulated agricultural commodity to any dealer or his agent shall –

(a) produce to that dealer or his agent, his certificate of registration;

(b) deliver to the dealer or his agent, a written receipt, signed by the holder of the certificate of registration, specifying–

(i) the name of the holder of the certificate of registration;

(ii) the quantity of the regulated agricultural commodity delivered;

- (iii) the name, if any, and address of the property upon which the regulated agricultural commodity was grown; and
- (iv) any other particulars required by the Authority.

**Records to be kept by dealers.**

15. – (1) Every dealer shall keep a record of any regulated agricultural commodity that he buys or sells, specifying –

- (a) the quantity of the regulated agricultural commodity;
- (b) the name and address of the holder of a certificate of registration from whom the regulated agricultural commodity was bought or to whom the regulated agricultural commodity was sold;
- (c) the name, if any, of the property or properties on which the regulated agricultural commodity was grown;
- (d) the registration number of the certificate of registration;
- (e) the date the regulated agricultural commodity was bought or sold;
- (f) the amount paid over or received in relation to the regulated agricultural commodity bought or sold;
- (g) where applicable, the grade, type and quality of the regulated agricultural commodity; and
- (h) any other particulars required by the Authority.

(2) All records kept under paragraph (1) shall be kept by the dealer for a period of at least seven years after the last entry of particulars was entered in the record book.

**Registers of licensed regulated agricultural commodities.**

16. – (1) The Authority shall keep, in a manner determined by the Authority, separate registers in relation to each regulated agricultural commodity.

(2) The registers referred to in paragraph (1) shall contain the following particulars –

- (a) the name and address of each licence holder;

- (b) the name, if any, description and address of the property on which the licence holder carries on his regulated agricultural commodity business;
- (c) the date on which the Authority granted each licence;
- (f) where applicable, the date on which the Authority revoked the licence; and
- (g) any other matter required to be recorded by the Authority.

**Part V. *Sale or Relocation of Regulated Agricultural Commodity Business***

**Sale or relocation of regulated agricultural commodity business.**

17. – (1) Where the holder of a licence sells the whole or any part of his interest in a regulated agricultural commodity business, he shall, within fourteen days of the completion of sale, inform the Authority in writing of the sale.

(2) If the holder of a licence of a regulated agricultural commodity relocates his regulated agricultural commodity business he shall, within fourteen days of the relocation of the business, inform the Authority in writing of the relocation.

(3) Every sale or relocation of a regulated agricultural commodity business shall be noted in the relevant register referred to in regulation 16.

**PART VI. *Coffee***

**Coffee berries and coffee beans; restrictions.**

18. – (1) A person shall not, for commercial purposes, pick, collect, offer for sale, sell or buy –

- (a) coffee containing berries that are entirely green in colour;
- (b) black coffee berries, containing stones, trash or other foreign matter;
- (c) coffee, dried in the whole shell or double husk; or

(d) coffee that has not been dried in accordance with the required standards of the Authority.

(2) A person who contravenes paragraph (1), commits an offence and is liable, on summary conviction in a Parish Court –

(a) in the case of an individual –

(i) to a fine not exceeding one hundred thousand dollars and, in default of payment of the fine, to imprisonment for a term not exceeding three months;

(ii) for a second conviction, to a fine not exceeding five hundred thousand dollars and, in default of payment of the fine, to imprisonment for a term not exceeding six months;

(iii) for an offence committed subsequent to a conviction for a second offence, to a fine not exceeding three million dollars and, in default of payment of the fine, to imprisonment for a term not exceeding twelve months;

(b) in the case of a body corporate, to a fine not exceeding five million dollars.

**Restrictions  
on the local  
sale and export  
of roasted  
coffee.**

19. – (1) Notwithstanding regulation 18, a person shall not offer for sale in Jamaica, or export, roasted coffee made from imported green coffee beans, unless the roasted coffee is a blend comprising coffee cultivated and produced in Jamaica in such proportion as to account for not less than 30 *per cent* of the weight of the roasted coffee offered for sale or exported.

(2) A person who contravenes paragraph (1) commits an offence and shall be liable, on summary conviction in a Parish Court, to a fine not exceeding two million dollars and in default of payment of the fine, to imprisonment for a term not exceeding twelve months.

**Conditions for coffee dealer licence.**

20. The Authority shall attach the following conditions to a licence granted to a coffee dealer and a special coffee dealer –

- (a) the coffee dealer and special coffee dealer shall produce a business plan indicating his present and planned level of investment in the registered coffee property and the proposed level of coffee yield; and
- (b) the coffee dealer shall agree in writing to grow the amount of coffee as the Authority shall stipulate, from time to time, having regard to climate and environmental conditions and the economic conditions existing in Jamaica.

**Export of coffee and coffee products.**

21. – (1) A person shall not, unless authorized in writing by the Authority –

- (a) purchase, sell or export coffee or a coffee product, other than Jamaica Blue Mountain Coffee, Jamaica Blue Mountain Blend Coffee, Jamaica High Mountain Supreme Blend Coffee, or Jamaica High Mountain Supreme Coffee, under a name that contains the words "Blue Mountain" or "High Mountain"; or
- (b) carry out any activity that is connected with the purchase, sale or export of coffee or a coffee product which involves the use of the words "Blue Mountain" or "High Mountain".

(2) A person who contravenes paragraph (1) commits an offence and is liable on summary conviction in a Parish Court to a fine not exceeding two million dollars and, in default of payment of the fine, to imprisonment for a term not exceeding twelve months.

**Custody and ownership of coffee for export.**

22. – (1) Green coffee beans that have been approved by the Authority for export shall remain in the physical custody of the Authority but the dealer who is authorized, in writing, by the Authority to export the coffee

from Jamaica shall retain ownership of the coffee.

(2) Notwithstanding paragraph (1), the Authority shall export green coffee beans on behalf of the dealer.

(3) Any loss or damage to coffee that is in the physical custody of the Authority under paragraph (1), shall be the responsibility of the Authority, unless it can be shown that responsibility for that loss or damage lies with a person or entity other than the Authority.

**Record to be kept by coffee works operator.**

23. – (1) Every operator of a coffee works to whom a licence has been granted shall keep a record of the source of supply of the coffee or the ingredients of the blend, as the case may be, where the operator of the coffee works, processes or manufactures –

- (a) Jamaica Blue Mountain Coffee;
- (b) Jamaica Blue Mountain Blend Coffee;
- (c) Jamaica High Mountain Supreme Blend Coffee; or
- (d) Jamaica High Mountain Supreme Coffee.

(2) A person who contravenes paragraph (1) commits an offence and is liable, on summary conviction in a Parish Court –

- (a) in the case of an individual –
  - (i) to a fine not exceeding one hundred thousand dollars and, in default of payment of the fine, to imprisonment of a term not exceeding three months;
  - (ii) for a second conviction, to a fine not exceeding five hundred thousand dollars and, in default of payment of the fine, to imprisonment for a term not exceeding six months;
  - (iii) for an offence committed subsequent to a conviction for a second offence, to a fine not exceeding three million dollars and, in default of payment of the fine, to imprisonment for a

term not exceeding twelve months;

- (b) in the case of a body corporate, to a fine not exceeding five million dollars.

#### PART VII. *Cocoa*

**Restriction on sale of cocoa for processing.**

24. – (1) A cocoa dealer shall not sell cocoa for processing, which contains –

- (a) placenta;
- (b) stones;
- (c) trash;
- (d) any other foreign matter other than those mentioned in paragraphs (a) to (c), inclusive; or
- (e) beans that –
  - (i) are germinating or have germinated; or
  - (ii) are from pods infected with black pod or immature.

(2) A dealer shall not sell cocoa which has not been fermented or dried in accordance with the standards established by the Authority.

(3) A person who contravenes paragraph (1) or (2) commits an offence and is liable, on summary conviction in a Parish Court –

- (a) in the case of an individual –
  - (i) to a fine not exceeding one hundred thousand dollars and, in default of payment of the fine, to imprisonment for a term not exceeding three months;
  - (ii) for a second conviction, to a fine not exceeding five hundred thousand dollars and, in default of payment of the fine, to imprisonment for a term not exceeding six months;
  - (iii) for an offence committed subsequent to a conviction for a second offence, to a fine not exceeding three million

dollars and, in default of payment of the fine, to imprisonment for a term not exceeding twelve months;

- (b) in the case of a body corporate, to a fine not exceeding five million dollars.

