



## DATA CAPTURE FORM FOR A MASTER CONCESSION/LICENCE AGREEMENT

### SECTION 1 - GENERAL BUSINESS INFORMATION

1. Application date [Click here to enter a date.](#)
2. Name and address of the applicant in full (BLOCK LETTERS)

Company Name	<input type="text"/>
Full Address	<input type="text"/>
	Building No. and Street Address
	<input type="text"/>
	Town/City
	Parish/Post /Zip Code
Country	<input type="text"/>
Telephone No./s	<input type="text"/>
Fax No./s	<input type="text"/>
E-Mail Address/s	<input type="text"/>
Website	<input type="text"/>

3. Address Local Head Office (if different from above)

<input type="text"/>
Building No. and Street Address
<input type="text"/>
Town/City
Parish/Post /Zip Code

4. Authorised Representative

Name	<input type="text"/>
Full Address	<input type="text"/>
	Building No. and Street Address
	<input type="text"/>
	Town/City
	Parish/Post /Zip Code

Country

Telephone No./s

Fax No./s

E-Mail Address/s

5. Is the applicant a part of a Joint Venture/Special Purpose Vehicle? Y  N

If yes, please state parent company name and address:

Company Name

Full Address

Building No. and Street Address

Town/City  Parish/Post /Zip Code

Country

Telephone No./s

Fax No./s

E-Mail Address/s

*(Please use additional sheet if required)*

6. Are you an existing Jamaican Company under the Companies Act, 2004 (Act 10 of 2004)?

Y  N

7. If yes, please select the form of the articles of incorporation:

- a. A company limited by shares
- b. A company limited by guarantee and not having a share capital
- c. A company limited by guarantee and not having a share capital
- d. An unlimited company having a share capital
- e. Partnership
- f. Sole Proprietor
- g. Other (please specify)

If other, please explain

8. Is the company classified as a non-resident Jamaican Company    Y        N   

9. Taxpayer Registration Number (TRN)

10. General Consumption Tax Number (GCT)

11. Tax Compliance Certificate Number (TCC)

## SECTION 2 - SHAREHOLDING/PARTNERSHIP/DIRECTOR INFORMATION

12. Equity/Share Capital of the registered Jamaican entity to include Foreign Direct Investment.

I.    Authorised

US\$

II.    Subscribed

US\$

III.    Paid up Share Capital

US\$

13. Details of each of the Principal Shareholders

Name:

Building No. and Street Address

Zip/Postal Code

Country

Nationality:

Tax Registration Number/Social Security Number/Tax Number in the country of domicile:

Name:

Building No. and Street Address

Zip/Postal Code

Country

Nationality:

Tax Registration Number/Social Security Number/Tax Number in the country of domicile:

Name:

Building No. and Street Address

Zip/Postal Code

Country

Nationality:

Tax Registration Number/Social Security Number/Tax Number in the country of domicile:

Name:

Building No. and Street Address

Zip/Postal Code

Country

Nationality:

Tax Registration Number/Social Security Number/Tax Number in the country of domicile:

Name:

Building No. and Street Address

Zip/Postal Code

Country

Nationality:

Tax Registration Number/Social Security Number/Tax Number in the country of domicile:

*Please use separate sheet/s if necessary*

#### 14. Principal Shareholders/Directors shareholding

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Shareholder Name

No. of Shares

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Shareholder Name

No. of Shares

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Shareholder Name

No. of Shares

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Shareholder Name

No. of Shares

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Shareholder Name

No. of Shares

*Please use separate sheet/s if necessary*

15. List of company directorship/trustees/fiduciary positions held by directors with any firms/corporations/associates/partnerships/business entity in the last 10 years:

Name:

Company:

Relationship:

Name:

Company:

Relationship:

Name:

Company:

Relationship:

Name:

Company:

Relationship:

**Please use separate sheet/s if necessary**

16. Corporation/business and companies in which directors have held/holds ownership interest:

Name:

Company:

Relationship:

Name:

Company:

Relationship:

Name:

Company:

Relationship:

Name:

Company:

Relationship:

**Please use separate sheet/s if necessary**

17. Are any of the company directors/shareholders currently involved in any bankruptcy proceedings or are undischarged bankrupts?

