

**REQUIREMENTS & DOCUMENTATION**  
**For JAMAICA TOURIST BOARD**  
**MOTOR BIKE RENTAL COMPANY**  
**LICENCE**

**REQUIREMENTS**

- MINIMUM OF SIX (6) MOTOR BIKES WITH TWO (2) HELMETS TO BE PROVIDED FOR EACH BIKE
  - APPROPRIATE WASHROOM FACILITIES / PERMISSION TO USE BATHROOM FACILITIES
  - ADEQUATE STAFF
  - TELEPHONE/COMMUNICATION SYSTEM INSTALLED AND IN OPERATION
  - IDENTIFICATION SIGN TO BE CLEARLY MARKED AND DISPLAYED
  - COMPANY MUST OPERATE FROM A REGISTERED OFFICE IN A COMMERCIAL AREA
  - RECOMMENDATION ASSESSMENT REPORT FROM TPDCo
  - FIRST AID KIT AND FIRE EXTINGUISHERS STRATEGICALLY PLACED
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**DOCUMENTS TO BE SUBMITTED**

- COMPLETED APPLICATION FORM WITH REQUIRED DOCUMENTATION SUBMITTED TO MANAGER, LICENCE PROCESSING UNIT, TPDCo
- COPY OF PUBLIC LIABILITY INSURANCE
- COPY OF CERTIFICATE OF INCORPORATION
- COPY OF CURRENT TAX REGISTRATION NUMBER (TRN)
- COPY OF REGISTRATION OF BUSINESS NAME (where applicable i.e. if Business Name is different from the name of the Company)
- LETTER TO GOOD STANDING – COMPANIES OFFICE OF JAMAICA
- LIST OF BIKES IN FLEET INCLUDING YEAR, TYPE, MODEL AND LICENCE NUMBER
- COPY OF DEPOSIT REQUIREMENT TERMS AND CONDITIONS OF RENTAL AND CANCELLATION OR REFUND POLICY
- APPROVAL FROM LOCAL PLANNING AUTHORITY (Parish Council e.g. KSAC, St. James Parish Council)

***ALSO, ALL GOVERNMENT STATUTORY REQUIREMENTS MUST BE MET AND ADHERED TO.***

*Revised September 17, 2014*