

ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE COMMISSIONER AND NOT TO ANY OFFICER BY NAME AND THE FOLLOWING REFERENCE NUMBER QUOTED



**Jamaica Customs Department
Myers' Wharf
Newport East
Kingston 15
Jamaica, W.I.**

Ref. No.

June 18, 2008

Mr. Christopher Kennedy
President,
Customs Brokers Freight Forwarders Association of Jamaica
Lot 1, 14-16 First Street
Newport West
Kingston.

RECEIVED
19/6/08

Dear Mr. Kennedy:

Re: Procedure for the processing of Broker Clerk's ID

As agreed in the meeting of May 14, 2008 set out below are the requirements for the application of broker clerk ID card:

- (1) Broker clerks will submit an application on the newly designed form. All data fields to be completed and the form signed and stamped or sealed by the broker. Application forms can be downloaded from the Customs website or can be picked up at the Customs Houses.
- (2) Application form is to be supported by:
 - Two (2) certified photos of the applicant
 - The P24 for applicants up for renewal
 - The P45 for broker clerks changing employer
 - Police record

Application packages are to be sent to the Secretary of the CBLAB. A review committee of the CBLAB will process the application, interview applicants and make recommendations regarding each application.

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Once approved, the applicant will be given an approved slip to take to the IMU of the Customs Department to have his ID taken. The expired or old ID card must be surrendered in order to receive the new card.

Please ensure that your members are aware of the procedural changes so that smooth transition can be experienced.

Best regards.

Sincerely,



Deloree Staple Chambers (Mrs.)
Deputy Commissioner, Operations
for Commissioner

cc. Collectors – Kingston & Montego Bay