



APPLYING FOR AN IMPORT PERMIT

REGISTER TO USE MOA TRADE SYSTEM

Register at www.moatrade.gov.jm

- ✓ Click on link that says NOT YET REGISTERED
- ✓ Fill out form
- ✓ Submit application

APPLYING FOR ACTUAL PERMIT

- ✓ Log in to www.moatrade.gov.jm using PASSWORD and USERNAME created at registration
- ✓ Fill out highlighted areas

Information needed are;

- Importer's telephone number
- Importer's email address
- Exporter's name, address, telephone number & email address
- Name of item(s) to be imported, quantity & weight

If an importer is desirous of importing an item that is not in the database, an email must be sent to the PRA Unit (lsrichards@micaf.gov.jm) stating the product and origin **or** an Initiating the PRA Process request form filled out and email to stated address. An analysis will be done and a decision taken and the client advised accordingly. If item is importable, it will be added to the data base.

- ✓ Permit will be approved in a minimum of 24 hours
- ✓ Importer will be notified of approval by an automated email

PAYING FOR AND COLLECTING THE IMPORT PERMIT

Importer can pay online using a credit card or at the cashier at either complexes or the Plant Quarantine Head Office