**Conditions of cocoa dealer licence.**

25. The Authority shall attach, as conditions to a licence granted to a cocoa dealer the following –

- (a) that the cocoa dealer produces a business plan indicating his present and planned –
- (i) level of investment in the registered cocoa property; and
  - (ii) level of cocoa output; and
- (b) the cocoa dealer shall agree in writing to grow such amount of cocoa as the Authority shall stipulate from time to time, having regard to –
- (i) climate and environmental conditions; and
  - (ii) economic conditions existing in Jamaica from time to time.

**Cocoa for export.**

26. – (1) All cocoa for export shall be approved by the Authority prior to the shipment of the cocoa.

(2) The Authority shall keep in storage, representative samples of all shipment of cocoa.

**PART VIII. *Pimento***

**Pimento for export.**

27. – (1) All pimento for export shall be approved by the Authority prior to the shipment of the pimento.

(2) The Authority shall keep in storage, representative samples of all shipment of pimento.

**Part IX. *Processing and Storage of Regulated  
Agricultural Commodities***

**Restriction on sale of regulated agricultural commodities produced, etc. at processing facility.**

28. – (1) A person shall not sell or offer for sale to any person, any regulated agricultural commodity or its substitute, which conveys, or is likely to convey the impression that the regulated agricultural commodity or its substitute was produced, processed or manufactured at any processing facility, unless it is in fact produced, processed or manufactured at that processing facility.

(2) A person who contravenes paragraph (1) commits an offence and is liable, on summary conviction in a Parish Court, to a fine not exceeding two million dollars and, in default of payment of the fine, to imprisonment for a term not exceeding twelve months.

**Processing and storage of regulated agricultural commodity on approved land or premises.**

29. Where a regulated agricultural commodity is being prepared for export or local distribution, a person shall not process or store the regulated agricultural commodity on any land or premises, unless the land or premises has first been approved by the Authority as suitable for the processing or storing of the regulated agricultural commodity.

**Inspection of premises to be used for the processing and storage of a regulated agricultural commodity.**

30. The Authority –

- (a) may make periodic inspections of all land or premises approved as suitable for the processing and storage of a regulated agricultural commodity;
- (b) shall make an inspection where it is suspected that any land or premises may be unsuitable for the processing and storage of a regulated agricultural commodity; and
- (c) shall cause such inspections to be carried out, where a complaint has been made regarding the quality of a regulated agricultural commodity.

**Register of premises to be used for the processing and storage of a regulated agricultural commodity.**

31. The Authority shall keep a register of all land or premises approved as suitable for the processing and storage of a regulated agricultural commodity, setting out the following –

- (a) the name of every person owning, leasing or in possession of the land or premises;
- (b) the name, if any, address and description of the land or premises;
- (c) the date on which the land or premises were approved;
- (d) the date of any revocation of approval of the land or premises as suitable for the processing and storage of a regulated agricultural commodity.

**FIRST SCHEDULE (Regulation 2)**

*Blue Mountain Area of Jamaica*

Starting at Skibo and proceeding in an east-southeasterly direction to Swift River; thence east-south-easterly to Chelsea; thence east-southeasterly to Durham (Samba Hill); thence south-easterly to Belleview; thence southeasterly along the western slope of the John Crow Mountain to Cedar Grove; thence westerly to Font Hill; thence northwesterly to Ramble; thence westerly to Good Hope; thence northwesterly to Dallas; thence north-north-westerly to Industry Village; thence north and north-westerly to Maryland; thence north-westerly to Golden Spring; thence northerly to Brandon Hill; thence north-easterly to Tranquility; thence east-north-easterly to Skibo.

**SECOND SCHEDULE** (Regulations 3, 6,  
7, 8(1), 9(a),  
10(2)(b),  
and 13(3))

**FORM 1A** (Regulation 3)

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

**Jamaica Agricultural Commodities Regulatory  
Authority Regulations**

*Application for Dealer's Licence*

**Note: Please read the following before completing the form**

1. This form shall be completed in triplicate, in block letters and submitted along with the application processing fee and any specified or supplemental information to –

Jamaica Agricultural Commodities Regulatory Authority  
1 Willie Henry Drive, P.O. Box 508  
Kingston 13  
Jamaica, West Indies  
Telephone No. (876) 758-1259/ 758-2925  
Facsimile: (876) 758-3907  
E-mail:

2. In the case of coffee, the grant of this licence is subject to the execution of a User Licence Agreement with Coffee Marks Limited, a company wholly owned by the Jamaica Agricultural Commodities Regulatory Authority.
3. In relation to a new application, the completed form shall be accompanied by –
  - (a) documents of incorporation;
  - (b) the business concept;
  - (c) a Banker's reference;
  - (d) a reference from two business associates;
  - (e) a list of the names and qualifications of key personnel of the business (including the CEO/Manager and the Marketing Manager); and
  - (f) such other document(s) that may be required by the Authority.
4. In relation to the renewal of an application, the completed form shall be accompanied by a list of the names and qualifications of key personnel of the business (including the CEO/Manager and the Marketing Manager).
5. In the case of coffee, applicants must exhibit a farm or production capacity of at least 6,000 boxes of cherry coffee (evidenced by records or reports of the last three (3) years).
6. A response from the Authority shall be sent to each applicant within seven (7) days of receipt of an application. An incomplete application shall not be logged

and/or processed.

- 7. This application form must be completed in order to avoid delay in its processing. Where attached sheets and other technical documents are utilized in lieu of the space provided, indicate appropriate cross-references. Paragraphs that are not applicable to your application should be marked as "N/A".
- 8. If you are in doubt as to any provision of this application form, please consult with a member of the Legal Department of the Authority at Telephone Nos. (876) 785-1259/ 758-2925 before completing it.

- NOTE:
- 1. Coffee processors are the processors of coffee berries.
  - 2. Coffee manufacturers manufacture green beans into roasted coffee and coffee products.

Type of Application: New [ ] Renewal [ ] (In case of renewal, also complete Part B)

Type of Licence being applied for: \_\_\_\_\_

**A. GENERAL**

- 1. Name of Applicant: \_\_\_\_\_
- 2. Address of Applicant: \_\_\_\_\_
- 3. Age of Applicant: \_\_\_\_\_
- 4. Date of Birth: \_\_\_\_\_
- 5. Identification: \_\_\_\_\_
- 6. Mailing address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7. TRN of Applicant: \_\_\_\_\_
- 8. Telephone No.: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Website address: \_\_\_\_\_
- 9. Name of owner or name and Registration No. of Company, if different from Applicant: \_\_\_\_\_  
 \_\_\_\_\_
- 10. Address of owner or Registered office of Company: \_\_\_\_\_  
 \_\_\_\_\_
- 11. Name of Directors: \_\_\_\_\_  
 \_\_\_\_\_
- 12. Name of Chief Executive Officer: \_\_\_\_\_
- 13. Year Business Commenced: \_\_\_\_\_
- 14. If the Applicant is an individual, have you been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the

*Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offence under the Jamaica Agricultural Commodities Regulatory Authority (JACRA) Act or Regulations under the Jamaica Agricultural Commodities Regulatory Authority Act?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

15. If the applicant is an individual, state whether you are an undischarged bankrupt.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

16. If the applicant is a body corporate, has any of its directors, managers, secretaries or such other officers been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offence under the JACRA Act or Regulations under the JACRA Act?

Yes [ ] No [ ]

If yes, provide details: \_\_\_\_\_

17. If the applicant is a body corporate, state whether any resolution has been passed for the voluntary winding up of the company or an order for the winding up of the company made by a Court?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

18. If the applicant is a body corporate, state whether a receiver or trustee has been appointed to manage the affairs of the assets of the company.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

19. If the applicant is a body corporate, state whether the company has notified JACRA of the readiness and suitability of its premises or business in relation to

this application.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

20. List of documents attached in support of this application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. RENEWAL**

1. Has there been any material change in the circumstances which existed at the time the licence was granted? Yes [ ] No [ ]

If yes, provide the details and supporting documents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Is there currently full compliance with the terms and conditions of the existing licence?

Yes [ ] No [ ]

If no, provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. List of documents attached in support of this application:

\_\_\_\_\_

\_\_\_\_\_

**C. STATEMENT BY APPLICANT**

I hereby certify that the information contained in this application and any document submitted to the Authority is true and has been completed to the best of my knowledge, information and belief.

