



## Checklist for Overseas Company

1. Taxpayer Registration Number (TRN)	Available	Address	Contact (Tel), (Fax)-italics
TRN Application Form - 01/96	<input type="checkbox"/> <a href="http://www.jrs.gov.jm/forms.html">http://www.jrs.gov.jm/forms.html</a>	<b>TRN Office</b> Kingston Mall, 12 Ocean Blvd. Kingston, Jamaica	876-922-7429
Notarized Copy of Company Registration Documents	<input type="checkbox"/> Company		876-922-3913
Notarized Copy of Identification of the Signatory	<input type="checkbox"/> Company		876-922-7110
Return Courier Service (Addressed, Prepaid Packaging) TRN Registration Certificate and Data Sheet OR TRN Registration Card	<input type="checkbox"/> Company		tasd@cwjamaica.com
2. Office of the Registrar of Companies (ORC)			
Form F-12 (Particulars of Directors)	<input type="checkbox"/> <a href="http://www.orcjamaica.com/docs/">http://www.orcjamaica.com/docs/</a>	<b>Office of the Registrar of Companies</b> 1 Grenada Way, Kingston 5, Jamaica	876-908-4419
Form F-19 (Particulars of Authorized Agent)	<input type="checkbox"/> <a href="http://www.orcjamaica.com/docs/">http://www.orcjamaica.com/docs/</a>		876-908-4417
Notarized Copy of Company Registration Documents	<input type="checkbox"/> Company		876-960-7152
Registration Fee (US\$ Money Order – equiv J\$8000)	<input type="checkbox"/> Company		custsupport@orcjamaica.com
Return Courier Service (Addressed, Prepaid Packaging)	<input type="checkbox"/> Company		
3. Tax Department Registration			
Request for Tax Clearance Letter – Inland Revenue [must include copy of TRN]	<input type="checkbox"/> Company	<b>Inland Revenue Dept.</b> 1 King Street Kingston, Jamaica	922-7919
Notarized Copy of Company Registration Documents	<input type="checkbox"/> Company		922-7357
Request for Tax Clearance Letter – NHT [must include copy of TRN]	<input type="checkbox"/> Company	<b>National Housing Trust</b> 4 Park Boulevard Kingston 5, Jamaica	876-929-6500
Notarized Copy of Company Registration Documents	<input type="checkbox"/> Company		876-929-6627
NHT – Employee Information File Data Form	<input type="checkbox"/> Company		876-968-6953
Request for Tax Clearance Letter – NIS [must include copy of TRN]	<input type="checkbox"/> Company	<b>NIS Office</b> 18 Ripon Road, Kingston 5, Jamaica	876-929-7119
Notarized Copy of Company Registration Documents	<input type="checkbox"/> Company		876-929-7122
			876-960-8761
4. Tax Compliance Certificate (TCC)			
Tax Compliance Application Form	<input type="checkbox"/> <a href="http://www.jrs.gov.jm/forms.html">http://www.jrs.gov.jm/forms.html</a>	<b>Revenue Board, TCC Section</b> Kingston Mall 12 Ocean Blvd. Kingston, Jamaica	876-967-0093
Copy of Tax Clearance Letter – Inland Revenue	<input type="checkbox"/> Company		876-967-0212
Copy of Tax Clearance Letter - NHT	<input type="checkbox"/> Company		
Copy of Tax Clearance Letter - NIS	<input type="checkbox"/> Company		
Return Courier Service (Addressed, Prepaid Packaging) TCC	<input type="checkbox"/> Company		
5. Work Permit or Work Permit Exemption			
Work Permit Application for Exemption	<input type="checkbox"/> JAMPRO Business Facilitation Unit	<b>Ministry of Labour and Social Security</b> 1F North Street, Kingston Jamaica	876-922-9500
Work Permit Application Fee (J\$1000) + Work Permit Voucher	<input type="checkbox"/>		876-922-6902
Cover Letter to Permanent Secretary, Ministry of Labour and Social Security	<input type="checkbox"/> Company		
Proof Of Qualifications	<input type="checkbox"/> Company		
Resume	<input type="checkbox"/> Company		
Police Record	<input type="checkbox"/> Company		
Notarized Copy of Company Registration Documents	<input type="checkbox"/> Company		
TCC	<input type="checkbox"/> Company		
Certified Copies of pages from Applicant's Passport – Proof of Identity / Passport Number/ Date of Issue and Expiry/Landing Status in Jamaica / Relevant Visas	<input type="checkbox"/> Company		
Two (2) Photographs certified by Notary Public	<input type="checkbox"/> Company		