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MINISTRY OF FINANCE AND PLANNING  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE  
ADDRESSED TO THE FINANCIAL SECRETARY AND THE  
FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-15

April 24, 2003

**Circular No. 8**

**File No. 267/021<sup>TJ</sup>**

**Division: Public Expenditure Policy Coordination**

Permanent Secretaries  
Heads of Departments

**Re: Revised Comprehensive Motor Vehicle Policy for the Public Sector**

The attention of Permanent Secretaries and Heads of Departments is invited to Circular No. 9 dated November 9, 1995, which outlined the Comprehensive Motor Vehicle Policy of Government.

Since the implementation, however, certain weaknesses in the system were observed, and in order to ensure that the desired objectives of efficiency, cost containment and transparency of Government expenditure are met, the system had to be reviewed.

Proposals were made and the Cabinet by Decision No. 6/03 dated February 10, 2003, granted approval for the amendments to the policy.

**Revised Policy**

This policy, therefore, supersedes all other policies, is applicable to Central and Local Government and Para-Statals, and provides guidance in three (3) main areas of motor vehicle management, namely, import duty concession, assignment of government-owned vehicles to public officers and the management and operation of fleet vehicles.

- Central and Local Government means, Ministries, Departments, Executive Agencies, Kingston and Saint Andrew Corporation and Parish Councils.
- Para-statal means any Statutory Body, Board or Council, Commission, Society or other entity which is wholly financed by the revenues, or other income or receipt of the Government and any Company, Corporation or Commercial Enterprise, wholly owned by the government or in which the Government has a majority shareholding.

## A. Import Duty Concession

The rates to be applied to beneficiaries of duty concession are:

- (a) the concessionary rate of 20% to be extended to motor cars costing up to US\$25,000 c.i.f.
- (b) where a vehicle costs in excess of US\$25,000., concessionary duty would be applicable on prices up to US\$25,000 c.i.f., and full duty applicable on the incremental amounts over US\$25,000 c.i.f.
- (c) the concessionary rate of 20% will be available once every five (5) years to Public Officers, and once in every Parliamentary term of office to Members of Parliament;
- (d) No public official shall be entitled to benefit from the 20% concessionary rate of duty and be provided with an assigned vehicle;
- (e) Concessionary rate of 20% will no longer be extended to:
  - public sector entities which are expected to be self financing; and
  - Contract Officers unless in special cases, i.e., where the contract period is for no less than three (3) years, and where the emoluments under the contract are within the Civil Service scales.
- (f) Further guidelines regarding the grant of 20% concessionary rate of duty is attached at Appendix III

## B. Assignment of Government-owned Motor Vehicles.

### B.1 Determination of who Qualifies

The responsibility for determining persons who qualify for assigned government-owned vehicles is as under:-

- (a) Cabinet for members of the Political Directorate;
- (b) Ministry of Finance and Planning for Public Officers;
- (c) Boards in conjunction with Administrative Heads of Para-statal, in conformity with guidelines issued below.

#### B.1.1 Assignment of Government-owned Motor Vehicles to Public Officials

Formerly, Public Officers eligible for the assignment of motor vehicles were grouped into two (2) categories. This has now been amended, and benefits will accrue to only one category classified as A (Appendix I).

The upper limits on the purchase price of the vehicle being acquired in this category should not exceed US\$25,000 c.i.f.



### B.1.2 **Revised Qualification**

Effective immediately, only Public Officials and members of the Political Directorate who qualify under Category A, Appendix I will elect one of the following alternatives and be provided with either:-

- a) a fully maintained, government-owned motor vehicle, whereby all expenses relating to fuelling, maintenance, insurance and licensing of the vehicle are borne by government. In this case, the assignee is not entitled to receive a travelling allowance, and the member of the political directorate would also not receive a travelling allowance, and motor vehicle depreciation and mileage;
- b) a partially maintained government-owned motor vehicle and be paid 50% of the travelling allowance payable, (upkeep and maintenance). In this event the assignee would be required to meet the following maintenance costs:
  - (i) petrol
  - (ii) washing and cleaning; and
  - (iii) battery; or
- c) operate his/her own motor vehicle, and in this case would receive allowances currently paid to Public Officers and the political directorate for travelling on official business.

B.1.3 Heads of Departments not listed on Appendix I and persons in the system at the level of SEG 4 to SEG 6 and other similar levels who are in receipt of fully maintained or partially maintained vehicles will no longer qualify for this benefit, but instead will be given the option to purchase the vehicle assigned to him/her and be paid the fixed allowance.

A special loan facility will be made available through the Accountant General's Department to assist persons in the acquisition of these vehicles.

