



APPLICATION FORM
CERTIFICATION/RE-CERTIFICATION OF MOTOR VEHICLE DEALERSHIP OR BROKER
(Under the Revised Motor Vehicle Import Policy, Ministry Paper #73 (2014))

Please to ensure that all applicable fields are completed and all supporting documents listed on the checklist are submitted with this application. If you operate multiple locations for your dealership, an application will need to be completed for each location.

Company Details

Company TRN #: _____ Company Registration No.: _____

Registered Name of Dealership: _____

Date of First Certification (if recertification): _____

Type of Company: New Car Dealership Used Car Dealership Broker

Type of Motor Vehicles Imported: Cars Motor Bike Light Commercial Trucks/
Heavy Duty

Registered Business Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____ Website (url): _____

Does the company operate from any locations other than the above listed? Yes No

If yes, please state:

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Source of Funding: Personal Funds Financial Institution (state) _____ Other (specify) _____

Property Status: Own (*attach copy of title*) Lease/Rental (*attach copy of lease/rental agreement*)

Servicing

Does your dealership provide servicing of vehicles on the premises? Yes No

If no, please state the name of third party auto mechanic garage: _____

Address: _____

Telephone: _____ Fax: _____

Date of Contract Agreement: _____

Auto Parts

Does your dealership have a parts department? Yes No

If no, please state the name of third party auto parts provider: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Date of Contract Agreement/Letter: _____



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DECLARATIONS – Declarations 2 and 3 must be completed, signed, dated and sealed. Declaration 1 is optional.

1. Revised Motor Vehicle Import Policy (2014) Declaration

I _____, _____ of _____ am
(Full Name) (Position) (Dealership/Broker Name)

aware of the issues surrounding motor vehicles imported from certain countries for which information relating to the model year and other features of the vehicle, contained on documents submitted may differ from what is revealed via the verification process or from a visual/physical inspection of the vehicle.

I am also aware that the verification process employed by the Trade Board relies on the authenticity of information contained on documents submitted by importers.

I declare that _____ hereby undertakes to:
(Name of Dealership/Broker)

- Embrace and abide by all guidelines governing the certification of motor vehicles dealers, as outlined in the motor vehicle import policy.
- Ensure that all vehicles to be imported are pre inspected prior to ensure conformity with the stipulated age guidelines.
- Ensure that all supporting documents necessary and sufficient for the processing of the import permits are thoroughly checked to ensure conformity with the guidelines of the Policy, especially Sections 6.0 (Import Documentation), 7.0 (Age of Vehicle at Importation) and 8.0 (Approved Methods for Determining Model year), prior to submitting the application.
- Ensure that all imported vehicles are thoroughly examined by the Island Traffic Authority, and a determination made in relation to the model year prior to issuing the certificate of fitness.
- Ensure that only authentic documents are submitted to the Trade Board.

Being aware of the implications of our actions for The Government of Jamaica, Customers, Financial Institutions and Insurance Companies, we hereby undertake to ensure that our actions do not result in any incidence of misrepresentation with respect to motor vehicles imported by us.

If any proven case of misrepresentation should occur whether intentionally or unintentionally we undertake to handle and settle with the affected party any matter/concern/issue relating to the model year or any other feature of vehicles imported by our company.

Our acceptance of this responsibility is in conformity with Section 6.0 of the Revised Motor Vehicle Import Policy, Ministry Paper #73 and therefore serves to indemnify the Trade Board Limited from any present or future complaint by consumers with respect to misrepresentation by dealers (knowingly or unknowingly).

Signature _____ Date: _____ Company Seal:

2. Consumer Protection Act Declaration

I _____ hereby declare that as at _____ there are _____ complaints
(Full Name) (Date) (Number)

filed against _____ to the Consumer Affairs Commission for breaches of
(Dealership Name)

the Sale of Goods Act or Consumer Protection Act in relation to the conduct of business.

Signature _____ Date: _____ Company Seal:

3. Fair Competition Act Declaration

I _____ hereby declare that as at _____ there are _____ complaints
(Full Name) (Date) (Number)

filed against _____ to the Fair Trading Commission in relation to breaches of
(Dealership Name)

the Fair Competition Act and the conduct of our business.

Signature _____ Date: _____ Company Seal:



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List of Required Supporting Documents

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CERTIFICATION/RE-CERTIFICATION OF MOTOR VEHICLE DEALERSHP OR BROKER

List Of Required Supporting Documents For Certification/Re Certification Of Motor Vehicle Dealers & Brokers In Accordance With Section 9.3 of The Revised Motor Vehicle Import Policy – Ministry Paper #36/14, Effective 03 April 2014.

1. Completed application form for certification/re-certification of motor vehicle dealers (please complete all four pages). **(Certification & Re Certification)**
2. Copy of Articles Incorporation and Memorandum of Association, or Articles & Certificate of Incorporation (if the company was registered with the Companies Office Of Jamaica as a Limited Liability Company post January 2004) **(Certification)**
3. Copy of Certificate of Business Name Registration(Sole Trader/Proprietorship) **(Certification)**
4. Copy of current Tax Compliance Certificate (TCC). **(Certification & Re Certification)**
5. Copy of Tax Registration Number (TRN) for the company. **(Certification)**
6. Copy of TRN for each director and manager if the latter is not listed as a director. **(Certification)**
7. One certified passport size photograph for each director and manager. **(Certification)**
8. Copy of rental or lease agreement if the operational location is rented or leased. **(Certification, & Re Certification If Change In Location)**
9. Copy of most recent, current property tax receipt if operational location is owned by directors. **(Certification & Re certification)**
10. Evidence of valid work permit if directors are foreign nationals. **(Certification, &Re Certification If Permit Period Expired)**
11. Copy of contractual agreement between local exclusive dealer and overseas manufacturer for dealers applying for certification as importers of new motor vehicles (franchise dealers) **(Certification, & Re Certification If Change In Franchise)**
12. Copy of contractual agreement between dealer and entity providing service facilities and/or spare parts, where applicable. **(i.e. If Service Facilities and ,or Provision Of Parts Is Outsourced)(Certification, &Re Certification If Change In Contractor)**
13. **Copy of registration document and TCC for contracted entity , signed by the manager/director and having the company seal affixed.**
14. **Completed Trade Board Limited , Applicant Background Check Questionnaire.**
15. National Environmental Planning Agency certification re disposal of hazardous waste material. **(Certification&Re Certification If Previous Document Expired)**
16. Copy of official receipt for payment of Dealership Certification Fee of \$104,850.00, inclusive of GCT.
17. Copy of official receipt for payment of late registration fee in the amount of \$58,250.00 for submission of application for dealership re certification after the stipulated expiry date.
18. Copy of official receipt for payment of \$29,125.00 for each additional lot and/or outsourcing of service facilities and/ or the provision of parts.

I declare that the information entered on this application form (pages 1-4) to the best of my knowledge represents the truth and is correct and complete.