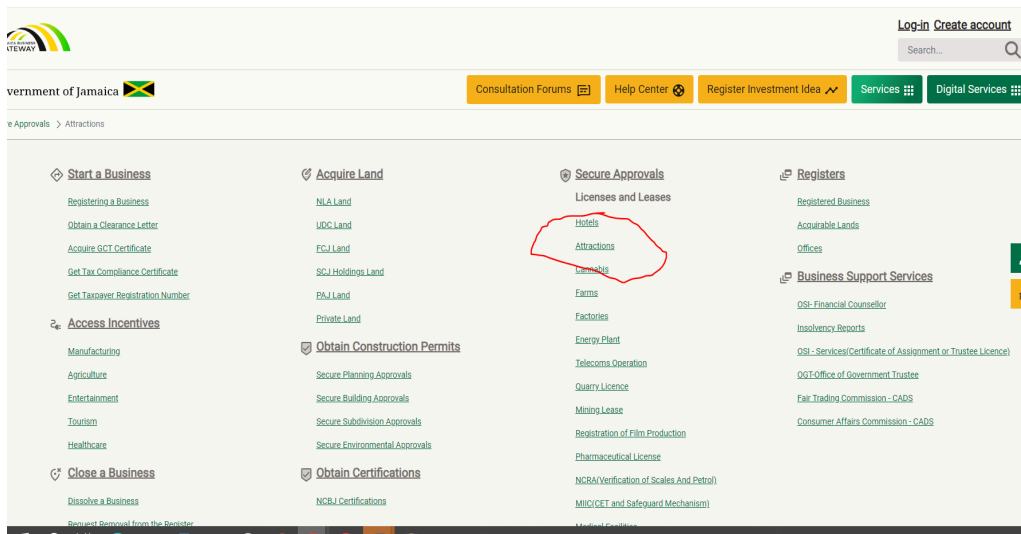


TPDCo- Application for Licence (Portal Module)

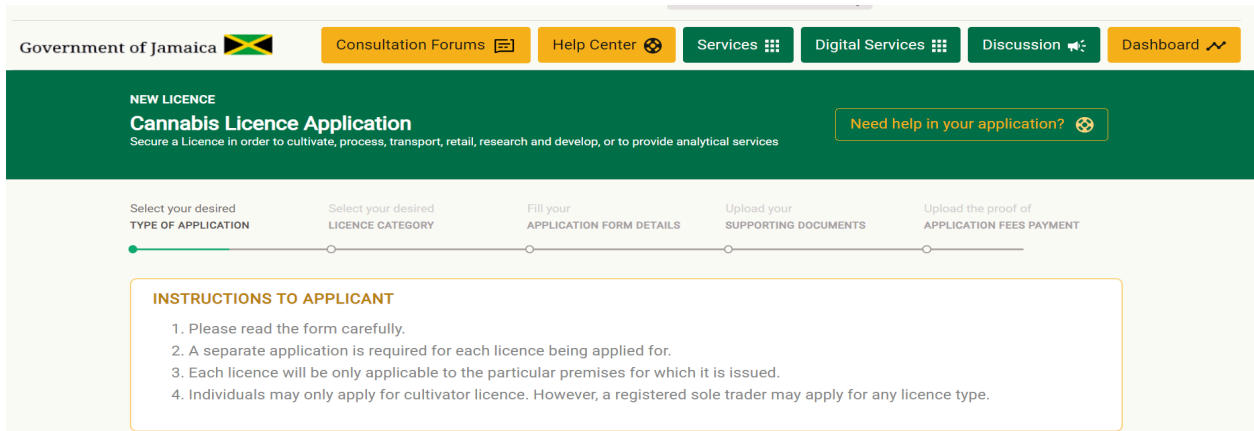
PAGE 1 – SERVICES PAGE ON THE PORTAL



Phase 2 – Apply Now

Page 1

Tourism Product Development Co.



Instructions to Developer -Replace the content in the green section above with the below.

Application for a Tourism Board Licence

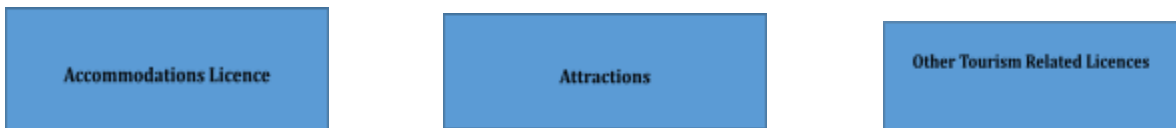
All tourism entities operating in Jamaica, including Hotels, Resort Cottages and other tourism accommodation entities, are required to be in possession of a Jamaica Tourist Board (JTB) Licence as per Section 23A of the Jamaica Tourist Board Act (1955)

Instructions to Developer -Replace the content in the white section above with the below.

