

**FORM A (Section 4, First Schedule)**

**The Access to Information Act, 2002**

**Statement of Organization and Functions of Public Authority**

**NAME OF PUBLIC AUTHORITY:** [Ministry of Industry, Investment & Commerce](#)

**NAME & TITLE OF  
PRINCIPAL OFFICER:**

**Mr. Dermon Spence, JP  
Permanent Secretary**

**PRINCIPAL LOCATION:**

4 St. Lucia Avenue, Kingston 5

**HOURS OF BUSINESS:**

Mondays –Thursdays 8:30 a.m. – 5:00 p.m.  
Fridays 8:30 a.m. – 4:00 p.m.  
*Closed on weekends & Public Holidays*

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**DESCRIPTION OF SUBJECT AREAS/ PORTFOLIO RESPONSIBILITIES OF  
PUBLIC AUTHORITY:**

Subject areas attached to the [Ministry of Industry, Investment & Commerce](#) are as follows;

**SUBJECTS:**

The Ministry of Industry, Investment & Commerce's Portfolio:

- Agro Business
- Charities Act
- Anti-Dumping
- Charitable Organizations

- Building Inspection
- Commercial Business
- Commodity Supplies
- Companies Act
- Consumer Affairs
- Co-operatives and Friendly Societies
- Copyright Act
- Customs Duties (Dumping and Subsidies) Act
- Design Act
- Distributive Trade
- Fair Competition Act
- Film and Motion Pictures
- Food Storage and Prevention of Infestation
- Hire Purchase
- Import and Export Licensing
- Industrial Apprenticeship
- Industrial Development
- Intellectual Property
- Investment Promotion
- Manufacturing
- Marketing and Advertising
- Merchandise Marks Act
- Metrification
- Nuclear Safety and Radiation Protection
- Patents
- Registration of Business Names Act
- Small Business Development
- Standards
- Trade Act
- Trade Marks Act
- Weight and Measures
- Work Permits

### **AGENCIES & EXTERNAL DEPARTMENTS & DIVISIONS:**

- **Anti-Dumping and Subsidies Commission (ADSC)**  
Subject Matter: Anti Dumping Measures
- **Bureau of Standards (BSJ)**  
Subject Matter: Metrification, Standards, Weights and Measures
- **Cannabis-Licensing Authority (CLA)**  
Subject Matter: Licenses, Permits, Authorization for Ganja and Hemp
- **Companies Office of Jamaica (COJ)**  
Subject Matter: The Companies Act, Registration of Business Name Act
- **Consumer Affairs Commission (CAC)**  
Subject Matter: Consumer Affairs
- **Department of Cooperatives and Friendly Societies (DCFS)**  
Subject Matter: Co-operatives and Friendly Societies

- **Fair Trading Commission (FTC)**  
Subject Matter: Fair Competition Act
- **Food Storage and Prevention of Infestation Division (FSPID)**  
Subject Matter: Food Storage and Prevention of Infestation
- **Hazardous Substances Regulatory Authority (HSRA)**  
Subject: Nuclear Safety and Radiation Protection Act, Regulations
- **Jamaica Business Development Centre (JBDC)**  
Subject Matter: Small Business Development
- **Jamaica Intellectual Property Office (JIPO)**  
Subject Matter: Copyright Act, Design Act, Intellectual Property, Merchandise Marks, Patents, Trademarks
- **Jamaica National Agency for Accreditation (JANAAC)**  
Subject Matter: Accreditation of Laboratories to International Standards.
- **Jamaica Trade and Invest (JAMPRO)**  
Subject Matter: Investment Promotion
- **Micro Investment Development Agency (MIDA)**  
Subject Matter: Wholesale Lending to Small Businesses
- **National Export-Import Bank of Jamaica (EXIM Bank)**  
Subject Matter: Financing Export and Import of goods
- **National Compliance and Regulatory Authority (NCRA)**  
Subject Matter: Weights and Measurements, Food Safety, Legal Metrology and Petroleum Inspectorate, Import, Import monitoring, Domestic Commodities Inspectorate, Domestic market
- **Office of the Government Trustee (OGT)**  
Subject Matter: Insolvency Act, Bankruptcy Act
- **Office of the Supervisor of Insolvency (OSI)**  
Subject Matter: Insolvency Act, Licenses
- **Registrar/Department of Co-operatives and Friendly Societies**  
Subject Matter: Corporative and Friendly Societies Act
- **Trade Board Limited**  
Subject Matter: Import and Export Licensing, The Trade Act, Trade in Services