To give effect to this amendment, Permanent Secretaries and Heads of Department are required to complete the form at Appendix II and return same to this Ministry no later than May 12, 2003.

### B.1.4 **Benefit of Import Duty Concession and Assigned Motor Vehicle**

The terms of the existing policy specify that the concessionary rate of 20% will be made available once in every five (5) years to Public Officials. There is, however, the general perception that an officer who utilizes the 20% concession facility to acquire a motor car can also benefit from an assigned vehicle.

Effective immediately:

- a Public Officer who has been granted the benefit of a 20% duty concession shall not be eligible to benefit from an assigned motor vehicle, until five (5) years after the grant of the 20% concession.



- a Public Officer, who elects to be provided with an assigned motor vehicle with option to purchase after three (3) years, shall not be eligible for the benefit of a 20% concession until five (5) years after the date of the assignment of the vehicle

#### **Operation by Family Member of Assigned Motor Vehicles**

A Public Officer may allow one (1) duly licenced person to operate the vehicle assigned. The name and particulars of this individual must be supplied to the Accounting Officer and Transport Manager of the Ministry/Department/Executive Agency.

Where the assignee unauthorizedly allows someone else the use of the assigned vehicle, resulting in an accident, the costs associated with the accident and repairs to the vehicle will be the personal responsibility of the assignee, and not a charge on the public purse.

#### **B.1.6 Assignment of Vehicles for Security Personnel**

All vehicles for Security Personnel assigned to the Hon. Prime Minister, the Deputy Prime Minister and the Minister of National Security, should fall under the management and control of the Ministry of National Security.

Individual Ministries will be responsible to provide motor vehicles for their respective Minister's Security personnel, and the price at which these vehicles will be acquired should not exceed US\$18,000 c.i.f.

Ministries which provide such facilities must issue written directive to the assignee indicating that under no circumstances should unauthorized persons be allowed to drive these vehicles.

#### **B.1.7 Affixing of Registration Plates**

All government-owned vehicles must display government registration plates. There will, however, be exceptions for the display of private registration plates due to the sensitive nature of the assignee's job, or the safety and security of the individual or other stated reasons.

The prior approval of this Ministry must, however, be obtained for any such exemption.

Please be advised that the above is not applicable to Para-statal Agencies, Kingston and Saint Andrew Corporation and Parish Councils.

#### **B.1.8 Insurance of Assigned Government-Owned Vehicles**

All government-owned motor vehicles, which are assigned to public officials and members of the political directorate should be comprehensively insured.

#### **B.1.9 Provision of Vehicles for Use by Members of the Political Directorate in Rough Terrain**

- With the exception of those positions specifically designated by the Cabinet for certain members of the political directorate to be assigned more than one vehicle, **all other members shall be entitled to be**

**assigned one motor vehicle only**. The member may, however, elect to be assigned **either** a regular motor car or a four (4) wheel drive vehicle.

- Where a member is assigned to one of the under-mentioned ministries, which could on occasion necessitate the use of a rough terrain vehicle, but the member had already been assigned a regular motor car, the member shall make prior arrangements with the Permanent Secretary for a suitable rough terrain vehicle to be made available.
- The period of time for which the vehicle will be used must be determined beforehand and the vehicle should be returned promptly after use.

#### B.1.10

#### **Ministries Which May Require Rough Terrain Vehicles are:**

- (a) Office of the Prime Minister;
- (b) Ministry of Agriculture;
- (c) Ministry of Health;
- (d) Ministry of National Security
- (e) Ministry of Local Government, Community Development and Sport
- (f) Ministry of Finance and Planning
- (g) Ministry of Education
- (h) Ministry of Labour and Social Security
- (i) Ministry of Land and Environment

Permanent Secretaries in the above-mentioned ministries may obtain one (1) or two (2) rough terrain vehicles, which are to be maintained as fleet vehicles and made available when required on a rostered basis for use by members of the political directorate.

It should be clearly understood that:

- where a member of the political directorate has already elected and is assigned a four-wheel drive vehicle, no other such vehicle should be assigned to him/her unless the assigned vehicle is temporarily out of use; and
- on no account whatsoever should a member be assigned on a full time basis, a regular motor vehicle and a rough terrain vehicle.

#### B.1.11

#### **Provision of Petrol**

Each Ministry will provide Advance Cards, (gas coupons as in the case of some sections of the Police Force, Jamaica Defence Force and Jamaica Fire Services) necessary for travelling in the performance of official duties,



and Accounting Officers must ensure that the necessary safeguards to prevent waste and extravagance are in place.