Instructions to Applicant

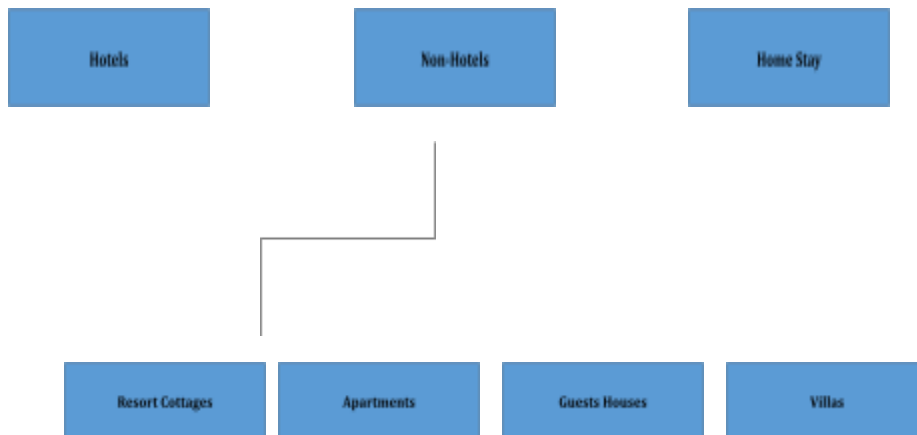
- 1) Please read the form carefully.
- 2) Choose from the list below the licence you intend to apply for.
- 3) A separate application must be completed for each licence.

What type of licence do you want to apply for? (Single Value)



Categories of Licence (Single value)

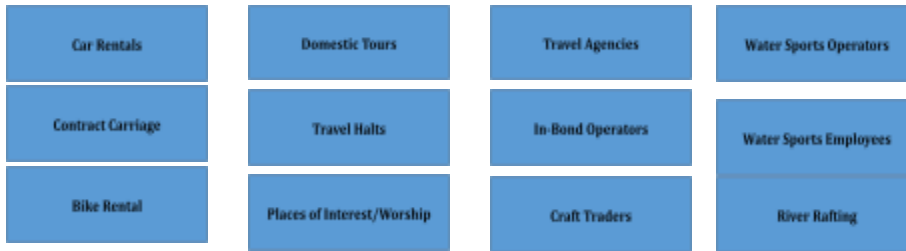
If Accommodations is selected above- note to Developer- the following types of sub-categories (Multi Value) should be available for Non-Hotels.



Attractions Category (Sub Categories of Attractions-below) Multi Value



(Other Tourism Related Licence Categories) If the Other category is selected above- note to Developer- the following sub-categories should be available. Single Value



For Domestic Tours - add the options



Page2

What is your Tourism status?

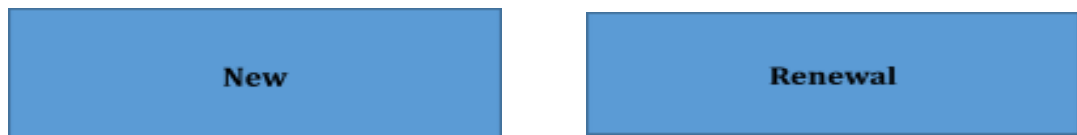


New/ Existing Operator- not yet Registered with the JTB
These are individuals/entities operating in the tourism industry without a Jamaica Tourist Board Licence



Existing/JTB licenced Operator
These are individuals/entities who are operating with a Jamaica Tourist Board Licence

Type of Transaction



If Renewal is selected - the following fields must be configured

Operator Name

Bona fide license Number

Date of Issue

Date of Expiration

Categories

Sub Categories

Page 3 Forms

Instructions to Applicant

Please Read the Forms Carefully and upload all required supporting documentation.