**LIST OF INTERNAL MANUALS/ DOCUMENTS:**

**(Including manuals and/or other documents containing interpretations, rules, guidelines etc and/or documents used for making decisions or recommendations under the ATI Act or for the purposes of an enactment or scheme administered by the Authority)**

<b>Name of Document</b>	<b>Purpose of Document</b>
<b><u>MINISTRY OF INDUSTRY INVESTMENT &amp; COMMERCE (MIIC)</u></b>	
Public Bodies Management and Accountability Act & Regulations	Seeks to assist in good corporate governance and increase the efficiency and accountability of public bodies.
Access to Information Act, 2002	Provides members of the public with a general right of access to official documents.
Secrets Act	Serves as a safeguard against any possible misuse or willful disclosure of sensitive or classified information created by or communicated to the Government of Jamaica for the execution of its functions.
Financial Administration & Audit Act & Regulations	Provides for operations and procedures relating to the Consolidated Fund, the administration of expenditure, audit, Government accounts, responsibilities of Accountable Officers, custody and control of Government property.
Civil Service Establishment (General) Order 2001 and the Civil Service Establishment (General) (Amendment) Order 2001	Stipulates the salary scales, posts and allowances within the civil service and the public sector.
Public Service Regulations and Delegation of Functions, 1961	Stipulates the legal terms of employment, conditions of service and terms of separation for civil service employees.
Labour Relations and Industrial Disputes Act	Provides the legal framework for good labour relations as well as possible actions of recourse and redress in case of disputes.
Staff Orders for the Public Service, 2004	Provides guidelines for staffing operations and conditions of service for public sector employees.
Ministry of Industry, Investment & Commerce Corporate/Strategic Business Plan	A three year strategic plan which outlines the major issues to be addressed by the Ministry of Industry, Investment and Commerce and

Ministry of Industry, Investment & Commerce Operational Plans	<p>other stakeholders to achieve the Government of Jamaica's priority objectives.</p> <p>Outlines the activities of the respective Divisions/Departments of the Ministry of Industry, Investment and Commerce in a bid to achieve the overall goals of the Ministry.</p>
Motor Vehicle Policy for the Public Sector	<p>Outlines the conditions for assignment of motor vehicles, duty concessions, management and disposal of fleet vehicles.</p>
Government Procedures Procurement Handbook	<p>Contains the applicable procedures which must be strictly adhered to by every Public Body which seeks to engage in a procurement or contract award activity.</p>
GOJ Policy on Public Sector Procurement	<p>The objective of this policy is to maximize procurement proficiency and economy by ensuring fairness, integrity and public confidence in government procurement procedures.</p>
Public Sector Memorandum of Understanding	<p>An agreement between the government of Jamaica and the Jamaica Confederation of Trade Unions. Its objective is to provide a peaceful and harmonious labour relations climate, which will provide a stable economic environment for Public Sector employees.</p>

## **AGENCIES & EXTERNAL DEPARTMENTS**

### ▪ **Anti-Dumping and Subsidies Commission (ADSC)**

Safeguard Act, 2001	<p>Provides remit for the ADSC to investigate whether increased imports of an investigative product have caused serious injury to the domestic industry.</p>
Customs Duties (Dumping and Subsidies) Act, 1999	<p>Sets out the general investigation process and provides for the imposition of anti-dumping and countervailing duties.</p>

▪ **Bureau of Standards (BSJ)**

CARICOM Regional Organization for Standards and Quality Act

The Weights and Measures Act, 1976

The Standards Act, 1968

The Processed Food Act, 1959

Provides the legal framework, in which the BSJ formulates, promotes and implements standards for goods, services and processes as well as develops and enforces technical regulations for those commodities and practices which affect health and safety.

▪ **Cannabis Licensing Authority (CLA)**

The Drug Amendment Act

Mandates the creation of regulations to guide the development of an orderly legal ganja and hemp industry in Jamaica.

▪ **Companies Office of Jamaica (COJ)**

Companies Act, 2004

Business Name Act, 2007

Industrial and Provident Societies Act, 1903

Provides the legal framework whereby the COJ registers and monitors the compliance of local and overseas companies, Industrial and Provident Societies and individuals carrying on business in Jamaica.

▪ **Consumer Affairs Commission (CAC)**

Sale of Goods Act, Hire Purchase Act, Trade Act, Fair Competition Act, Food and Drugs Act, Pharmacy Act, Public Health Act, Pesticides Act, Petroleum Quality Control Act, National Resources Conservation Authority Act, Rent Restriction Act, Food Storage Act, Processed Food Act

Provides the legal framework for the protection of consumers' interest.

