

**APPLICATION FOR REGISTRATION OF AN IMPORTER, MANUFACTURER OR
PROCESSOR
(STANDARDS REGULATIONS)**

1. Type of Business (*select one*): Importer Manufacturer Processor
2. Name of Business: _____
3. Address of Business: _____

4. TRN of Business (*if available*): _____
5. Telephone: _____ (*office*) _____ (*mobile*)
6. E-mail Address: _____
7. Name of Importer/Manufacturer/Processor: _____
8. Address of Importer/Manufacturer/Processor: _____

9. Name of Contact Person: _____
10. Commodity(ies)/Product(s) to be placed on certificate (*complete table below*):

<p>Note 1: List the different size(s)/net content(s) in separate rows in the table. Note 2: The name of the commodity/product written shall be that which is stated in the requisite compulsory standard specification. Note 3: For registration of label only, write the name of the commodity/product then place the word "label" in brackets.</p>		
Commodity/Product	Size/Net Content/Grade	Estimated Annual Production/ Imports (Amount/Tonnage)

11. State your method of Quality Control (*see page 2*): _____.

I, _____, hereby apply for registration for the above-mentioned name of business (*No.2*) that is trading the commodity(ies)/product(s) stated in the table above (*No. 10*); and I am permitted to act on behalf of the above-mentioned name of business (*No.2*) and the information I provided in this application is true and correct; and I am duly authorized to sign and to provide said information.

The National Compliance and Regulatory Authority (NCRA) reserves the right to revoke any Certificate of Registration issued based on false information provided by an applicant, thereby activating Regulation 12(a) of the Standards Regulations.

Signature of Applicant

Date

FOR OFFICAL USE ONLY		
Job Number:		Finance Stamp
Date received by NCRA:		
Assigned to:		
Name and Signature of Assignee:	Date:	
Registration Number:		
Registration Period:		
Reference Number for Certificate of Registration:		
Name and Signature of Assignee:	Date:	
Certificate authorized for issuance: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name and Signature of Authorizer	Date:	

Definitions:

- **Importer:** any person (or business) who imports into Jamaica any commodity for which a compulsory standards specification has been declared.
- **Manufacturer:** any person (or business) who uses two or more ingredients/ raw materials in Jamaica to produce any commodity for which a compulsory standards specification has been declared.
- **Processor:** any person (or business) who uses one ingredient/ raw material in Jamaica to produce any commodity for which a compulsory standards specification has been declared.

Quality Control Methods:

- **Acceptance Sampling:** A statistical measure is used to determine if a batch or sample of products meets the overall manufacturing standard.
- **Control Charts:** A graph or chart is used to study how processes are changing over time. Using statistics, the business and manufacturing processes are analysed for being “in control.”
- **Process Control:** Processes are monitored and adjusted to ensure quality and improve performance. This is typically a technical process using feedback loops, industrial-level controls, and chemical processes to achieve consistency.
- **Process Protocol:** A mapping methodology that improves the design and implementation processes by creating evaluative indicators for each step.

Reminders:

- Commodity means *“any article, product or thing which is the subject of trade or commerce.”*
- Regulation 8B (1) of the Standards Regulations: *“...every person who imports into Jamaica (other than for personal use), manufactures or processes any commodity for which a compulsory standard specification has been declared shall be registered under this regulation in respect of that commodity.”*
- Regulations 8B (5) and 8B (6) of the Standards Regulations: *“A registration under this regulation shall be valid for one year... [and]...Upon the expiry of a registration, an application for renewal of registration may be made ...for another year...”*
- Regulation 12(a) of the Standards Regulations: *“Any person who – (a) contravenes any of the provisions of regulations 7, 8A and 8B...shall be guilty of an offence and shall be liable on summary conviction before a Resident Magistrate to a fine not exceeding three million dollars and in default of payment to imprisonment for a term not exceeding twelve months.”*