#### B.1.12

#### **Disposal of Assigned Vehicles**

The procedure which shall be applied in respect of disposal of assigned government-owned vehicles is:

- (1) the vehicle must be at least three (3) years old;
- (2) the prospective purchaser who is the official concerned must have been assigned the vehicle for his/her full time use for a period not less than three (3) years;
- (3) the price at which the vehicle shall be sold to the assignee shall be determined on the following basis:
  - the original purchase price, less accumulated depreciation for the period at the rate of 20% per annum on the straight line basis;
- (4) A Public Official/employee must not be given the facility of purchasing a government-owned vehicle under the terms set out at (1) to (2) above more than once in every five (5) years.
- (5) where an official/employee exercises the option to purchase the vehicle after three (3) years, that person shall be obliged to retain the vehicle for the carrying out of his/her official duties for two additional years and will be paid travelling allowance at the prevailing rate.
- (6) where a government-owned vehicle is assigned on a full time basis and is not disposed of by sale after three (3) years to such official, the assignment of the vehicle shall continue until such time as the vehicle becomes uneconomical to operate;
- (7) where an official exercises the option to purchase the vehicle after (five (5) years, i.e., the depreciated life of the vehicle) the price at which the vehicle should be sold, shall be based on the average of two (2) independent valuations, one of which shall be by the Government's examiner of motor vehicles.

If the average price at this time is in excess of the price at which the vehicle would have been disposed of after three (3) years, then the sale price should be based on the value of the vehicle at three (3) years.

## C. Management and Operation of Fleet Vehicles

### C.1. Description

With the exception of assigned vehicles, all other vehicles owned and operated by a Ministry, Department, Executive Agency, Kingston and Saint Andrew Corporation, Parish Council or Para-statal agency, however acquired (whether by way of gifts, purchases from funds provided from externally funded projects etc, or Government of Jamaica) shall be classified as fleet vehicles.

### C.2. Registration

With the exception of government companies, statutory bodies, Kingston and Saint Andrew Corporation and Parish Councils, all fleet vehicles shall be registered in the name of the Accountant General as required by Law, shall use government registration plates, and bear the relevant ministry/department identification markings. All agencies of Government will be required to register, license and obtain certificates of fitness for fleet vehicles.

### C.3. Information on Fleet from Inland Revenue Department

The Inland Revenue Department is required to supply to the Ministry of Finance and Planning on a monthly basis information on all government-owned vehicle registered, whether they are fleet vehicles or otherwise. This will facilitate the maintenance of a Centralized Master Inventory Control.

### C.4. Insurance of Fleet Vehicles

Government will be its own insurer of fleet vehicles, therefore:

- (i) only the assignee or official driver is authorized to drive fleet vehicles;
- (ii) in view of Government's possible liability in case of accident, no passenger other than a person on official duty is to be conveyed in a fleet vehicle;
- (iii) assigned drivers found in breach of (ii) shall be liable for the imposition of sanctions up to the full cost incurred by government in the event of an accident;
- (iv) sanctions may be imposed upon any driver of a fleet vehicle involved in an accident, if he is found to have been negligent and is a causative factor in the accident;
- (v) performance of drivers who are involved in frequent accidents should be evaluated to determine competence to continue service in this capacity.



C.5. Appointment of Transport Manager

Permanent Secretaries and Heads of departments shall appoint a Transport Manager with responsibility for the management of the fleet. The Transport Manager shall be appointed an "Accountable Officer" in accordance with Sections 2 and 24F of the Financial Administration and Audit (Amendment) Act, 1992.

C.6. Assignment of Fleet Vehicles/Authority

- (I) The responsibility for fleet of vehicles resides with the Permanent Secretary/Head of Department. He or she is therefore empowered to assign vehicles to officers or other public officials.
- (II) The Transport Manager will be the officer authorized by the Permanent Secretary/Head of Department for the assignment of vehicles. He/she must ensure:
  - the validity of the driver's licence, and shall take into consideration prior driving record as one of the conditions for the assignment of a vehicle and that the vehicles will be assigned only on an "ad hoc" basis and for specific periods;
  - that the delivery of a vehicle shall only be made on presentation of a prescribed form, specifying the assignee, purpose of the journey, duration, estimated mileage and signature of the authorizing officer;
- (iii) public officials who own motor vehicles and are in receipt of travelling allowances may be allowed the use of a fleet vehicle for limited periods, where such an official's own vehicle is unsuitable for the terrain of the area in which the official's duties require him/her to travel;
- (iv) Assignee of fleet vehicle shall:
  - (a) maintain the prescribed log book;
  - (b) if possible, return the vehicle to base daily;
  - (c) if not possible, arrange with the Transport Manager for safe custody of the vehicle; and
  - (d) report accidents in accordance with regulations.
- (v) where the fleet vehicle is driven by several persons (e.g., in a pool) then the Transport Manager who is the accountable officer should have his/her own check in/check out system.



