

REQUIREMENTS & DOCUMENTATION
For JAMAICA TOURIST BOARD
MOTOR CAR RENTAL COMPANY
LICENCE

NEW

REQUIREMENTS

- MINIMUM OF FIVE (5) MOTOR CARS OR TEN (10) MOTOR CARS IF OPERATOR INTENDS TO APPLY FOR CAR CONCESSION AFTER ONE YEAR OF BEING LICENSED
 - APPROPRIATE WASHROOM FACILITIES
 - OFFICE(S) TO BE ADEQUATELY STAFFED WITH TRAINED PERSONNEL
 - 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
 - VEHICLES MUST BE REGISTERED IN OPERATING COMPANY'S NAME
 - FIRST AID KIT AND FIRE EXTINGUISHERS TO BE STRATEGICALLY PLACED
-

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
- LIST OF DIRECTORS
- 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
- COPY OF TAX REGISTRATION NUMBER (TRN)
- 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)
- PERMISSION TO OPERATE FROM LOCATION: CERTIFIED LEASE OR RENTAL AGREEMENT(where applicable)
- LIST OF VEHICLES IN FLEET INCLUDING YEAR, TYPE, MODEL, LICENCE NUMBER, ENGINE # AND CHASSIS #

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

Revised September 17, 2014