▪ **Department of Cooperatives and Friendly Societies (DCFS)**

Cooperatives Societies Acts & Regulations, Friendly Societies Act 1966, Charities Act, Industrial & Provident Societies Act, Agricultural Loan Societies & Approved Organizations Act, Established Cooperatives Societies Rules & Policies

Mandates the Department to ensure the safety of the Societies' assets, the protection of Members' savings and investments and the protection of other stakeholders' interests.

▪ **Fair Trading Commission (FTC)**

Fair Trading Competition Act and Regulations

Provides the legal framework for investigations in relation to the conduct of businesses in Jamaica to determine if any enterprise is engaging in practices that are in contravention of the Act such as anti-competitive practices.

▪ **Food Storage and Prevention of Infestation (FSPID)**

Food Storage and Prevention of Infestation Act, 1958 and Regulations, 1973

Legally empowers the FSPID to ensure the safety and wholesomeness of all food and feed entering commerce in Jamaica.

▪ **Hazardous Substances Regulatory Authority (HSRA)**

Nuclear Safety and Radiation Protection Act, 2015 and Regulations, 2019

Provides for the regulations of activities, practices, apparatuses and facilities involving ionizing radiation and nuclear technology for the protection of people, property and the environment from harmful effects of ionizing radiation; and for connected matters.

▪ **Jamaica Business Development Corporation (JBDC)**

Jamaica Business Development Corporation Internal Policies and Procedures Manual

Used to regulate the operations of the entity.

▪ **JANAAC**

Public Bodies Management and Accountability Act, The Procurement Regulations, The Financial Administration and Audit Act, The Companies Act of Jamaica, 2004

▪ **Jamaica Intellectual Property Office (JIPO)**

The Jamaica Intellectual Property Office Act, The Trade Marks Act, 1999, Trade Marks Rules, 2001, Patent Act, Copyright Act, Copyright Regulations, The Geographical Indications Act, The Designs Act, The Layout-Design (Topographies Act)

Provides the legal framework for JIPO to administer intellectual property systems in Jamaica and enhance the development and protection of intellectual property rights in Jamaica.

▪ **Jamaica International Financial Services Authority (JIFSA) Act**

Jamaica International Financial Services Authority Act, 2011

This Act establishes a body to be known as the Jamaica International Financial Services Authority (JIFSA) for the promotion and development of Jamaica as a centre for international financial services; and other related matters.

▪ **Jamaica Trade and Invest (JAMPRO)**

Jamaica Promotions Corporation Act, 1990

Provides the legal framework for JAMPRO to facilitate and promote investment, export and trade in the island.

**National Compliance & Regulatory Authority (NCRA)**

The Standards Act (1968), Weights and Measurement Act (1976), Processed Food Act (1959), Petroleum Quality Control Act (1990), Trade Act (1995), and their attendant regulations

Mandate to protect consumers in accordance with all the acts and regulations.



- **National Export-Import Bank of Jamaica (EXIM Bank)**

The National Export-Import Bank of Jamaica (EXIM Bank) is Jamaica’s premier trade financing institution and the Caribbean’s first Export-Import Bank. It plays a fundamental role in national development by providing a wide range of financing instruments at competitive interest rates for the country’s productive sector. It aims to assist in the growth of this sector and to contribute to the development of the wider national economy

- **Office of the Government Trustee (OGT)**

The Insolvency Act 2014, Insolvency Regulations, 2015, The judicature (Rule of Court) (Amendment) Rule, 2016  
Bankruptcy Act 1880

Mandates to assist debtors, assess their financial position and prepare and file applications with the Supervisor of Insolvency for the implementation of proposals or the administration in Bankruptcy on debtors’ behalf.

- **Office of the Supervisor of Insolvency (OSI)**

The Insolvency Act ,2014, Insolvency Regulations, 2015, The Insolvency Rules, 2015

Seeks to create an environment which aids in the rehabilitation of debtors and the preservation of viable companies, having due regard to the protection of the rights of creditors and other stakeholders; and fair allocation of costs of insolvency proceedings, with the overriding interest of strengthening and protecting Jamaica’s economic and financial system and financial system and the availability and flow of credit within the economy.

- **Trade Board Limited**

Trade Act

Mandates the Trade Board to Issue import and export licences for specific items that impact negatively on the environmental, social and economic conditions of the country as well as to issue certificates of origin for Jamaican exports under various Preferential Trade Agreements. The Trade Board is also mandated to ensure that Jamaica meets its international obligations under the following: World Trade Organisation (WTO) Agreement on Rules of Origin and the WTO Agreement on Import Licensing.