

## REQUIREMENTS FOR LICENCE TO OPERATE A CAMBIO IN JAMAICA

The following are requirements for the application for a licence to operate a cambio that should be submitted to the Bank of Jamaica, Cambio and Remittance Licensing & Monitoring Department:

1. Completed Application form for each location - (application form available at: [http://www.boj.org.jm/pdf/cambio\\_application\\_form.pdf](http://www.boj.org.jm/pdf/cambio_application_form.pdf)).
2. Copy of Certificate of Incorporation. Licences will be issued only to companies registered to do business in Jamaica and which have been operating for a minimum of two (2) years.
3. Copy of Certificate of Registration of Business Name (where applicable).
4. Articles of Incorporation or Memorandum and Articles of Association of the Company.
5. Audited financial statements of the company for the preceding two years. This requirement is applicable to all companies which do not qualify for a waiver under Section 159(1) of the new Companies' Act. Companies which qualify for a waiver are required to submit unaudited financial statements.
6. Certified copy of a valid Tax Compliance Certificate (TCC).
7. Status letter from the Companies Office of Jamaica listing the names of directors and the names and shareholding of shareholders(s) of the company. Where a significant shareholder (owning 10% or more of the shares) is a company registered in Jamaica, a status letter from the Companies Office of Jamaica is also required for that shareholder (company).
8. Completed Fit and Proper Questionnaire for the assessment<sup>1</sup> of each Director, significant Shareholder (shareholding of 10% or more), Chief Executive Officer and Compliance Officer of the Company and Manager(s) of the cambio location - (questionnaire available at: [http://www.boj.org.jm/financial\\_sys/fit\\_and\\_proper.php](http://www.boj.org.jm/financial_sys/fit_and_proper.php)).
9. The company must have minimum cash of the Jamaica dollar equivalent of US\$25,000 to begin operations of the cambio.
10. The company must provide written confirmation from its commercial bank(s) that the company operates at least one account dedicated to cambio transactions.
11. The company must satisfy certain minimum liquidity ratios based on the financials submitted at 5 above.
12. Approvals to operate cambios will not be granted to companies which are authorized foreign exchange dealers or which own, or are owned by, authorized foreign exchange dealers.

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<sup>1</sup> This process involves the payment of fees to obtain a Police Clearance Report and a Clearance Report from the Financial Investigations Division of the Ministry of Finance & the Public Service upon instruction to do so by the Bank of Jamaica.

13. Where the cambio is to be operated through an Agency Arrangement<sup>1</sup>, the following will also be required for each agent :

- a. A copy of the Agency Agreement. The Agency Agreement must conform to the Bank of Jamaica's Guidelines Relating to Agency Agreements for the Operation of a Cambio (available from the Bank of Jamaica).
- c. Copy of Certificate of Incorporation/Registration
- d. Articles of Incorporation of the Company
- b. Status letter from the Companies Office of Jamaica listing the names of the directors and the names and shareholding of shareholders(s)
- e. Completed Fit and Proper Questionnaire for each director and significant Shareholder (holding 10% or more of the shares of the company (sub-agent)).
- f. Certified copy of a valid Tax Compliance Certificate (TCC)

Applicants will be required to pay an initial licence fee of US\$3 000 in respect of each application. Fees are not required at application, but should be supplied upon request from the Bank of Jamaica. Licences are renewable annually. The current fee is US\$2 000 per location.

Fees are payable in United States dollars or the Jamaica Dollar equivalent at the weighted average selling rate applicable on the date of payment.

The Bank of Jamaica reserves the right to deny applications based on its internal assessment and judgement of existing foreign exchange dealer service in the proposed area of operations.

**In addition, the following are basic requirements:**

1. Applicants should possess the capacity to transmit information to the Bank of Jamaica electronically
2. The proposed location of the cambio is subject to a site inspection by the Bank of Jamaica to determine suitability for operations.