

# Application for Works Licence

FORM 1C

(Regulation 3)

**Note: Please read the following before completing the form**

1. This form shall be completed in triplicate, in block letters and submitted along with the application processing fee and any specified or supplemental information to –

Jamaica Agricultural Commodities Regulatory Authority  
1 Willie Henry Drive, P.O. Box 508  
Kingston 13  
Jamaica, West Indies  
Telephone No. (876) 758-1259/ 758-2925  
Facsimile: (876) 758-3907  
E-mail: [www.jacra.org](http://www.jacra.org)

2. In relation to a new application, the completed form shall be accompanied by –
  - (a) a valid licence under the *Factories Act*;
  - (b) a valid provisional permit or licence under the *Natural Resources and Conservation Authority Act*;
  - (c) a detailed description of the proposed process
  - (d) documents of incorporation;
  - (e) a Banker's reference;
  - (f) a reference from each of two business associates; and
  - (g) a list of the names and qualification of key personal of the business ( including the CEO/Manager and the Factory/ Plant Manager)
3. In relation to the renewal of the application, the completed form shall be accompanied by –
  - (a) a valid licence under the *Factories Act*;
  - (b) a valid provisional permit or licence under the *Natural Resources and Conservation Authority Act*;
  - (c) a Banker's reference; and
  - (d) a list of the names and qualification of key personal of the business ( including the CEO/Manager and the Factory/ Plant Manager)
4. In relation to Coffee, the following also applies:
  - a. applicants must exhibit a farm or production capacity of at least 6,000 boxes of cherry coffee (evidenced by records or reports of the last three (3) years).
5. A response from the Authority shall be sent to each applicant within seven (7) days of receipt of an application. An incomplete application shall not be logged and/ or processed.

6. This application form must be completed in full in order to avoid delays in its processing. Where attached sheets and other technical documents are utilized in lieu of the space provided, indicate appropriate cross-references. Paragraphs that are not applicable to your application should be marked as "N/A".
7. If you are in doubt as to any provision of this application form, please consult with a member of the Legal Department of the Authority at telephone Nos. (876) 785-1259/ 758-3903 before completing it.

**NOTE:**

1. Coffee processors are the processors of coffee berries;  
Pimento processors are the processors of pimento berries;  
Cocoa processors are the processors of cocoa beans;  
Coconut processors are the processors of coconuts.
2. Coffee manufacturers manufacture green beans into roasted coffee and coffee products.

Type of Application: New [ ] Renewal [ ] (In case of renewal, also complete Part B)

Type of Licence being applied for: \_\_\_\_\_

**A. GENERAL**

1. Name of Applicant: \_\_\_\_\_

2. Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

3. Age of Applicant (if applicable): \_\_\_\_\_

4. Date of Birth (if applicable): \_\_\_\_\_

5. Identification: \_\_\_\_\_

6. Mailing address of Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. TRN of Applicant: \_\_\_\_\_

8. Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website address: \_\_\_\_\_

9. Name of Owner or name and Registration No. of Company, if different from Applicant:  
\_\_\_\_\_  
\_\_\_\_\_

10. Address of owner or Registered office of Company:  
\_\_\_\_\_  
\_\_\_\_\_

11. Name of Directors: \_\_\_\_\_  
\_\_\_\_\_

12. Name of Chief Executive Officer / Equivalent: \_\_\_\_\_

13. Year Business Commenced: \_\_\_\_\_

14. If the Applicant is an individual, have you been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five (5) years) during the period of three (3) years immediately preceding this application OR any offence under the Jamaica Agricultural Commodities Regulatory Authority (JACRA) Act or Regulations under the JACRA Act?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

15. If the applicant is an individual, state whether you are an undischarged bankrupt.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

16. If the applicant is a body corporate, has any of its directors, managers, secretaries or such other officers been convicted of an offence involving fraud, dishonesty or moral turpitude or an offence under the *Dangerous Drugs Act* (other than an offence which attracts a sentence of imprisonment of not more than five (5) years) during the period of three (3) years immediately preceding this application OR any offence under the JACRA Act or Regulations under the JACRA Act?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

17. If the applicant is a body corporate, state whether any resolution has been passed for the voluntary winding up of the company or an order for the winding up of the company made by a Court?

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

18. If the applicant is a body corporate, state whether a receiver or trustee has been appointed to manage the affairs of the assets of the company.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

19. If the applicant is a body corporate, state whether the company has notified JACRA of the readiness and suitability of its premises or business in relation to this application.

Yes [ ] No [ ].

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

20. List of documents attached in support of this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B. PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Do you own land? Yes [ ] No [ ]

If yes, please provide documentary evidence of ability to use the land.

If no, what arrangements have made to use the land? Please indicate below –

Lease [ ] Family arrangement [ ] Other [ ] please state:

\_\_\_\_\_  
\_\_\_\_\_

2. State the location the nursery: \_\_\_\_\_

3. Type of access to the land: motor vehicle [ ] pedestrian [ ]

4. Water supply: domestic [ ] river [ ] spring [ ]

Other [ ] please state: \_\_\_\_\_

5. Is your water supply constant? Yes [ ] No [ ]

If no, what provision is made for dry spells? \_\_\_\_\_  
\_\_\_\_\_

6. Source of raw material:

(a) Sand \_\_\_\_\_

(b) top soil \_\_\_\_\_

(c) manure \_\_\_\_\_

(d) other, please state: \_\_\_\_\_

7. How many seedlings do you expect to produce annually?

\_\_\_\_\_

8. Who will your customers be?

\_\_\_\_\_

9. Type of shade house or green house to be built: \_\_\_\_\_

\_\_\_\_\_

10. Size of shade house or green house to be built: \_\_\_\_\_

\_\_\_\_\_

11. Source of planting materials:

(a) seeds \_\_\_\_\_

(b) bud-weed \_\_\_\_\_

(c) other - please state: \_\_\_\_\_

12. Types of seeds:

(a) Types of bud-weed \_\_\_\_\_

(b) other - please state: \_\_\_\_\_

13. Will you be producing any type of seedling other than coffee, cocoa, coconut and spices?

If yes, what other types: \_\_\_\_\_  
\_\_\_\_\_

14. How will your operation be funded? (Please provide a bank statement and proof of source of funding): \_\_\_\_\_

\_\_\_\_\_

**C. RENEWAL**

1. Has there been any material change in the circumstances which existed at the time the licence was granted? Yes [ ] No [ ].

If yes, provide the details and supporting documents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is there currently full compliance with the terms and conditions of the existing licence?

Yes [ ] No [ ].

If no, provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List of documents attached in support of this application:

\_\_\_\_\_  
\_\_\_\_\_

**C. STATEMENT BY APPLICANT**

I/We hereby certify that the information contained in this application and any document submitted to the Authority, are true and completed to the best of my/our knowledge and belief.

I/We understand that any misrepresentation contained in the form shall lead to discontinuation of the processing of the application and the revocation of any licence granted and may also lead to prosecution. I/We further understand that the licence, if granted, may be suspended or revoked for breach of any of the terms or conditions stipulated therein.

Signature of Applicant \_\_\_\_\_

Name and title (please print or type) \_\_\_\_\_

Dated this                      day of    ,20

**FOR OFFICIAL USE ONLY**

Information attached: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application fee \_\_\_\_\_ enclosed.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessment Officer: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date