

NB - Section 124, 125, 126 and 127 of the Road Traffic Regulations and section 22 of the Road traffic (Taxis and Contract Cars) Regulations requires "that any person who operates a PPV either as a Driver or Conductor MUST have a badge."





REQUIREMENT SHEET FOR NEW CONTRACT CARRIAGE

1. "K2" Application Form obtainable from any of the following Transport Authority Offices:
 - a. 119 Maxfield Avenue, Kingston 10
 - b. Sagcor Complex, Unit U, Freeport Montego Bay, St. James
 - c. Shop 48 Caledonia Court Plaza, 29-31, Caledonia Road, Mandeville, Manchester
 - d. 26 Caribbean Park, Balmoral Heights, St. Mary
 - e. St. Margaret's Bay, Portland
 - f. Swansea District, Clarendon
 - g. Barracks Road, Savanna-la-Mar, Westmoreland
2. The original and photocopy of **current**
 - a. Registration Certificate
 - b. Certificate of Fitness
 - c. Insurance Certificate/Cover Note
3. 'L' Form: Purchase receipt at Tax Administration Jamaica Office (formally IRD), take receipt and vehicle to Examination Depot
4. Copy of Owner(s) ID (Drivers Licence/Voter's ID/Passport)
5. Taxpayer Registration Number (TRN) for owner(s) obtainable at Tax Administration Jamaica.
6. Police Certificate (Police Record) **N.B. In the case of a company all Directors should provide a police record**
7. Tax Compliance Certificate (T.C.C.) for owner(s) (obtainable at Tax Administration of Jamaica)
8. A copy of an existing Contractual Agreement accompanied by a letter from the issuing body addressed to the Transport Authority.
9. All applicants within the Tourism Sector are required to:
 - Letter for application from the relevant contractor should include the following for the motor vehicle(s):
 - ❖ Chassis number, engine number, registration number, type of motor vehicle, decal number (if applicable) and origin of operation e.g. Pier or hotel (if applicable)
10. In case of a Company, the company seal must be affixed to the application form and the Memorandum and Articles of Association and the Certificate of Incorporation must be attached.
11. Proof of Address for owner(s): Utility Bill or Proof of Address form (obtainable at Transport Authority) signed and stamped by a Justice of the Peace verifying the Address.
12. The total fee is **Sixteen Thousand Six Hundred Dollars (\$16,600.00)**. Payment options are as follow:
 - Debit or Credit Cards. Payments can also be made at any
 - Paymaster or Bill Express Locations Island wide
 - National Commercial Bank (N.C.B.) Direct Deposit or E-Banking facility.
 - National Commercial Bank (N.C.B.) vouchers (obtainable at the TA offices)

NB. Applications may be submitted on-line via the Transport Authority portal: www.ta.org.jm. Payment may be made using a Credit or Debit Card, where applicable

N.B. PAYMENTS SHOULD BE MADE AFTER ALL REQUIREMENTS ARE MET FOR APPLYING FOR A ROAD LICENCE

UPON APPROVAL OF THE ROAD LICENCE THE TA WILL ISSUE THE FOLLOWING TO THE APPLICANT FOR COMPLETION:

-  Certificate to the Collector of Taxes
-  Transport Authority Inspection Sheet

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- ✚ Letter to insurance company for proof of PPV
- ✚ Letter to security company for the installment of tracking device

Upon return of these documents and **Current Driver’s Badge** to the authority, the road licence will be prepared.

FOR COLLECTION OF ALL ROAD LICENCES/CERTIFICATES, THE FOLLOWING APPLY:

APPLICANT – Owners Identification (Passport, Voter’s ID, Drivers Licence), Transport Authority’s **original** Receipt.

BEARER – Bearer’s ID (Passport, Voter’s ID, Driver’s Licence), authorization letter signed & stamped by a Justice of the Peace and the Transport Authority’s **original** receipt.

IN THE CASE OF A COMPANY: A letter signed & stamped by the authorized personnel from the company, Bearers ID & Transport Authority’s receipt.

- ✚ **Refunds:** Where applicable, a request for refund must be submitted within two (2) years of the application date. The non-refundable application fee will be deducted from the amount refundable.
- ✚ **Motor vehicles 15 years and older (cars); 20 years and older (buses); 25 years and older (coaches) should obtain a Preliminary Inspection at the Transport Authority before being taken to the Examination Depot to obtain a Structural Safety Report.**