I understand that any misrepresentation contained in this form shall lead to discontinuation of the processing of the application and the revocation of any licence granted and may also lead to prosecution. I further understand that the licence, if granted, may be suspended or revoked for breach of the terms or conditions stipulated therein.

Signature of Applicant \_\_\_\_\_

Name and title (please print or type) \_\_\_\_\_

Dated this                      day of    20

**FOR OFFICIAL USE ONLY**

Information attached: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application fee \_\_\_\_\_ enclosed

Comments:

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Assessment Officer \_\_\_\_\_ / / \_\_\_\_\_  
Date

FORM 1B

(Regulation 3)

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

**Jamaica Agricultural Commodities Regulatory  
Authority Regulations**

*Application for Special Coffee Dealer's Licence*

**Note: Please read the following before completing the form**

1. This form shall be completed in triplicate in block letters and submitted along with the application processing fee and any specified or supplemental information to –

Jamaica Agricultural Commodities Regulatory Authority  
1 Willie Henry Drive, P.O. Box 508  
Kingston 13  
Jamaica, West Indies  
Telephone No. (876) 758-1259/ 758-2925  
Facsimile: (876) 758-3907  
E-mail:

2. In the case of coffee, the grant of this licence is subject to the execution of a User License Agreement with Coffee Marks Limited, a company wholly owned by the Jamaica Agricultural Commodities Regulatory Authority.
3. In relation to a new application, the completed form shall accompanied by –
  - (a) documents of incorporation;
  - (b) the business concept;
  - (c) a Banker's reference;
  - (d) reference from two business associates;
  - (e) a list of the names and qualifications of key personnel of the business (including the CEO/Manager and the Marketing Manager); and
  - (f) such other document(s) that may be required by the Authority.
4. In relation to the renewal of an application, the completed form shall be accompanied by a list of the names and qualifications of key personnel of the business (including the CEO/Manager and the Marketing Manager).
5. A response from the Authority shall be sent to each applicant within seven (7) days of receipt of an application. An incomplete application shall not be logged

and/or processed.

- 6. This application form must be completed in order to avoid delay in its processing. Where attached sheets and other technical documents are utilized in lieu of the space provided, indicate appropriate cross-references. Paragraphs that are not applicable to your application should be marked as "N/A".
- 7. If you are in doubt as to any provision of this application form, please consult with a member of the Legal Department of the Authority at telephone Nos. (876) 785-1259/ 758-2925 before completing the form.

Type of Application: New [ ] Renewal [ ] (In case of renewal, also complete Part B)

Type of Licence being applied for: \_\_\_\_\_

**A. GENERAL**

1. Name of Applicant: \_\_\_\_\_

2. Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

3. Age of Applicant (if applicable): \_\_\_\_\_

4. Date of Birth (if applicable): \_\_\_\_\_

5. Identification: \_\_\_\_\_

6. Mailing address of Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. TRN of Applicant: \_\_\_\_\_

8. Telephone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website address: \_\_\_\_\_

9. Name of owner or name and registration no. of company, if different from applicant:  
\_\_\_\_\_  
\_\_\_\_\_

10. Address of Owner or Registered office of Company: \_\_\_\_\_  
\_\_\_\_\_

11. Name of Directors: \_\_\_\_\_  
\_\_\_\_\_

12. Name of Chief Executive Officer: \_\_\_\_\_

13. Year Business Commenced: \_\_\_\_\_

14. If the applicant is an individual, have you been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offences under the Jamaica Agricultural Commodities Regulatory Authority (JACRA) Act or Regulations

under the JACRA Act?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

15. If the applicant is an individual, state whether you are an undischarged bankrupt.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

16. If the applicant is a body corporate, has any of its directors, managers, secretaries or such other officers been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offence under the JACRA Act or Regulations under the JACRA Act?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

17. If the applicant is a body corporate, state whether any Resolution has been passed for the voluntary winding up of the company or an order for the winding up of the company made by a Court?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

18. If the applicant is a body corporate, state whether a receiver or trustee has been appointed to manage the affairs of the assets of the company

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

19. If the applicant is a body corporate, state whether the company has notified JACRA of the readiness and suitability of its premises or business in relation to this application.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

20. List of documents attached in support of this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. RENEWAL**

1. Has there been any material change in the circumstances which existed at the time the licence was granted? Yes [ ] No [ ]

If yes, provide the details and supporting documents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is there currently, full compliance with the terms and conditions of the existing licence?

Yes [ ] No [ ]

If no, provide details:

\_\_\_\_\_  
\_\_\_\_\_

3. List of documents attached in support of this application:

\_\_\_\_\_  
\_\_\_\_\_

**C. STATEMENT BY APPLICANT**

I hereby certify that the information contained in this application and any document submitted to the Authority is true and has been completed to the best of my knowledge, information and belief.

I understand that any misrepresentation contained in this form shall lead to discontinuation of the processing of the application and the revocation of any licence granted and may also lead to prosecution. I further understand that the licence, if granted, may be suspended or revoked for breach of the terms or conditions stipulated therein.

Signature of applicant \_\_\_\_\_

Name and title (please print or type) \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

**FOR OFFICIAL USE ONLY**

Information attached: \_\_\_\_\_

\_\_\_\_\_

Application Fee \_\_\_\_\_ enclosed

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessment Officer \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

**Jamaica Agricultural Commodities Regulatory  
Authority Regulations**

*Application for Works Licence*

**Note: Please read the following before completing the form**

1. This form shall be completed in triplicate in block letters and submitted along with the applicable processing fee and any specified or supplemental information to –

The Jamaica Agricultural Commodities Regulatory Authority  
1 Willie Henry Drive, P.O. Box 508  
Kingston 13  
Jamaica, West Indies  
Telephone No. (876) 758-1259/ 758-2925  
Facsimile: (876) 758-3907  
E-mail:

2. In relation to a new application, the completed form shall be accompanied by-
  - (a) a valid licence under the *Factories Act*;
  - (b) a valid provisional permit or licence under the *Natural Resources Conservation Authority Act*;
  - (c) a detailed description of the proposed process;
  - (d) documents of incorporation;
  - (e) a Banker's reference;
  - (f) a reference from each of two business associates; and
  - (g) a list of the names and qualifications of key personnel of the business (including the CEO/Manager and the Factory/ Plant Manager)
3. In relation to the renewal of the application, the completed form shall be accompanied by-
  - (a) a valid licence under the *Factories Act*;
  - (b) a valid provisional permit or licence under the *Natural Resources Conservation Authority Act*;
  - (c) a Banker's reference;
  - (d) a list of the names and qualifications of key personnel of the business (including the CEO/Manager and the Factory/ Plant Manager)
4. In the case of coffee, applicants must exhibit a farm or production capacity of at least 6,000 boxes of cherry coffee (evidenced by records or reports of the last three (3) years).
5. A response from the Authority shall be sent to each applicant within seven (7) days of receipt of an application. An incomplete application shall not be logged

and/ or processed.

- 6. This application form must be completed in order to avoid delay in its processing. Where attached sheets and other technical documents are utilized in lieu of the space provided, indicate appropriate cross-references must be indicated. Paragraphs that are not applicable to your application should be marked as "N/A.
- 7. If you are in doubt as to any provision of this application form, please consult with a member of the Legal Department of the Authority at Telephone Nos. (876) 758 - 1259 or (876) 758 - 2925 before completing the form.

- NOTE:**
- 1. Coffee processors are the processors of coffee berries; pimento processors are the processors of pimento berries; cocoa processors are the processors of cocoa beans; coconut processors are the processors of coconuts.
  - 2. Coffee manufacturers manufacture green beans into roasted coffee and coffee products.

Type of Application: New [ ] Renewal [ ] ( In case of renewal, also complete Part C)

Type of Licence being applied for: \_\_\_\_\_

**A. GENERAL**

- 1. Name of Applicant: \_\_\_\_\_
- 2. Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3. Age of Applicant (if applicable): \_\_\_\_\_
- 4. Date of Birth (if applicable): \_\_\_\_\_
- 5. Identification: \_\_\_\_\_
- 6. Mailing address of applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7. TRN of Applicant: \_\_\_\_\_
- 8. Telephone No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Website address: \_\_\_\_\_
- 9. Name of owner or name and registration no. of company, if different from applicant:  
 \_\_\_\_\_  
 \_\_\_\_\_
- 10. Address of owner or registered office of Company:  
 \_\_\_\_\_  
 \_\_\_\_\_
- 11. Name of Directors: \_\_\_\_\_  
 \_\_\_\_\_

12. Name of Chief Executive Officer/ Equivalent:

\_\_\_\_\_

13. Year Business Commenced: \_\_\_\_\_

14. If the Applicant is an individual, have you been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offences under the Jamaica Agricultural Commodities Regulatory Authority (JACRA) Act or Regulations under the JACRA Act?

