

DOCUMENTS REQUIRED
For
JAMAICA TOURIST BOARD
TRAVEL AGENCY

- COMPLETED APPLICATION FORM WITH REQUIRED DOCUMENTATION SUBMITTED TO MANAGER, LICENSING PROCESSING UNIT, TPDCo
- COPY OF PUBLIC LIABILITY INSURANCE
- COPY 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)
- COPY OF ARTICLES OF MEMORANDUM OF ASSOCIATION (registered companies)
- APPROVAL FROM LOCAL PLANNING AUTHORITY (Parish Council e.g. KSAC, St. James Parish Council)
- PROOF OF PERMISSION TO OCCUPY PREMISES (Eg. Lease / Rental Agreement)
- COPY OF TAX REGISTRATION NUMBER (TRN)
- COPY OF CANCELLATION OR REFUND POLICY
- RECOMMENDATIONS (evidence of good character and integrity by way of two (2) recommendations from a commercial bank, an attorney-at-law, a Justice of the Peace or any other person satisfactory to the registrar. In the case of a company, evidence of good character and integrity shall be in respect of each director)
- EVIDENCE OF FINANCIAL ABILITY OF OPERATE (evidence of financial ability to operate a travel agency by way of a bank guarantee or other evidence satisfactory to the registrar indicating the availability of sufficient funds to provide working capital for at least three (3) months to cover such over-head charges as rent, telephone, postage, advertisement, electricity, staff salaries etc.)
- BOND OF SURETY FOR \$100,000.00
- FIDELITY GUARANTEE INSURANCE POLICY - \$25,000.00 IN RESPECT OF EACH CASHIER
- COPY OF RECEIPT FROM INLAND REVENUE FOR REGISTRATION FEE - \$2000.00

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

Revised September 17, 2014