

REQUIREMENTS & DOCUMENTATION

For ***JAMAICA TOURIST BOARD*** ***WATER SPORTS LICENCE***

- ❑ COMPLETED APPLICATION FORM WITH REQUIRED DOCUMENTATION SUBMITTED TO MANAGER, LICENCE PROCESSING UNIT, TPDCo
- ❑ COPY CERTIFICATE OF INCORPORATION OF COMPANY
- ❑ 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 MARITIME AUTHORITY SAFETY CERTIFICATE FOR EACH VESSEL
- ❑ COPY OF FISHERIES LICENCE (for vessel(s) and employees where applicable)
- ❑ COPY OF CURRENT BEACH LICENCE
- ❑ PERMISSION TO OPERATE FROM LOCATION (Base where vessel is moored and location where operator is allowed to pick up guests)
- ❑ COPY OF WORK PERMIT (where applicable)
- ❑ COPY OF PUBLIC LIABILITY INSURANCE (schedule from insurance company)
- ❑ COPY OF TAX REGISTRATION NUMBER (TRN) (COMPANY)
- ❑ DETAILED LIST OF EMPLOYEES STATING JOB TITLES
- ❑ MANAGEMENT PLAN ON SITE RE MAINTENANCE, PRESERVATION, SAFETY, DISASTER PREPAREDNESS, ENVIRONMENTAL SAFE PRACTICES AND TRAINING OF STAFF (For New Applicants Only)
- ❑ DOCUMENTS TO BE SUBMITTED FOR PERSONNEL INVOLVED IN WATERSPORTS ACTIVITIES (certificates/licences) ALONG WITH COMPLETED APPLICATION FORM FOR EACH EMPLOYEE
 - COMPLETED APPLICATION FORM FOR EACH EMPLOYEE
 - FIRST AID AND CPR CERTIFICATE FROM THE ROYAL LIFE SAVING SOCIETY
 - COPY OF DIVING CERTIFICATE
 - COPY NRCA LIFEGUARD LICENCE FROM NATIONAL ENVIRONMENT AND PLANNING AGENCY (NEPA)
 - COXSWAIN CERTIFICATE OF COMPETENCY FROM MARITIME AUTHORITY OF JAMAICA
 - ONE RECENT PASSPORT SIZE PHOTOGRAPH TO BE STAMPED AND SIGNED BY SUPERINTENDENT OF POLICE OR JUSTICE OF THE PEACE

JET SKI OPERATIONS ISLAND WIDE ARE REQUIRED TO OPERATE FROM APPROVED LAUNCH SITES BEFORE APPLICATIONS WILL BE PROCESSED FOR THIS ACTIVITY

ADDITIONAL CERTIFICATES MAY BE REQUIRED BASED ON THE ACTIVITIES BEING OFFERED

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

Revised September 17, 2014