

THE TOURIST BOARD ACT (1985)

**APPLICATION FOR RENT-A-CAR COMPANY LICENCE
TO OPERATE IN THE TOURISM INDUSTRY**

NEW

NAME OF APPLICANT

ADDRESS

.....

NAME OF COMPANY.....

ADDRESS.....

TEL. # FAX #

EMAIL ADDRESS

DATE OF COMPANY REGISTRATION.....

MANAGER'S NAME.....

NUMBER OF VEHICLES IN FLEET.....

NUMBER OF EMPLOYEES
.....

BRANCH OFFICE LOCATIONS:

1. TEL. # FAX #

2. TEL. # FAX #

3. TEL. # FAX #

I HEREBY CERTIFY THAT THE INFORMATION GIVEN IS TO THE BEST OF MY
KNOWLEDGE AND BELIEF A TRUE AND ACCURATE TESTIMONY.

.....

SIGNATURE OF APPLICANT

POSITION

.....

DATE

DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM: -

1. Copy of Public Liability Insurance indicating period of coverage.
2. Fleet list indicating model, year and licence number (vehicle must be registered in operating company's name)
3. Copy of deposit requirements terms and conditions of rental cancellation or refund document
4. Copy of Tax Registration Number (TRN).
5. Approval from local planning authority (Parish Council e.g. KSAC, St. James Parish Council)
6. Permission to Operate from location (where applicable) - Certified Lease/Rental Agreement
7. Copy of Certificate of Incorporation
8. Copy of Registration of Business Name (where applicable i.e. if Business Name is different from the name of the Company)
9. Letter of "Good Standing" – Companies Office of Jamaica
10. List of Directors

Revised September 17, 2014

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**CONDITIONS PROPOSED FOR RENT-A-CAR COMPANY/OPERATION
IN THE TOURIST INDUSTRY**

- U-DRIVE/RENT-A-CAR OPERATORS ARE REQUIRED TO BE ESTABLISHED IN ACCORDANCE WITH THE LAWS OF JAMAICA.
- THE OPERATOR MUST MAINTAIN ADEQUATELY STAFFED AND A CONVENIENTLY LOCATED SERVICE OFFICE AND/OR RESPONSIBLE REPRESENTATIVE IN EACH AREA SERVED.
- SERVICE OFFICE/REPRESENTATIVE MUST BE PROPERLY IDENTIFIED AND PROVIDED WITH TELEPHONE SERVICE TO FACILITATE EASY CONTACT.
- SERVICE OFFICE/REPRESENTATIVE MUST HAVE REGULAR OPENING HOURS AS IS CUSTOMARY IN THE "TRADE".
- OPERATOR'S MONEY EXCHANGE AND COLLECTION SYSTEMS MUST WORK IN ACCORDANCE WITH THE BANK OF JAMAICA/EXCHANGE CONTROL REGULATIONS.
- A SCHEDULE OF CAR RENTAL RATES AND CONDITIONS MUST BE DISPLAYED, INDICATING TYPES OF VEHICLES APPLICABLE ADVANCE QUOTATION AND NOTICE NORMALLY GIVEN FOR COST REVISION.
- THE OPERATOR MUST ASSURE THAT VEHICLES ARE CURRENTLY LICENSED AND THAT ADEQUATE LIABILITY INSURANCE PROTECTION IS MAINTAINED.
- RENTAL UNITS TO BE FULLY EQUIPPED AND SUPPLIED WITH SPARE TYRES, JACK, LUG TOOLS AND ANY NEEDED EQUIPMENT FOR SATISFACTORY OPERATION OF THE VEHICLE.
- TERMS OF RENTAL, DEPOSIT REQUIREMENT AND INSURANCE PROTECTION PROVIDED AS WELL AS RENTERS LIABILITY TO BE CLEARLY STATED IN ADVANCE INFORMATION REGARDING RENTAL CONTRACTS.
- CONTRACT FORMS USED FOR COMPLETING RENTAL AGREEMENTS TO BE SUBJECT TO APPROVAL BY THE JAMAICA TOURIST BOARD.
- AUTHORISED PERSONNEL OF JAMAICA TOURIST BOARD TO BE ALLOWED BY OPERATOR TO EXERCISE SCHEDULED INSPECTION.