

How to Apply for Import/Export Permits

Importers, customs brokers and the general public can apply for an import/export permit in one of two ways:

1. Collect an application form at any of these locations: the Plant Quarantine Division, the Veterinary Services Division, and the export/import points; or
2. Apply directly online using Ministry of Agriculture Trade System (MOATS) – www.moatrade.gov.jm/MOA .

Application Requirements

To fast track the application process the following are required:

- The importers' *Tax Registration Number (TRN)*, including the branch number where applicable.
- A maximum of *twenty (20) items per application form*. (There is no limit on the number of applications which can be submitted at any given time).
- An *Application Fee* for each import/export permit application form.
- *One (1) cheque per importer*. This cheque may cover the cost for several application forms bearing the TRN of the same importer only. Payments cannot be combined on a single cheque for different TRN holders and/or permit applicants.
- *Consignor* information including name, address, contact number and email address
- *Total weight of goods* (stated in kilogram or pounds)
- *Product information* such as
 - i. Origin
 - ii. Contact details of the processing facility
 - iii. Scientific Name of the product (where applicable)

Payment of Fees

Applicants may make payments in-office at any of the authorized locations or online. Upon registering to use the online service, users desiring to effect electronic payments will be required to provide an email address for receiving confirmation of their transactions.

Automatically Generated Receipts

On completion of the application process, applicants will be provided with an automatically generated printed receipt.