Yes [ ] No [ ].

If yes, provide details:

\_\_\_\_\_  
\_\_\_\_\_

15. If the applicant is an individual, state whether you are an undischarged bankrupt.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

16. If the applicant is a body corporate, has any of its directors, managers, secretaries or such other officers been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application or any offence under the Act or Regulations under the JACRA Act?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

17. If the applicant is a body corporate, state whether any resolution has been passed for the voluntary winding up of the company or an order for the winding up of the company made by a Court?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

18. If the applicant is a body corporate, state whether a receiver or trustee has been appointed to manage the affairs of the assets of the company.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

19. If the applicant is a body corporate, state whether the company has notified JACRA of the readiness and suitability of its premises or business in relation to this application.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

20. List of documents attached in support of this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. PLEASE ANSWER THE FOLLOWING QUESTIONS**

1. Do you own land? Yes [ ] No [ ]

If yes, please provide documentary evidence of ability to use the land.

If no, what arrangements have been made to use the land? Please indicate below-

Lease [ ] Family arrangement [ ] Other [ ] please state:

\_\_\_\_\_

2. State the location of the nursery: \_\_\_\_\_

3. Type of access to the land: motor vehicle [ ] pedestrian [ ]

4. Water supply: domestic [ ] river [ ] spring [ ]

Other [ ] please state: \_\_\_\_\_

5. Is your water supply constant? Yes [ ] No [ ]

If no, what provision is made for dry spells? \_\_\_\_\_  
\_\_\_\_\_

6. Source of raw material:

(a) sand \_\_\_\_\_

(b) top soil \_\_\_\_\_

(c) manure \_\_\_\_\_

(d) other, please state: \_\_\_\_\_

7. How many seedlings do you expect to produce annually?

\_\_\_\_\_

8. Who will your customers be? \_\_\_\_\_  
\_\_\_\_\_

9. Type of shade house or green house to be built: \_\_\_\_\_  
\_\_\_\_\_

10. Size of shade house or green house to be built: \_\_\_\_\_  
\_\_\_\_\_

11. Source of planting materials:

- (a) seeds \_\_\_\_\_
- (b) bud-weed \_\_\_\_\_
- (c) other, please state: \_\_\_\_\_

12. Types of seeds: \_\_\_\_\_

- (a) types of bud-weed: \_\_\_\_\_
- (b) other, please state: \_\_\_\_\_

13. Will you be producing any type of seedling other than cocoa, coconut, coffee and spice?

If yes, what other types: \_\_\_\_\_  
\_\_\_\_\_

14. How will your operation be funded? (Please provide a bank statement and proof of source, of funding): \_\_\_\_\_  
\_\_\_\_\_

**C. RENEWAL**

1. Has there been any material change in the circumstances which existed at the time the licence was granted?

Yes [ ] No [ ]

If yes, provide the details and supporting documents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is there currently full compliance with the terms and conditions of the existing licence? Yes [ ] No [ ]

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List of documents attached in support of this application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. STATEMENT BY APPLICANT**

I hereby certify that the information contained in this application and any document submitted to the Authority is true and has been completed to the best of my knowledge, information and belief.

I understand that any misrepresentation contained in the form shall lead to discontinuation of the processing of the application and the revocation of any licence granted and may also lead to prosecution. I further understand that the licence, if granted may be suspended or revoked for breach of the terms or conditions stipulated therein.

Signature of applicant \_\_\_\_\_

Name and title (please print or type) \_\_\_\_\_

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20

**FOR OFFICIAL USE ONLY**

Information attached: \_\_\_\_\_

\_\_\_\_\_

Application Fee \_\_\_\_\_ enclosed

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessment officer \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

FORM 1D

(Regulation 3)

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

**Jamaica Agricultural Commodities Regulatory  
Authority Regulations**

*Application for Local Importer's Licence*

**Note: Please read the following before completing the form**

1. This form should be completed in triplicate in block letters and submitted along with the application processing fee and any specified or supplemental information to –

The Jamaica Agricultural Commodities Regulatory Authority  
 1 Willie Henry Drive, P.O. Box 508  
 Kingston 13  
 Jamaica, West Indies  
 Telephone No. (876) 758-1259/ 758-2925  
 Facsimile: (876) 758-3907  
 E-mail:

2. In the case of coffee, the grant of this licence is subjected to the execution of a User Licence Agreement with Coffee Marks Limited, a company wholly owned by the Jamaica Agricultural Commodities Regulatory Authority.

3. In relation to a new application, the completed form shall be accompanied by –
- (a) documents of incorporation;
  - (b) a list of the names and addresses of the applicant's suppliers and the types of regulated agricultural commodity being supplied; and
  - (c) a list of the names and addresses of the persons or entities to which the regulated agricultural commodity will be supplied.
4. This application form must be completed in order to avoid delay in its processing. Where attached sheets and other technical documents are utilized in lieu of the space provided, indicate appropriate cross-reference. Paragraphs that are not applicable to your application should be marked as "N/A".
5. If you are in doubt as to any provision of this application form, please consult with a member of the Legal Department of the Authority at Telephone Nos. (876) 758-1259/ 758- 2925 before completing it.

Type of Application: New [ ] Renewal [ ] (In case of renewal, also complete Part B)

Type of Licence being applied for: \_\_\_\_\_

**A. GENERAL**

1. Name of Applicant: \_\_\_\_\_
2. Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_
3. Age of Applicant (if applicable): \_\_\_\_\_
4. Date of Birth of Applicant (if applicable): \_\_\_\_\_
5. Identification: \_\_\_\_\_
6. Mailing address of Applicant: \_\_\_\_\_  
\_\_\_\_\_
7. TRN of Applicant: \_\_\_\_\_
8. Telephone No.: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Website address: \_\_\_\_\_
9. Name of Owner or name and Registration No. of company, if different from Applicant:  
\_\_\_\_\_  
\_\_\_\_\_
10. Address of Owner or Registered office of Company: \_\_\_\_\_  
\_\_\_\_\_
11. Name of Directors: \_\_\_\_\_  
\_\_\_\_\_
12. Name of Chief Executive Officer/ Equivalent: \_\_\_\_\_
13. Name of Marketing Manager/ Equivalent: \_\_\_\_\_  
\_\_\_\_\_
14. Year Business Commenced: \_\_\_\_\_

15. If the applicant is an individual, have you been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offence under the Jamaica Agricultural Commodities Regulatory Authority (JACRA) Act or Regulations under the JACRA Act?

Yes [  ] No [  ].

If yes, provide details: \_\_\_\_\_

16. If the applicant is an individual, state whether you are an undischarged bankrupt.

Yes [  ] No [  ].

If yes, provide details: \_\_\_\_\_

17. If the applicant is a body corporate, has any of its directors, managers, secretaries or such other officers been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offences under the JACRA Act or Regulations under the JACRA Act?

Yes [  ] No [  ].

If yes, provide details: \_\_\_\_\_

18. If the applicant is a body corporate, state whether any resolution has been passed for the voluntary winding up of the company or an order for the winding up of the company made by a Court?

Yes [  ] No [  ].

If yes, provide details: \_\_\_\_\_

19. If the applicant is a body corporate, state whether a receiver or trustee has been appointed to manage the affairs of the assets of the company

Yes [  ] No [  ].

If yes, provide details: \_\_\_\_\_

20. If the applicant is a body corporate, state whether the company has notified JACRA of the readiness and suitability of its premises or business in relation to this Application.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

21. List of documents attached in support of this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. RENEWAL**

1. Has there been any material change in the circumstances which existed at the time the licence was granted? Yes [ ] No [ ]

If yes, provide the details and supporting documents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is there currently full compliance with the terms and conditions of the existing licence?

Yes [ ] No [ ]

If no, provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List of documents attached in support of this application:

\_\_\_\_\_  
\_\_\_\_\_

**C. STATEMENT BY APPLICANT**

I hereby certify that the information contained in this application and any document submitted to the Authority is true and has been completed to the best of my knowledge, information and belief.