Accommodations Forms

- 1) **APPLICATION FOR A HOTEL LICENCE Form (New) (no Renewal option)**
https://docs.google.com/document/d/18-YMnBc36kstC_I5g0Yt6kG5PegIdDkf/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true
- 2) **APPLICATION FOR LICENCE FOR NON-HOTEL ACCOMMODATION Form (New/ (Resort Cottages\Guest (no Renewal option) Houses\Apartments\Villas)**
<https://docs.google.com/document/d/1ya5E4ok62pXGNvbAHE7ITPhI2O6asEu3/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 3) **Application for a Home Stay Licence Form (New /Renewal)**
<https://docs.google.com/document/d/1-5Jltp6TtsVtG0hOBqET4Z2oK1qS7oN-/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>

Attractions Forms

- 4) **Application for Attractions Form (New)**
https://docs.google.com/document/d/15KFtLjR_vo_gjj6HkNUBkYPVETx5eHGP_AjsrFC3Ufk/edit?usp=sharing
- 5) **Application for Attractions Form (Renewal)**
https://docs.google.com/document/d/1xcwt7zn2GgrdEB_VC4f4ltueuzWO5FSE/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true

(Other Tourism Related Licence Categories) Forms

- 6) **Car Rental Application Form (New)**
<https://docs.google.com/document/d/1PCacuf1s5hX4azZWdBpzEC6iPFRsyCf1/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 7) **Car Rental Application Form (Renewal)**
<https://docs.google.com/document/d/10637M0wQHtGpc79mLUs3O EZALOPvbo35/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 8) **Contract Carriage Application Form (New)**
<https://docs.google.com/document/d/19FbFirilHViVsJI0DFu7PTTy2vgBEHag/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>

- 9) **Contract Carriage Application Form (Renewal)**
<https://docs.google.com/document/d/1SmZB4ckywykyk01iPMXT7bbeOp9nB207C/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 10) **Motor-Bike Rental Application Form (New)**
<https://docs.google.com/document/d/1p5EGG7kzVpdlrfk6AMr7hlyj5t7n8SXh/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 11) **Motor-Bike Rental Application Form (Renewal)**
<https://docs.google.com/document/d/1qxfK8-mBEu10kb1cOGhfd4vfAArqKoz8/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 12) **Domestic Tour Company/Operator Licence Application Form (New)**
<https://docs.google.com/document/d/1DCddXTqIjBpmsOHD2XE0cZqZvZnvilo/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 13) **Domestic Tour Company/Operator Licence Application Form (Renewal)**
<https://docs.google.com/document/d/1U7pcbd6l3OmUakoZUbF2pwHE6lylqJ6R/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 14) **Travel Halt Application Form (New /Renewal)**
<https://docs.google.com/document/d/1GrRVb7a18tmltMM1Q4AdAWIOADYLdkkl/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 15) **Places of Interest/Worship Application Form (New) No Renewals**
<https://docs.google.com/document/d/1VuRu2VGc-5gMhk44hC7PcTJVDrSowXrL/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>
- 16) **Travel Agency Application Form (New/Renewal)**
https://drive.google.com/file/d/1CfOANyneF_qwyXo-zkiQOou9D69KE8pn/view?usp=sharing
- 17) **In-Bond Application Forms (Missing)**
- 18) **Craft Traders Application Form (New)**
https://docs.google.com/document/d/1FwBqD_2c55UuwIkPINXCsGc2GdKraaFk/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true
- 19) **Craft Traders Application Form (Renewal)**
<https://docs.google.com/document/d/11Ry1Ys362Uk96XaEX01n3l-lwn8YXD3V/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>

20) Water Sports Operator Application Form (New)

<https://docs.google.com/document/d/15G-GwBS4wr7wQctKRRIODDkSPGcmJf4r/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>

21) Water Sports Operator Application Form (Renewal)

https://docs.google.com/document/d/1pr9ryIM_jue69PeOUal_xB5Bkaz0Y0Pw/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true

22) Water Sports Employee Application Form (New)

<https://docs.google.com/document/d/1tQqWq7-pzNuKsF0gMOVXIHG-dSutfmAe/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>

23) Water Sports Employee Application Form (Renewal)

<https://docs.google.com/document/d/10KTtLlg9kFGZMSDDh9iCmOjM6IN99TEF/edit?usp=sharing&oid=105010193755170119376&rtpof=true&sd=true>

24) River Rafting Application Forms (Missing)

25)

Page 5 Supporting Documents

Note to Developers-the Supporting Documents are listed on each Form (google link) for each type of application. Note that the forms are small however -on some of the forms there is another page to complete the Form. You must remove the supporting documents requirements from the Form configured and position them on the supporting documents page.