Yes                       No

If yes, please state name of director(s)/shareholder(s):


**SECTION 3 - EXISTING AND PROPOSED PROJECT BRIEF**

18. Have you previously been granted Free Zone or SEZ status? Y  N

If yes, are you currently operating a zone Y  N

19. If yes, please state location/s

Name of Zone	<input type="text"/>	Parish	<input type="text"/>
Name of Zone	<input type="text"/>	Parish	<input type="text"/>
Name of Zone	<input type="text"/>	Parish	<input type="text"/>
Name of Zone	<input type="text"/>	Parish	<input type="text"/>

20. Provide a description of the nature of the business being conducted in the Zone

21. What percentage of output is distributed:

I. Locally

II. Overseas

Proposed name of the SEZ

22. What type of Special Economic Zone is the application for:

- a. Multi-Purpose Zone
- b. Single-Entity Zone
- c. Multi-Purpose Integrated Zone (Includes residential areas)
- d. Specialised Zone



If Specialised Zone, please describe

23. Distance from the nearest:

- a. Sea Port  km  mi
- b. Airport  km  mi
- c. Road  km  mi
- d. Rail  km  mi
- e. Customs Processing Area  km  mi

24. Indicate the land measurement of the proposed SEZ (in hectares)

25. What is the square footage (footprint) of the proposed SEZ space (buildings and land area?)

- I. Buildings  (square feet)
- II. Land area  (square feet)

26. Ownership/Right of land use

- I. Full Ownership  Lease Contract   
Joint Tenancy  Joint Venture   
Other

II. If applicant is not the owner, please state the name and address of land owner

Name:

Address 1

Address 2

III. If tenanted, what is the tenure of the lease agreement:  Years

IV. If the land is not in full ownership, is the applicant taking steps to acquire the lands?

Y  N

27. State whether the proposed area is contiguous to or separated by any thoroughfare

28. Has the applicant previously been denied permission for development of a Free Zone or Special Economic Zone. Y  N

If yes, please provide brief details of project

## SECTION 4 - PROPOSED DEVELOPMENT PLAN

### 29. Project Development Plan / Site Plan

- I. If the application is for a Single Entity SEZ, will the Developer/Occupant be using an existing building/s for its business    Y        N

If yes, please provide Surveyors Identification Report detailing the existing building/s and parcel of land to include details of a specific floor, if such designation is required.

- II. If applicant is proposing an Single Entity Development, please provide brief description of activities to be undertaken

### 30. Green or Brownfield SEZ Development

- I. Volume  Folio

- II. Location Address

Building No. and Street Address

Town/City

Parish/Postal Code

- III. Zoning Classification

Industrial                          Agricultural      
Residential                          Commercial   

- IV. Existing Land Use

- V. Total hectares (acres) for the proposed SEZ Area development

hectares  acres

VI. Total hectares/acres for the proposed SEZ Customs Controlled Area:

hectares  acres

VII. Topography

Flat  Hilly  Slightly sloping  Very Steep

VIII. Boundaries

North

East

West

South

31. Infrastructure, Facilities and Utilities:

I. Proposed/Existing Facilities

	Land Measurement	Percent
Customs Controlled Area	<input type="text"/> hectares	<input type="text"/>
Common Area/F&B	<input type="text"/> hectares	<input type="text"/>
Buffer/Green Zone	<input type="text"/> hectares	<input type="text"/>
Zone User Area	<input type="text"/> hectares	<input type="text"/>
Residential (if any)	<input type="text"/> hectares	<input type="text"/>
Total	<input type="text"/> hectares	<input type="text"/>

II. Estimated requirement for Water (in Kilo Liters)

For industrial (process) purposes

For drinking purposes

Others, specify

Total requirement

III. Sewage/Waste water Treatment

Quantum and nature of effluents and mode of disposal

Specify whether own Sewage/waste water Treatment Plant will be created.

IV. Requirement of Power (in kilovolt-ampere kVA)

V. Internal Road Network

	ROW Width (M)	Type of Pavement
Main Road	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Secondary Road	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Tertiary Road	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>

VI. Will the applicant require installation of water supply, sewage systems & waste water system?

Y  N

VII. Will the applicant require installation of power distribution system? Y  N

VIII. Will the applicant require installation of telecommunication infrastructure? Y  N

IX. Will the application be installing Closed Circuit Television (CCTV) System Y  N

X. Will the applicant CCTV system allow for interconnection with GoJ approved security and/or regulatory agencies? (JSEZA, Jamaica Customs Agency, JCF) Y  N

XI. Will the applicant install a Fire Fighting System and Equipment Y  N

**SECTION 5 – EMPLOYEE SAFETY AND SECURITY**

32. What are the security measures that the firm currently uses (to include physical security plan, access controls for employees and visitors, ID system for staff, Payment Card Data Security Standard (PCIDSS) compliance, where applicable, employee screening process). Please include a detailed security plan with your application.