I understand that any misrepresentation contained in this form shall lead to discontinuation of the processing of the application and the revocation of any licence granted and may also lead to prosecution. I further understand that the licence, if granted, may be suspended or revoked for breach of the terms or conditions stipulated therein.

Signature of Applicant \_\_\_\_\_

Name and title (please print or type) \_\_\_\_\_

Dated this                      day of    20

**FOR OFFICIAL USE ONLY**

Information attached: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Fee \_\_\_\_\_ enclosed

Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Assessment Officer \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date

FORM 1E

(Regulation 3)

**THE JAMAICA AGRICULTURAL COMMODITIES REGULATORY  
 AUTHORITY ACT**

**The Jamaica Agricultural Commodities Regulatory  
 Authority Regulations**

*Application for Foreign Importer's Licence*

**Note: Please read the following before completing the form**

1. This form should be completed in triplicate in block letters and submitted along with the application processing fee and any specified or supplemental information to –

Jamaica Agricultural Commodities Regulatory Authority  
 1 Willie Henry Drive, P.O. Box 508  
 Kingston 13  
 Jamaica, West Indies  
 Telephone No. (876) 758-1259/ 758-2925  
 Facsimile: (876) 758-3907  
 E-mail:

2. In the case of coffee, the grant of this licence is subjected to the execution of a User Licence Agreement with Coffee Marks Limited, a company wholly owned by the Jamaica Agricultural Commodities Regulatory Authority.
3. In relation to a new application, the completed form shall accompanied by –
  - (a) documents of incorporation;
  - (b) a list of the names and addresses of the applicant's suppliers and the types of regulated agricultural commodity; and
  - (c) a list of the names and addresses of the persons or entities to which the regulated agricultural commodity will be supplied.
4. This application form must be completed in order to avoid delay in its processing. Where attached sheets and other technical documents are utilized in lieu of the space provided, indicate appropriate cross-reference. Paragraphs that are not applicable to your application should be marked as "N/A".
5. If you are in doubt as to any provision of this application form, please consult with a member of the Legal Department of the Authority at telephone Nos. (876) 758-1259/ 758- 2925 before completing it.

Type of Application: New [ ] Renewal [ ] (In case of renewal, also complete Part B)

Type of Licence being applied for: \_\_\_\_\_

**A. GENERAL**

1. Name of Applicant: \_\_\_\_\_
2. Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_
3. Age of Applicant (if applicable): \_\_\_\_\_
4. Date of Birth of Applicant (if applicable): \_\_\_\_\_
5. Identification: \_\_\_\_\_
6. Mailing address of Applicant: \_\_\_\_\_  
\_\_\_\_\_
7. TRN of Applicant: \_\_\_\_\_
8. Telephone No.: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Website address: \_\_\_\_\_
9. Name of Owner or name and Registration No. of company, if different from Applicant:  
\_\_\_\_\_  
\_\_\_\_\_
10. Address of Owner or registered office of company: \_\_\_\_\_  
\_\_\_\_\_
11. Name of Directors: \_\_\_\_\_  
\_\_\_\_\_
12. Name of Chief Executive Officer/ Equivalent: \_\_\_\_\_
13. Name of Marketing Manager/ Equivalent: \_\_\_\_\_  
\_\_\_\_\_
14. Year Business Commenced: \_\_\_\_\_
15. In the case of coffee, the type of coffee imported: Blue Mountain [ ]  
Non-Blue Mountain  
Coffee [ ]
16. If the applicant is an individual, have you been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offences under the Jamaica Agricultural Commodities Regulatory Authority (JACRA) Act or Regulations under the Jamaica Agricultural Commodities Regulatory Authority Act?  
  
Yes [ ] No [ ].  
  
If yes, provide details: \_\_\_\_\_

---

17. If the applicant is an individual, state whether you are an undischarged bankrupt.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

---

18. If the applicant is a body corporate, has any of its directors, managers, secretaries or such other officers been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five years) during the period of three (3) years immediately preceding this application OR any offence under the JACRA Act or Regulations under the JACRA Act?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

---

19. If the applicant is a body corporate, state whether any resolution has been passed for the voluntary winding up of the company or an order for the winding up of the company made by a court?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

---

20. If the applicant is a body corporate, state whether a receiver or trustee has been appointed to manage the affairs of the assets of the company

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

---

21. If the applicant is a body corporate, state whether the company has notified JACRA of the readiness and suitability of its premises or business in relation to this application.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_

---

22. List of documents attached in support of this application:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. RENEWAL**

- 1. Has there been any material change in the circumstances which existed at the time the licence was granted? Yes [ ] No [ ]

If yes, provide the details and supporting documents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. Is there currently full compliance with the terms and conditions of the existing licence?  
Yes [ ] No [ ]

If no, provide details:

\_\_\_\_\_

\_\_\_\_\_

- 3. List of documents attached in support of this application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. STATEMENT BY APPLICANT**

I hereby certify that the information contained in this application and any document submitted to the Authority is true and has been completed to the best of my knowledge, information and belief.

I understand that any misrepresentation contained in this form shall lead to discontinuation of the processing of the application and the revocation of any licence granted and may also lead to prosecution. I further understand that the licence, if granted, may be suspended or revoked for breach of the terms or conditions stipulated therein.

Signature of applicant \_\_\_\_\_

Name and title (please print or type) \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

**FOR OFFICIAL USE ONLY**

Information attached: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application Fee \_\_\_\_\_ enclosed

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessment Officer \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Jamaica Agricultural Commodities Regulatory Authority Act  
Jamaica Agricultural Commodities Regulatory Authority Regulations  
Report by Inspector (Regulated Agricultural Commodities)**

Please Complete all sections of this form\strike through areas that are "Not Applicable"

|  |                          |  |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
|--|--------------------------|--|--------------|----------------|--------------------------|--------------------------|--------------------------|---------------|--------|--------|--|--------------------------|--------------------------|--|----------|---------|--|--------------------------|--------------------------|--|
| <b>A.</b>  |                          |  |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
| 1. <u>Name of Entity</u>   |                          | 2. <u>Inspector</u>                                |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
| 3. <u>Address</u>  |                          | 4. <u>Date of Inspection</u><br>/ /<br>dd/mmm/yyyy |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
|  |                          | 5. <u>Date Submitted</u><br>/ /<br>dd/mmm/yyyy     |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
| 6. <u>Category of Commodity Being Processed</u>  |                          | 7. <u>Type of Operation</u>                        |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
| <table border="1"> <tr> <td><u>Coffee</u></td> <td><u>Cocoa</u></td> <td><u>Coconut</u></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><u>Spices</u></td> <td>Ginger</td> <td>Nutmeg</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Turmeric</td> <td>Pimento</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> |                          | <u>Coffee</u>                                      | <u>Cocoa</u> | <u>Coconut</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Spices</u> | Ginger | Nutmeg |  | <input type="checkbox"/> | <input type="checkbox"/> |  | Turmeric | Pimento |  | <input type="checkbox"/> | <input type="checkbox"/> | Commodity Collection Depot <input type="checkbox"/><br>Pulpery Operation <input type="checkbox"/><br>Fermentation <input type="checkbox"/><br>Other <input type="checkbox"/> |
| <u>Coffee</u>  | <u>Cocoa</u>             | <u>Coconut</u>                                     |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>                           |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
| <u>Spices</u>  | Ginger                   | Nutmeg   |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
|  | <input type="checkbox"/> | <input type="checkbox"/>                           |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
|  | Turmeric                 | Pimento  |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |
|  | <input type="checkbox"/> | <input type="checkbox"/>                           |              |                |                          |                          |                          |               |        |        |  |                          |                          |  |          |         |  |                          |                          |  |