SELECT YOUR DESIRED TYPE OF APPLICATION	SELECT YOUR DESIRED LICENSE CATEGORY	FILL YOUR APPLICATION FORM DETAILS	UPLOAD YOUR SUPPORTING DOCUMENTS	UPDATE THE DESIRED APPLICATION FEE PAYMENT
Supporting Documents				
Mandatory Documents (that attract an expiry date)				
Certified copy of Certificate of Incorporation				Upload
Certified copy of Articles of Incorporation				Upload
Tax Compliance Notification Letter				Upload
Director and Shareholder Jamaica Driver License				Upload
Director and Shareholder Jamaican Passport				Upload
Directors and Shareholders Jamaican National Identification Card				Upload
Directors and Shareholders Other				Upload
Directors and Shareholders Original Police Certificate (addressed to the Cannabis Licensing Authority or in the Complete and full name of the Applicant)				Upload

Page Application Fee (See Instructions below)

1	Accommodations	No Fee Applicable
2	Attractions	New Applications -\$30,000 for a 3 YR Licence Renewals (April 30 Expiry) 1 Year Licence \$ 10,000.00 3 Year Licence \$ 30,000.00
3	Bike Rental	March 31 expiry. Fee – New and Renewals - \$10,000 per year
4	Car Rental	Fee \$10,000 per year New and Renewals -September 30 Expiry.
5	Contract Carriage	New/Renewal \$5,000 per vehicle \$800 per Driver. (Total to be calculated from the Business Object details from the Form) March 31 Expiry.
6	Craft Traders	New/Renewal \$1,300 per shop and \$800 for each assistant. June 30 Expiry <i>(Total to be calculated from the details from the Form)</i>
7	Domestic Tours/Operators	New/Renewal Fee \$10,000. March 31 Expiry
8	In-Bond Operators	New/Renewal \$4,000 per shop and \$1,000 per operator
9	Places of Interest / Places of Worship	No cost and no expiry date
10	River Rafting Licence	To Be Determined
12	Travel Agencies	New Applications 1) Application fee of \$2,000 and 2) Inspection fee of \$5,000. 3) A Bond with surety in the sum of \$100,000.00. 4) Fidelity Guarantee insurance policy - \$25,000 required in respect of each cashier. Annual registration TBD
13	Travel Halts	Indefinite approval. No cost and no expiry date
14	Water sports operator	New/Renewal \$10,000.00 April 30 expiry.
15	Water sports employee	New/Renewal \$800.00 April 30 expiry.

Page 5 Submit your Application for /an X Licence

Submit your Application

You can choose your preferred submission method, either through the online portal or by presenting your filled form in one of OSI offices.

Once your application form and any relevant supporting information/documents have been completed, signed, stamped and certified where required; submit your application using the portal (or visiting the OSI offices), along with your relevant fee payment.

[Apply now for your Report →](#)

Submission Requirements

Once your form and all supporting information/documents have been completed, signed, stamped and certified where required, you may visit and submit your request through the OSI Office in your parish. All requests should be addressed to the Supervisor of Insolvency.

The address and contact information for the Ministry is indicated below:

Office of the Supervisor of Insolvency

The Beit Building
2nd Floor 52-606
Grenada Crescent, Kingston 5

Phone (876) 920-8332-50/
(876) 920-8847/
(876) 619-1475.6
Fax (876)-960-7310
Email info.osi@mlic.gov.jm

[Submit your Application to the TPDCo](#)

The successful pop up with the transaction # and details should be displayed. Link to the Application on the Dashboard etc.

Portal Dashboards and Stages- Certificate of Assignment

National Business Portal

CANNABIS LICENCE **64191/22** Expires 08/09/2023

Overview Details Documents Desk Verification Due Diligence Conditional / Licences Inspection Licence Issuance

Cannabis Application Transaction Number: 64191/22 Category / Tier: Cultivator License Tier - 3 Issue Date: 08/09/2022 Expiration Date: 02/09/2023 Status: SUBMITTED

Application Submission: 27/07/2022 (SUBMITTED)

2 WEEKS: Review and Verification: 04/21/2022

4 MONTHS: Due Diligence: 08/24/2022

2 WEEKS: Conditional Approval: 04/06/2022

CALENDARIZED: Inspection Date

CLA Decision

Licence Fee Payment

Licence Issuance Meeting

The following Dashboard Tab should be displayed

- 1) Overview
- 2) Details
- 3) Documents
- 4) Quality Assurance Assessment (Inspection- Display Inspection Calendar)
- 5) Board Decision
- 6) Licence Issuance (Refusal Letter)

Case Stages- All Portal Dashboard Updated.

- 1) Stage 1: Application Submission
- 2) Stage 2: Data Verification
- 3) Stage 3: Quality Assurance Assessment
- 4) Stage 4: Licencing Processing & Registration Unit (LP&RU) Review
- 5) Stage5: Board Decision
- 6) Stage 6: Licence Certificate (or Refusal Letter) Generation
- 7) Stage7: Licence Issuance