*Please use a separate sheet if necessary*

33. Define your occupational safety and health management systems, policy and procedures:

*Please use a separate sheet if necessary*

## SECTION 7 – DISASTER MANAGEMENT AND EMERGENCY PLAN

34. Does the company have a disaster management and emergency plan in place?

Yes       No

35. Define your disaster mitigation plan, emergency response mechanisms and incident management procedures.

*Please use a separate sheet if necessary*

## SECTION 8 - INVESTMENT AND FINANCIAL INFORMATION

### 36. Proposed Financial/Investment Details:

- |      |  |      |                      |
|------|--|------|----------------------|
| I.   | Value of Land  | US\$ | <input type="text"/> |
| II.  | On-Site Infrastructure such as boundary walls, roads, drainage, water supply, electricity etc. | US\$ | <input type="text"/> |
| III. | Building/Factory Development Cost  | US\$ | <input type="text"/> |
| IV.  | Port   | US\$ | <input type="text"/> |
| V.   | Airport  | US\$ | <input type="text"/> |
| VI.  | Other  | US\$ | <input type="text"/> |
| VII. | Total Investment   | US\$ | <input type="text"/> |

37. Total Local Direct Investment (LDI) US\$

38. Total Foreign Direct Investment (FDI) US\$

### 39. If any, source of FDI (Sponsors company and country details should be provided)

Company Name:

Resident Address:

### 40. Source of Funds

**SECTION 6 - EMPLOYMENT INFORMATION**

41. Indicate direct and indirect employment likely to be generated during the first three (3) years of the project

I. Direct	<input type="text"/>	Indirect	<input type="text"/>
II. Male (direct)	<input type="text"/>	Female (direct)	<input type="text"/>
III. Local	<input type="text"/>	Foreign	<input type="text"/>

**SECTION 7 - DEVELOPER'S UNDERTAKING**

1. I/We hereby confirm that the Board of Directors has authorized the filing of this application in accordance with the terms thereof;
2. I/We have read the Special Economic Zone Act 2016, (No 7 of 2016) and SEZ Regulations, 2016 and the Rules as adopted by the JSEZA and commit to abide by the provisions thereof as well as amendments thereto;

3. I/We declare that to the best of our knowledge, that the project is economically, technically and financially sound and have provided the Authority with the project business proposal;
4. I/We declare that the company is capable of operating, on a sound and efficient basis, and agree to conduct further negotiations towards contributing to the objectives of the Jamaica Special Economic Zone Authority;
5. I/We declare that if the company is engaged, or intends to be engaged in, any other Jamaican Business entity and/or any additional activities outside of this project and/or operates any subsidiary company/s that it will operate with an “arms length consideration” as per the Income Tax (Amendment) (No. 2) Act, 2015 (No 30 of 2015);
6. I/We declare that the company shall submit quarterly reports and other information, pertaining to its activities in the Special Economic Zone as the Authority and/or Jamaica Customs Agency may require;
7. I/We declare that the company will start and operate the project covered by this application within such reasonable time as may be fixed by the Authority;
8. I/We declare that the company will pay over to the Authority all fees due it as prescribed by the Fee Schedule;
9. I/We declare that the company will be subject to taxes and benefits pursuant to the First Schedule of the Special Economic Zone Act, 2016 (No. 7 of 2016);
10. I/We hereby undertake to abide by the provisions of the Special Economic Zones Act, 2016 and Regulations/Rules and Orders made thereunder;
11. I/We hereby declare that to the best of my/our knowledge the applicant and their shareholders/directors are not engaged in money laundering or other financial crimes, the financing of terrorism, or the manufacture or proliferation of weapons of mass destruction;
12. I/We will abide by any other condition, which may be stipulated by the Government of Jamaica;
13. I/We acknowledge that this application and its approval is subject to due diligence and regulatory approvals;
14. I/We declare that neither the company nor any of its directors/shareholders have been debarred from being granted a Letter of Approval, Letter of Authorisation, Developer’s Agreement and Operating Certificate as prescribed by the Special Economic Zone Act, 2016 (No. 7 of 2016)
15. I/We fully understand that any Letter of Approval and subsequent SEZ Developer’s Agreement (Master Concession or License Agreement) granted to the company on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein is incorrect or false. An affidavit duly sworn in support of the above information is enclosed;
16. I/We declare that the authorised representatives, management, directors and shareholders/stockholder have received legal advice and that I/We fully understand the terms of the application and the company’s duties and responsibilities on the signing of the form/s and on being granted any agreements thereafter.
17. I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief and I/We sincerely declare and affirm that this application and that any exhibits and/or annexures submitted with this application and their contents is true.



**Applicant's signature and certification**

Name of Applicant

Title of Applicant:

Telephone No.:

E-mail Address:

Official Seal/Stamp

Signature:

---

Date:

[Click here to enter a date.](#)

Name of Notary Public/Justice of the Peace:

Official Seal/Stamp

Signature:

---

Date:

[Click here to enter a date.](#)