**B. - INFRASTRUCTURE**

| DETAILS |   | OBSERVATIONS |
|---------|---|--------------|
| a)      | Is a suitable structure present for operation?<br>YES <input type="checkbox"/><br>NO <input type="checkbox"/>                         |              |
| b)      | General Condition of Regulated Agricultural Commodity Collection Depot<br>YES <input type="checkbox"/><br>NO <input type="checkbox"/> |              |
| c)      | Is proper lighting available<br>YES <input type="checkbox"/><br>NO <input type="checkbox"/>   |              |
| d)      | Adequate Water Supply available<br>YES <input type="checkbox"/><br>NO <input type="checkbox"/>  |              |
| e)      | Equipmnt Maintained/calibrated<br>YES <input type="checkbox"/><br>NO <input type="checkbox"/>   |              |
| f)      | Sanitation procedure in place<br>YES <input type="checkbox"/><br>NO <input type="checkbox"/>  |              |

| 8. ASSESSMENT |                                 |   |  |
|---------------|---------------------------------|---|--|
| (A)           | General Appearance of Commodity |   | G = Good, F= Fair, S = Satisfactory and M= Mottled |
|               |                                 |   | Observation/Comments include hygiene sanitation    |
| a)            | Cherry Coffee                   | G |  |
|               |                                 | F |  |
|               |                                 | S |  |
|               |                                 | M |  |
| b)            | Cocoa                           | G |  |
|               |                                 | F |  |
|               |                                 | S |  |
|               |                                 | M |  |
| c)            | Coconuts                        | G |  |
|               |                                 | F |  |
|               |                                 | S |  |
|               |                                 | M |  |
| d)            | Ginger                          | G |  |
|               |                                 | F |  |
|               |                                 | S |  |
|               |                                 | M |  |
| e)            | Turmeric                        | G |  |
|               |                                 | F |  |
|               |                                 | S |  |
|               |                                 | M |  |
| f)            | Nutmeg                          | G |  |
|               |                                 | F |  |
|               |                                 | S |  |
|               |                                 | M |  |
| g)            | Pimento                         | G |  |
|               |                                 | F |  |
|               |                                 | S |  |
|               |                                 | M |  |

| (B)                 | Dimension Assessment  | Cherry Coffee |   |   | Cocoa |   |   |
|---------------------|-----------------------|---------------|---|---|-------|---|---|
|                     |                       | W             | H | L | W     | H | L |
|                     | Sample Box Dimensions |               |   |   |       |   |   |
| Standard Dimensions |                       |               |   |   |       |   |   |

| (C) Sample Assessment               |  | Cherry Coffee                           |  |  |  |  |  |  |
|-------------------------------------|--|---|--|--|--|--|--|--|
| Cherry Coffee Assessment Sample Box |  | Cherry Coffee % Assessment (Sample Cup) |  |  |  |  |  |  |
|                                     |  | AVG                                     |  |  |  |  |  |  |
| Lot Size                            |  | Sample Size                             |  |  |  |  |  |  |
|                                     |  | Immature                                |  |  |  |  |  |  |
| Sample Size                         |  | Berry Borer                             |  |  |  |  |  |  |
|                                     |  | Dry                                     |  |  |  |  |  |  |
| Float %                             |  | Stale                                   |  |  |  |  |  |  |
|                                     |  | Green                                   |  |  |  |  |  |  |

(D) Sample Assessment **Cocoa**

# OF BAGS  WEIGHT  # OF BEAN CUT

| PARTICULARS         | RESULT % | COMMENTS |
|---------------------|----------|----------|
| Mould               | %        |          |
| Insect infested     | %        |          |
| Purple              | %        |          |
| Slaty               | %        |          |
| Partially Fermented | %        |          |
| Over Fermented      | %        |          |
| Moisture Content    | %        |          |
|                     |          |          |

| 9. | Waste Disposal | [v]                      | NA                       | Components | Provision for Disposal | Remarks |
|----|----------------|--------------------------|--------------------------|------------|------------------------|---------|
| a) | LIQUID         | <input type="checkbox"/> | <input type="checkbox"/> |            |                        |         |
| b) | SLUDGE         | <input type="checkbox"/> | <input type="checkbox"/> |            |                        |         |
| c) | SOLID          | <input type="checkbox"/> | <input type="checkbox"/> |            |                        |         |

### 10. Occupational, Environmental, Health & Safety

| Details |   | YES | NO | N/A | Obervation/ Comments |
|---------|---|-----|----|-----|----------------------|
| a)      | Are any of the following Displayed  |     |    |     |                      |
|         | Processing Works Licence  |     |    |     |                      |
|         | Factories Licence   |     |    |     |                      |
|         | NEPS Permit   |     |    |     |                      |
| b)      | Is a Food handlers Permit Required  |     |    |     |                      |
|         | If yes  |     |    |     |                      |
|         | Have all employess received the permit  |     |    |     |                      |
| c)      | Are There Adequate;   |     |    |     |                      |
|         | Hand Wash Stations  |     |    |     |                      |
|         | Bathroom facilities   |     |    |     |                      |
|         | Garbage disposal  |     |    |     |                      |
| d)      | Do workers wear proetctive  |     |    |     |                      |
|         | Helmets   |     |    |     |                      |
|         | Coveralls   |     |    |     |                      |
|         | Aprons  |     |    |     |                      |
|         | Other   |     |    |     |                      |
| e)      | Are occupational hazards clearly identified? (slippery when..., beware of moving parts etc. |     |    |     |                      |

Entity Repräsentative

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_





**Jamaica Agricultural Commodities Regulatory Authority Act**  
**Jamaica Agricultural Commodities Regulatory Authority Regulations**  
**Report by Inspector (Processing Facilities)**

Please Complete all sections of this form\strike through areas that are "Not Applicable"

|   |  |  |  |                                 |  |                          |  |
|---|--|--|--|---------------------------------|--|--------------------------|--|
| <b>1. Name of Entity</b>  |  | <b>2. Inspector</b>                                    |  |                                 |  |                          |  |
| <b>3. Address</b>   |  | <b>4. Date of Inspection</b><br><br>/ /<br>dd/mmm/yyyy | <b>5. Date Submitted</b><br><br>/ /<br>dd/mmm/yyyy |                                 |  |                          |  |
| <b>6.a Category of Commodity Being Processed</b>  |  | <b>7. Market</b>                                       | <b>8. Status of Licence</b>                        |                                 |  |                          |  |
|   |  |  |  |                                 |  |                          |  |
|   | <b>Coffee</b>  | <b>Cocoa</b>   | <b>Spices</b>                                      |                                 |  |                          |  |
| C   | JBM <input type="checkbox"/> Imported A <input type="checkbox"/> | <input type="checkbox"/>                               | Ginger <input type="checkbox"/>                    | Local <input type="checkbox"/>  | Active <input type="checkbox"/>                                |                          |  |
|   | JHM <input type="checkbox"/> Imported R <input type="checkbox"/> | <input type="checkbox"/>                               | Nutmeg <input type="checkbox"/>                    | Export <input type="checkbox"/> | Inactive <input type="checkbox"/>                              |                          |  |
| G   | JBM <input type="checkbox"/> Imported O <input type="checkbox"/> | <b>Coconut</b>   | Pimento <input type="checkbox"/>                   | Both <input type="checkbox"/>   |  |                          |  |
|   | JHM <input type="checkbox"/>                                     | <input type="checkbox"/>                               | Tumeric <input type="checkbox"/>                   |                                 |  |                          |  |
|   | C =Cherry Coffee, G = Green Coffee Beans                         |  |  |                                 |  |                          |  |
| <b>6.b Provision for Separation</b>   |  |  |  |                                 |  |                          |  |
| <b>9 Please Identify Operation and Records kept at Each Stage (Including records of Quality Control Analyses)</b> |  |  |  |                                 |  |                          |  |
| <b>a)</b>   | Commodity Collection Depot                                       | <input type="checkbox"/>                               |  | <b>e)</b>                       | Roasting Operation   | <input type="checkbox"/> |  |
|   |  | NA   |  |                                 |  | NA                       |  |
|   |  | <input type="checkbox"/>                               |  |                                 |  | <input type="checkbox"/> |  |
| <b>b)</b>   | Primary Processing Operations                                    |  | N/A  | <b>f)</b>                       | Manufacture of Soluble   | <input type="checkbox"/> |  |
|   | Pulping <input type="checkbox"/>                                 | <input type="checkbox"/>                               | <input type="checkbox"/>                           |                                 |  |                          |  |
|   | Fermentation <input type="checkbox"/>                            | <input type="checkbox"/>                               | <input type="checkbox"/>                           |                                 |  |                          |  |
|   |  | NA   |  |                                 |  | NA                       |  |
|   |  | <input type="checkbox"/>                               |  |                                 |  | <input type="checkbox"/> |  |
| <b>c)</b>   | Secondary Processing Operations                                  |  | N/A  | <b>g)</b>                       | Manufacture of Value Added Products                            | <input type="checkbox"/> |  |
|   | Drying <input type="checkbox"/>                                  | <input type="checkbox"/>                               | <input type="checkbox"/>                           |                                 |  |                          |  |
|   | Hulling <input type="checkbox"/>                                 | <input type="checkbox"/>                               | <input type="checkbox"/>                           |                                 |  |                          |  |
|   | Grading <input type="checkbox"/>                                 | <input type="checkbox"/>                               | <input type="checkbox"/>                           |                                 |  |                          |  |
|   | Sorting <input type="checkbox"/>                                 | <input type="checkbox"/>                               | <input type="checkbox"/>                           |                                 |  |                          |  |
|   | Hand Picking <input type="checkbox"/>                            | <input type="checkbox"/>                               | <input type="checkbox"/>                           |                                 |  |                          |  |
|   |  | NA   |  |                                 |  | NA                       |  |
|   |  | <input type="checkbox"/>                               |  |                                 |  | <input type="checkbox"/> |  |
| <b>d)</b>   | Warehousing Facility(Storage & Packaging)                        | <input type="checkbox"/>                               |  | <b>h)</b>                       | Manufacture of any other Value Added Products (please specify) | <input type="checkbox"/> |  |
|   |  | NA   |  |                                 |  | NA                       |  |
|   |  | <input type="checkbox"/>                               |  |                                 |  | <input type="checkbox"/> |  |

