



MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
30 National Heroes Circle, Kingston 4, Jamaica

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**APPLICATION FORM FOR 20% DUTY CONCESSION ON CUSTOMS DUTY AND EXEMPTIONS FROM OTHER DUTIES ORDINARILY PAYABLE IN RESPECT OF THE IMPORTATION OF MOTOR VEHICLES**

You may fill out this form electronically and then print before submitting. If you choose not to do so, please use black or blue ink. Write or type in BLOCK CAPITALS, do not write in shaded areas, tick appropriate boxes where required and enter all dates in the format YYYY/MM/DD.

Taxpayer Registration Number									

Application Date		

I have previously received a concession:  Yes  No

If Yes, please specify date of last concession: \_\_\_\_\_

Title:  Mr.  Mrs.  Miss  Dr.  Professor  The Honourable

Maiden Name: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Parish: \_\_\_\_\_

Parish: \_\_\_\_\_

Telephone: \_\_\_\_\_

(H)

(W)

(C)

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Post/Title: \_\_\_\_\_

Parish: \_\_\_\_\_

Grade/Level: \_\_\_\_\_

**Vehicle Information**

Make: \_\_\_\_\_ Cc Rating: \_\_\_\_\_

Model: \_\_\_\_\_ Fuel Type:  Petrol  Diesel

Year: \_\_\_\_\_ Unleaden Weight: \_\_\_\_\_

Country Of Origin: \_\_\_\_\_ CIF (USD): \_\_\_\_\_

Dealer: \_\_\_\_\_

Purchasing Vehicle Locally  Importing

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE AFFIXING YOUR SIGNATURE.

## TERMS & CONDITIONS

### Eligibility

1. The concession is applicable to motor cars as defined in Section 11 of the Road Traffic Act, which are imported or purchased by traveling officers.
2. If the vehicle has a CC rating that exceeds 2,500 and/or has a value exceeding US\$25,000 CIF then **NO CONCESSION IS APPLICABLE.**
3. Applicants must be officers appointed and confirmed in a traveling post in the public service and are in receipt of or eligible for full upkeep, commuted or fixed allowance;
4. The age of the car being purchased should be under three (3) years; **Commercial vehicles are not allowed.**
5. Traveling officers are eligible once every five (5) years for a duty concession from date of importation of the last concession vehicle;
6. It is a requirement that where a concession is utilized, claims for upkeep allowance and traveling can only be made in respect of the most recent concession vehicle; Claims for upkeep and traveling allowance in respect of any other vehicle will not be honoured.

The breach of the following conditions shall constitute a breach of the special conditions attached to the grant of the relevant duty concessions and exemptions. The applicant will be required on such a breach, to pay full amount remitted and a further monetary penalty. The relevant motor vehicle will become liable to forfeiture under section 32 of the Customs Act in the event of failure to pay the full duties.

### Disposal

1. The car shall, within three (3) years of date of entry, be used exclusively for the purpose of the traveling officer to whom the concession and exemptions have been granted.
2. The car shall not be let or hired or utilized for commercial use within the aforementioned three (3) year period.
3. The officer to whom the concession is granted shall exercise continuous control over the car for the aforementioned three (3) year period.
4. Control over the car shall not, within the aforementioned three (3) year period, be vested in a person other than the traveling officer by a Power of Attorney or any other method.
5. Should the applicant resign from the public service within three (3) years of the date of importation/purchase of the car in respect of which a concession was granted, the full duty will become payable.
6. In cases where an officer is transferred to another Ministry/Department the matter should be referred to the Taxation Division of the Ministry of Finance for approval.

### ALL APPLICATIONS SHOULD BE SUBMITTED WITH THE FOLLOWING DOCUMENTS: -

1. LETTER FROM HUMAN RESOURCE DEPARTMENT OF THE EMPLOYEE DETAILING THE GRADE AND POSITION OF THE INDIVIDUAL AND THE ELIGIBILITY FOR THE CONCESSION (I.E. CATEGORY OF TRAVELING OFFICER)
2. COPY OF PROFORMA INVOICE WITH DETAILS INCLUDING COST OF VEHICLE (C.I.F.) AND ENGINE SIZE/CAPACITY.
3. COPY OF A VALID JAMAICAN DRIVER'S LICENCE

### IMPORTANT

Full duties shall become payable by the applicant if the Ministry of Finance determines that the applicant has knowingly given false or misleading information in order to obtain the duty concessions and exemptions.

I, the undersigned, apply for the grant of the twenty percent (20%) duty concession. I DECLARE that the information given in this application is correct and that I have read and agree to the requirements/terms and conditions expressed herein.

Applicant's Signature .....

Date.....

FOR OFFICIAL USE ONLY			
RECEIVED BY: _____	DATE: _____	_____	FILE REFERENCE NUMBER
PROCESSED BY: _____	DATE: _____	_____	_____