

Government of Jamaica
Ministry Of Finance & Planning

Overseas Suppliers Tax Compliance Certificate Process

STEP 1

Taxpayer Registration Centre

1. Contact the Tax Registration Centre to request application form ((TRN-01/96 for companies or TRN-02/96 for individuals). There is no application fee.
2. Return completed application form (original signature required) to the Tax Registration centre along with certified/notarized copies of pertinent registration or charter documents.
3. Also include a notarized copy of identification of the signatory.
4. TRN may be transmitted to overseas party via e-mail or express courier. If courier service is required, please include addressed, pre-paid packaging in your mailing to the Taxpayer Registration Centre.
5. Companies receive a registration certificate and data sheet, while individuals receive a registration card, all bearing the assigned taxpayer registration number.
6. The registration number is available to the taxpayer within minutes after receipt by the Taxpayer Registration Centre of the requisite documentation as noted above.
7. Additionally, the forms noted in item #1 will soon be available on the TASD website.

STEP 11

Registrar of Companies

1. Contact the Office of the Registrar of Companies to request forms F-12 (Particulars of Directors) and F-19 (Particulars of Authorized Local Agent).
2. Return completed application forms (original signature required) along with certified/notarized copies of registration or charter documents to the Office of the Registrar of Companies.
3. Registration fee is \$7,000 (7-days service). Express 1-day service is available at a cost of J\$8,000. Methods of payment include United States Money Order and Master or VISA Cards.
4. Certificates of Registration may be transmitted to overseas party via mail or express courier. If courier service is required, please include addressed, pre-paid packaging in your mailing to the Office of the Registrar of Companies.

STEP 111

Registration with Tax Departments/Statutory Authorities

1. Contact the Inland Revenue Department, National Insurance and National Housing Trust offices to request Tax Clearance Letters. Please include your TRN and notarized copies of your Certificate of Registration (Jamaican) and your (overseas) registration or charter documents.
2. Additionally, for the National Housing Trust, you need to complete an "Employer Information File Data form and return the form (original signature required) to the National Housing Trust.
3. The Inland Revenue Department will provide you with Tax Clearance Letters with respect to the following obligations; Human Employment and Resource Training (HEART), Income Tax, General Consumption Tax and Education Tax. The National Housing Trust and National Insurance offices will provide its own letters respectively.

STEP 1V

Tax Compliance Certification Unit

1. Transmit copies of Tax Clearance Letters from Inland Revenue, National Housing Trust and National Insurance to the Tax Compliance Certification Unit.
2. There is no application fee.
3. The Tax Compliance Certificate may be sent to the overseas party via mail or express courier. If courier service is required, please include addressed, pre-paid packaging in your mailing to the Tax Compliance Certification Unit.