| 10 Plant and Equipment Condition |                                      |                          |                          |                          |                          |                          |               |   |
|----------------------------------|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------|---|
|                                  | Details                              | G                        | S                        | NR                       | RR                       | NA                       | Make/ Model # | Observation/Comments include hygiene sanitation |
| a)                               | General Premises Grounds             | <input type="checkbox"/> |               |   |
| b)                               | Raw Material Storage Tank(s)         | <input type="checkbox"/> |               |   |
| c)                               | Pulpers                              | <input type="checkbox"/> |               |   |
| d)                               | Parchment Tanks                      | <input type="checkbox"/> |               |   |
| e)                               | Washers                              | <input type="checkbox"/> |               |   |
| f)                               | Mechanical Dryers                    | <input type="checkbox"/> |               |   |
| g)                               | Barbeque                             | <input type="checkbox"/> |               |   |
| h)                               | Destoner                             | <input type="checkbox"/> |               |   |
| i)                               | Hullers                              | <input type="checkbox"/> |               |   |
| j)                               | Graders                              | <input type="checkbox"/> |               |   |
| k)                               | Gravity Separator                    | <input type="checkbox"/> |               |   |
| l)                               | Colour Sorting Machines              | <input type="checkbox"/> |               |   |
| m)                               | Manual Sorting\Hand Picking Stations | <input type="checkbox"/> |               |   |
| n)                               | Roasters (Batch\Bulk) type           | <input type="checkbox"/> |               |   |
| o)                               | Grinders                             | <input type="checkbox"/> |               |   |
| p)                               | Packaging Equipment(Roaster)         | <input type="checkbox"/> |               |   |
| q)                               | Oxygen Analyzer                      | <input type="checkbox"/> |               |   |
| r)                               | Sealers                              | <input type="checkbox"/> |               |   |
| s)                               | Scales                               | <input type="checkbox"/> |               |   |
| t)                               | Sample Roaster                       | <input type="checkbox"/> |               |   |
| u)                               | Fermenting Bins                      | <input type="checkbox"/> |               |   |
| v)                               |                                      | <input type="checkbox"/> |               |   |

KEY - G = Good, S = Satisfactory, NR = Need Repairs, R = Replacement Recommended, NA = Not Applicable

| 11 | Storage of Inventory and Raw Materials |                          |                          |                          | Rh | Temp | Light Intensity | Observation/ Comments |
|----|--|--------------------------|--------------------------|--------------------------|----|------|-----------------|-----------------------|
|    | Details                                | [V]                      | NA                       | Type of Storage Facility |    |      |                 |                       |
| a) |  | <input type="checkbox"/> | <input type="checkbox"/> |                          |    |      |                 |                       |
| b) |  | <input type="checkbox"/> | <input type="checkbox"/> |                          |    |      |                 |                       |
| c) |  | <input type="checkbox"/> | <input type="checkbox"/> |                          |    |      |                 |                       |
| d) |  | <input type="checkbox"/> | <input type="checkbox"/> |                          |    |      |                 |                       |
| e) |  | <input type="checkbox"/> | <input type="checkbox"/> |                          |    |      |                 |                       |
| f) |  | <input type="checkbox"/> | <input type="checkbox"/> |                          |    |      |                 |                       |
| g) |  | <input type="checkbox"/> | <input type="checkbox"/> |                          |    |      |                 |                       |

KEY - Rh = Relative Humidity, Temp. = Temperature

| 12 | Waste Disposal | [V]                      | NA                       | Components | Provision for Disposal | Remarks |
|----|----------------|--------------------------|--------------------------|------------|------------------------|---------|
| a) | LIQUID         | <input type="checkbox"/> | <input type="checkbox"/> |            |                        |         |
| b) | SLUDGE         | <input type="checkbox"/> | <input type="checkbox"/> |            |                        |         |
| c) | SOLID          | <input type="checkbox"/> | <input type="checkbox"/> |            |                        |         |

| 13. Occupational, Environmental, Health & Safety   |   |                          |  |                          |                       |
|--|---|--------------------------|--|--------------------------|-----------------------|
| Details  | YES                                     | NO                       | STATUS                                       |                          | Observation/ Comments |
|  |   |                          | Inforce                                      | Expired                  |                       |
| a) Are the following;  |   |                          |  |                          |                       |
| Works Licence,   | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/> |                       |
| Dealers Licence,   | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/> |                       |
| Special Dealers Licence,   | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/> |                       |
| Factories Licence  | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/> |                       |
| Food Storage Licence   | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/> |                       |
| NEPA permits   | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/> |                       |
| b) Is a Food Handlers Permit required for Staff members? If "yes" have all employees received the permit | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/> |                       |
| c) Are there adequate hand wash, bathroom and proper garbage disposal facilities                         | <input type="checkbox"/>                | <input type="checkbox"/> |  |                          |                       |
| d) Do workers wear protective gear?  | <input type="checkbox"/>                | <input type="checkbox"/> |  |                          |                       |
| i Hairnets   | <input type="checkbox"/>                | <input type="checkbox"/> |  |                          |                       |
| ii Coveralls   | <input type="checkbox"/>                | <input type="checkbox"/> |  |                          |                       |
| iii Aprons   | <input type="checkbox"/>                | <input type="checkbox"/> |  |                          |                       |
| iv Gloves  | <input type="checkbox"/>                | <input type="checkbox"/> |  |                          |                       |
| v Other Specify  | <input type="checkbox"/>                | <input type="checkbox"/> |  |                          |                       |
| e) Are Occupational hazards clearly identified? (Slippery when wet, beware of moving parts etc.)         | <input type="checkbox"/>                | <input type="checkbox"/> |  |                          |                       |
| 14. Chemical Usage, Pest Control and Handling  |   |                          |  |                          |                       |
| Name of Chemical   | Use (cleaning agent, pest control etc.) |                          | Method of application (spraying, baits etc.) |                          | Observation/ Comments |
| 1.)  |   |                          |  |                          |                       |
| 2.)  |   |                          |  |                          |                       |
| 3.)  |   |                          |  |                          |                       |
| 4.)  |   |                          |  |                          |                       |
| 5.)  |   |                          |  |                          |                       |
| 6.)  |   |                          |  |                          |                       |
| Entity Representative  |   |                          |  |                          |                       |
| Name: _____  |   |                          | Signature _____                              |                          |                       |
| Position: _____  |   |                          | Date: _____                                  |                          |                       |





THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT

---

Jamaica Agricultural Commodities Regulatory  
Authority Regulations

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*Identification Card*

FRONT

JAMAICA AGRICULTURAL  
COMMODITIES REGULATORY  
AUTHORITY



Commodity Inspector's Identification

ID NO. JACRA\_001



Name of Inspector:

John Brown

---

Authorized Signature

Director General/Company Secretary

BACK

**Date of Issue:** .....

**Date of Expiry:** .....

**This card is the Property  
of the  
Jamaica Agricultural Commodities  
Regulatory Authority.**

If found please return to the Head Office of  
the Authority situated at

1 Willie Henry Drive

Off Marcus Garvey Drive

Kinston 15

Telephone (876) 758-1259 or

(876) 758-2925

Email: [hr&communications\\_mgr@jacra.org](mailto:hr&communications_mgr@jacra.org)

