



Ministry of
Labour and
Social Security



Ministry of Agriculture
and Fisheries



Ministry of Industry,
Investment and
Commerce



APPLICATION FOR THE FORMALIZING OPERATORS IN THE JAMAICAN AGRICULTURAL & FISHERIES SECTOR PROJECT

INSTRUCTIONS

1. Carefully review and complete all areas of this application
2. **ALL SECTIONS ON THIS FORM MUST BE COMPLETED OR THE APPLICATION WILL BE REJECTED.**
3. Insert 'N/A' if the information requested is not applicable.
4. Applicants who falsify information will be disqualified from the programme.
5. The following documents are NOT mandatory however persons are encouraged to provide same as applicable. The documents MUST be provided at the same time as the application form is being submitted. This includes but is not limited to the following:
 - Copies of your Certificate of Incorporation or Business Registration;
 - Proof of registration with RADA or other local support organization
 - Evidence of land tenure or access to fisheries equipment. Please attach copies (not originals) of land titles or lease agreements.
6. All applicants must complete the **Application Form either electronically or in hard copy** and submit to the Jamaica Business Development Corporation, 14 Camp Road, Kingston OR any RADA Parish Office located across the island.

Hard-copy application forms and copies of all required support documentation are to be placed in a sealed envelope and labelled "**AGRICULTURAL & FISHERIES FORMALIZATION PROJECT**" **before drop off at the locations mentioned above.** Soft-copy application forms can be scanned and emailed to jbdcpmrd@gmail.com (Maximum file size 4MB).

Application Forms may be obtained at the:

- Jamaica Business Development Corporation
14 Camp Road
Kingston 4
- JBDC website, www.jbdc.net
- RADA Parish Offices

Applications sent by other means or delivered to other addresses will be rejected.

7. Each Applicant will be provided with an Acknowledgment Receipt which will serve as proof of date of submission of the application.

Disclaimer

- Successful applicants will be required to comply with Terms of Participation in the Project before admission. Failure to comply with those requirements will lead to automatic disqualification from the programme.
- The Jamaica Business Development Corporation reserves the right to amend the scoring guidelines at any point in time.
- Only applicants that have met the minimum stipulated requirements will be considered for participation.

DEADLINE FOR APPLICATIONS: FRIDAY, MARCH 22, 2021

SECTION 1: APPLICANT INFORMATION

1.1 BUSINESS NAME: _____

1.2 BUSINESS ADDRESS: _____

1.3 BUSINESS EMAIL ADDRESS: _____

1.4 BUSINESS TEL. NO: _____

1.5 BUSINESS SECTOR: Farming Fisheries

1.6 NAME OF ENTREPRENEUR: _____

1.7 TITLE/POSITION IN THE BUSINESS: _____

1.8 GENDER: Male Female

1.9 EDUCATION LEVEL: Primary Secondary Tertiary Vocational Training

No Formal Education Other _____

1.10 AGE: 18-20 years 21-29 years 30-39 years 40-49 years 50-59 years
 60 years or older

1.11 HOME ADDRESS: _____

1.12 TEL. NO: _____

1.13 EMAIL: _____

1.14 HOW DO YOU PREFER TO BE TRAINED?

FACE-TO-FACE ONLINE COMBINATION OF FACE-TO-FACE AND ONLINE

1.15 ARE YOU ABLE TO PARTICIPATE IN ONLINE TRAINING? Yes No

SECTION 2: BUSINESS DATA

2.1 BUSINESS REGISTRATION DATE (where applicable) : _____

2.2 BUSINESS TRN (where applicable): _____

2.3 LEGAL STATUS (Limited Liability Company/Sole trader/Partnership): _____

2.4 ENTERPRISE CATEGORY Micro (< J\$15 million annual sales, < 5 staff) Small (>J\$15 <J\$75 million annual sales, 6-20 staff) Medium (>J\$75million <J\$425 million, 21-50)

2.5 PERMITS/LICENSE(where applicable): _____

2.6 REGISTRATION WITH RADA OR OTHER LOCAL SUPPORT ORGANIZATIONS: Yes [] No []

If Yes, please attached Registration Document

2.7 FULL-TIME WORKERS: _____

2.8 PART-TIME WORKERS: _____

2.9 DOES YOUR ENTERPRISE HAVE A BUSINESS PLAN?

YES , IF YES, WHEN WAS IT PREPARED _____ NO

2.10 DOES YOUR ENTERPRISE PREPARE ANNUAL FINANCIAL STATEMENTS? YES NO

SECTION 3: BUSINESS OPERATIONS

3.1 WHAT IS YOUR MAIN AREA OF BUSINESS? _____

3.2 DO YOU HAVE ACCESS TO THE FOLLOWING?

AGRICULTURAL LAND

AGRICULTURAL INFRASTRUCTURE

FISHERIES INFRASTRUCTURE

FISHERIES EQUIPMENT

OTHER

IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE PROVIDE A BRIEF DESCRIPTION (EG. ACREAGE, TYPE OF EQUIPMENT ETC.)

3.3 DO YOU INCORPORATE THE USE OF TECHNOLOGY IN YOUR OPERATIONS? YES NO

IF YES, PLEASE EXPLAIN _____

SECTION 4: OTHER

4.1 HOW DID YOU HEAR ABOUT THE **FORMALIZING OPERATORS IN THE JAMAICA'S AGRICULTURAL & FISHERIES SECTOR PROJECT**?

RADIO TELEVISION NEWSPAPER JBDC WEBSITE SOCIAL MEDIA RADA OTHER ____

AGREEMENT:

I UNDERSTAND THAT MY DISCLOSURE TO JBDC REGARDING MY ENTERPRISE, INCLUDE DISCLOSURES TO THE DIRECTORS, EMPLOYEES, AGENTS, AFFILIATES AND PROFESSIONAL ADVISORS OF THE JBDC, AND WILL BE HELD IN STRICT CONFIDENCE. JBDC WILL NOT PROVIDE MY PERSONAL INFORMATION TO COMMERCIAL ENTITIES WITHOUT PRIOR APPROVAL. I WAIVE ALL CLAIMS AGAINST JBDC PERSONNEL AND THAT OF ITS HOST ORGANIZATIONS ARISING FROM THIS ASSISTANCE.

PLEASE NOTE: BY THAT BY ADDING YOUR SIGNATURE IN THE SECTION BELOW YOU ARE ACCEPTING THE AGREEMENT ABOVE.

SIGNATURE:

SIGNATURE DATE:

For Office Use Only

Date Form was received: _____

Form Checked by (please print name): _____

Project meets eligibility criteria: Yes _____ No _____

If No, state briefly WHY _____

EVALUATION CRITERIA

| Criteria | Maximum Score | Assigned Score |
|---|----------------------|-----------------------|
| 1 Proof of registration with RADA or other local support organization | 20 | |
| 2 Enterprises/farms should be operational for a minimum of 1 year | 25 | |
| 3 Access to land evidenced by a title or lease. This is not mandatory however access to land will be considered an advantage. | 10 | |
| 4 Demonstrated ability to move along the business development continuum | 35 | |
| 5 Demonstrate the use of technology | 10 | |
| TOTAL | 100 | |