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

**Jamaica Agricultural Commodities Regulatory  
Authority Regulations**

*Application for Certificate of Registration*

**A. GENERAL**

1. Name of the Applicant: \_\_\_\_\_
2. Age of Applicant: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Date of Incorporation/Registration of Company/Business \_\_\_\_\_
5. Address of the Applicant: \_\_\_\_\_  
\_\_\_\_\_
6. Mailing address of Applicant: \_\_\_\_\_  
\_\_\_\_\_
7. Identification (ID): (State form of Government issued ID)  
\_\_\_\_\_
8. Tax Registration Number (TRN) of Applicant: \_\_\_\_\_
9. Telephone No: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Website address: \_\_\_\_\_
10. Name of owner of property on which a regulated agricultural commodity is grown, if different from applicant:  
\_\_\_\_\_
11. Address of property on which a regulated agricultural commodity is grown, if different from above:  
\_\_\_\_\_
12. If property is leasehold, state date of lease and period:  
\_\_\_\_\_
13. Acreage of property: \_\_\_\_\_
14. Acreage of property under a regulated agricultural commodity:  
\_\_\_\_\_
15. Estimated number of a regulated agricultural commodity grown on property:  
\_\_\_\_\_
16. Estimated amount of regulated agricultural commodity produced in crop year immediately preceding the year in which the application is being made:

**B. STATEMENT BY APPLICANT(S)**

I/We hereby certify that the information contained in this application and any document submitted to the Authority, are true and complete to the best of my/our knowledge and belief.

I/We understand that any misrepresentation contained in this application shall lead to discontinuation of the processing of the application and the revocation of any licence granted and may also lead to prosecution. I/We further understand that the licence, if granted, may be suspended or revoked for breach of any of the terms or conditions stipulated therein.

Signature of Applicant \_\_\_\_\_

Name and Title (please print or type) \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20

**FOR OFFICIAL USE ONLY:**

Documents attached: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Fee \_\_\_\_\_ enclosed

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessment Officer \_\_\_\_\_ / / \_\_\_\_\_  
Date

**FORM 5**

**(Regulation 9)**

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

**Jamaica Agricultural Commodities Regulatory  
Authority Regulations**

*Certificate of Registration*

Identification Number: \_\_\_\_\_

The Jamaica Agricultural Commodities Regulatory Authority hereby certifies that

\_\_\_\_\_ of \_\_\_\_\_  
(name and occupation) (address)

is/are the occupant(s) of property/properties, situate at

\_\_\_\_\_ ,  
(address)

and is/are authorized to grow the following regulated agricultural commodity/commodities in a quantity of commercial significance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and this Certificate of Registration is hereby issued

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Jamaica Agricultural Commodities Regulatory Authority.

**Signed and certified by:**

\_\_\_\_\_  
Chairman/Secretary  
Jamaica Agricultural Commodities  
Regulatory Authority

FORM 6

(Regulation 10(2)(b))

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

**Jamaica Agricultural Commodities Regulatory  
Authority Regulations**

*Register of Registered Growers and Registered Properties*

| Date of registration | Name of Holder of Certificate of Registration | Street Address and Description of Registered Property | Type of Regulated Agricultural Commodity Grown on Property | Acreage of Regulated Agricultural Commodity Grown on Property | Date of cessation of registration |
|----------------------|---|---|--|---|-----------------------------------|
|                      |   |   |  |   |                                   |

**THE JAMAICA AGRICULTURAL COMMODITIES  
REGULATORY AUTHORITY ACT**

**Jamaica Agricultural Commodities Regulatory  
Authority Regulations**

*Return by Holder of Certificate of Registration*

To: The Jamaica Agricultural Commodities Regulatory Authority of

( \_\_\_\_\_ )  
(address)

I (We), \_\_\_\_\_, \_\_\_\_\_ the registered owner(s)  
(name(s) of Holder of Certificate) TRN

of the land registered at \_\_\_\_\_  
(give description of land including Volume & Folio No.)

hereby request that you enter in the Register for the said parcel of land the cessation  
of ownership dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

The documents in support of this application consist of:

- (i) The date upon which I/we ceased to be the owner(s) of the property;
- (ii) Proof of identification of owner (s) of the property;
- (iii) The manner in which I/we ceased to be the owner (s) of the property;
- (iv) The quantity of regulated agricultural commodity/commodities reaped by me/us from the property during the period commencing the first day of January of that year in which I/we ceased to be the owner(s) of that registered property and terminating on the day on which I/we ceased to be the owner(s) of that property;
- (iv) The manner in which, the purposes for which and the persons to whom I/we disposed of the/all regulated agricultural commodity/commodities;
- (v) The name and address for any person(s) who, consequent upon his/them having ceased to be the owner(s) of that registered property, has become eligible for registration in respect of that property; and
- (vi) Additional information relating to items (i) to (v) (where necessary).

**STATEMENT BY APPLICANT**

I/We hereby certify that the information contained in this application and any document submitted to the Authority is true and complete to the best of my/our knowledge and belief.

I/We understand that any misrepresentation contained in this document shall lead to discontinuation of the processing of the application and the revocation of any licence granted and may also lead to prosecution. I/We further

understand that the licence, if granted, may be suspended or revoked for breach of any of the terms or conditions stipulated therein.

Signature of Applicant \_\_\_\_\_

Name and Title (please print or type) \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20

**FOR OFFICIAL USE ONLY:**

Information attached: \_\_\_\_\_

Application Fee \_\_\_\_\_ enclosed

Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Assessment Officer \_\_\_\_\_ / / \_\_\_\_\_  
 Date

**THIRD SCHEDULE (Regulations 3 and 4)**

*Application and Licensing Fees and Other Charges*

|    | Application and Licence                     | Fee                            |
|----|---|--------------------------------|
| 1. | Application for any Licence                 | J\$500.00                      |
| 2. | Late Application for Renewal of any Licence | J\$500.00                      |
| 3. | Coffee Licensing Fees                       |                                |
|    | Coffee Dealers Licence                      | J\$200,000.00 <i>per annum</i> |
|    | Special Coffee Dealers Licence              | J\$200,000.00 <i>per annum</i> |
|    | Coffee Works Licence                        | J\$200,000.00 <i>per annum</i> |
|    | Nursery Operator Licence                    | J\$13,000.00 <i>per annum</i>  |
|    | Foreign Importer Licence                    | US\$1,000.00 <i>per annum</i>  |
|    | Local Importer Licence                      | J\$500,000.00 <i>per annum</i> |
|    | Trade Mark User Licence-Exporters           | US\$2,000.00 <i>per annum</i>  |
|    | Sub-Licence (Trade Mark)                    | US\$1,000.00 <i>per annum</i>  |
|    | Other Charges                               |                                |
|    | Site Visit                                  | J\$25,000.00 <i>per visit</i>  |

|    |   |                                |                                    |
|----|---|--------------------------------|------------------------------------|
| 4. | <b>Cocoa Licensing Fees</b>   |                                |                                    |
|    |   | Cocoa Dealers Licence          | J\$100,000.00 <i>per annum</i>     |
|    |   | Cocoa Works Licence            | J\$80,000.00 <i>per annum</i>      |
|    |   | Cocoa Nursery Operator Licence | J\$10,000.00 <i>per annum</i>      |
|    | Other Charges   |                                |                                    |
|    |   | Site Visit                     | J\$15,000.00 <i>per visit</i>      |
| 5. | <b>Spice Licensing Fees -</b>   |                                |                                    |
|    |   | Export Licence                 | J\$68,000.00 <i>per annum</i>      |
|    |   | Local Dealer                   | J\$15,000.00 <i>per annum</i>      |
|    | Other Charges   |                                |                                    |
|    |   | Site Visit                     | J\$10,000.00 <i>per visit</i>      |
| 6. | <b>Coconut Licensing Fees</b>   |                                |                                    |
|    |   | Export Licence                 | J\$100,000.00 <i>per annum</i>     |
|    |   | Import Permit (Edible oils)    | J\$2,500.00 <i>per application</i> |
|    | Other Charges   |                                |                                    |
|    |   | Site Visit                     | J\$10,000.00 <i>per visit</i>      |
|    | Any fee paid in respect of an application for a licence, permit or other authorization shall not be refundable. |                                |                                    |

Dated this 10<sup>th</sup> day of January, 2018.



Chairman  
Jamaica Agricultural Commodities  
Regulatory Authority

Approved:



Minister of Industry, Commerce,  
Agriculture and Fisheries