This would ensure the proper identification of the person in whose custody the vehicle was at the time of major or minor accidents and assist in determining whether the accident was a result of inappropriate driving practices, or inadequate maintenance.

C.7. Unproductive Use of Fleet Vehicles

The practice of allowing drivers and other employees who do not qualify for the use of assigned vehicles to take home the vehicles operated by them should be discontinued with immediate effect.

Such facility should only be afforded in special circumstances, or where a vehicle is used to transport members of staff to and from work.

C.8. Payment of Travelling Allowance to Officials Assigned Fleet Vehicles

- On no account whatsoever should an officer who does not qualify for the assignment of a motor vehicle as per Appendix I, be allowed use of a fleet vehicle on a full-time basis.
- Any officer who is assigned a vehicle from the fleet on a full-time basis should not receive travelling allowance for use of his/her own motor car.
- Certifying Officers who authorize payments of travelling allowance, where a fleet vehicle is assigned, shall be liable for such payment and shall be surcharged in accordance with Section 20 of the Financial Administration and Audit Act.

C.9. Re-assignment of Fleet Vehicles

If an inspection by the Auditor General or the Ministry of Finance indicates under-utilization of a particular vehicle, the Ministry of Finance reserves the right to re-assign such vehicle to any other area, which may be deficient in transportation.

C.10. Supply of Fuel to Fleet Vehicles

Permanent Secretaries/Heads of Departments shall designate the officer(s) responsible for the custody of the advance cards and stock of fuel coupons (where these are still in use), in keeping with guidelines issued for management and control of Advance Cards and fuel coupons.

C.11. Repairs and Maintenance of Fleet Vehicles

At present, Government vehicles are repaired at various garages approved by the Directorate of Asset Management (DAM) a division of the National Works Agency. The Directorate of Asset Management maintains a list of approved garages and prior to the job being carried out estimates should be submitted to DAM for approval. On no account whatsoever should vehicles approved for repairs be sent to garages without the prior approval of DAM. DAM is also required to certify that the work has been satisfactorily done.



The quality of service performed by some of these garages very often result in the vehicles being returned for rectifying the same faults, which the Government often pays again, resulting in the cost of repairs being quite exorbitant at times.

Consequently, DAM will continue to compile the list of approved garages, but will make such list available to Permanent Secretaries and Heads of Department.

Permanent Secretaries/Heads of Department in consultation with their Transport Manager should do their own selection from the list of approved garages and solicit estimates to carry out major repairs.

Proper evaluation of the cost of repairs above the stipulated limits approved from time to time by this Ministry must be done by the competent authority (DAM) on presentation of the estimates, before the actual repairs is undertaken and billing effected. On no account should major repairs be undertaken by garages other than those on the Approved List.

As far as documentary procedures go, the forms attached at Appendices V and VI must be maintained in respect of fleet vehicles (only).

C.12. Acquisition of Vehicles for Project

Vehicles which are to be acquired under all Internationally Funded Projects must be submitted to the Minister of Finance and Planning for approval prior to the project being put out to tender.

C.13. Disposal of Fleet vehicles

Disposal of fleet vehicles must be recommended by the Permanent Board of Survey (Public Expenditure Policy Coordination Division) and approved by the Ministry of Finance and Planning. Transfer Certificates will be signed by the Accountant General, countersigned by the relevant Ministry/Department and recorded in the Central Motor Vehicle Registry of the Inland Revenue Department.

C.14. Disposal by Auction

Government's policy is that all unserviceable stores including motor vehicles be sold by Public Auction. Auctions are either "public" or "closed".

"Public Auctions" are usually for the general public, while "Closed Auctions" are intended to allow Government employees the first choice of purchasing an unserviceable vehicle. Vehicles not sold at the "closed auction" are put up for sale at the "Public Auction".

(a) Guidelines for "Closed" Auction

- (i) The auction shall be open to all Government employees (generally) and not restricted to members of the Jamaica Civil Service Association for the following reasons:



- benefits negotiated by any bargaining unit are usually extended to other eligible groups. Much difficulty will be experienced by the Central Supply Secretariat and the Auctioneer in identifying and excluding non-member of the Jamaica Civil Service Association and excluding non-members.
- (ii) Except for scrap or shell unit, no officer shall be allowed to purchase more than one (1) unit at any auction;
- (iii) An officer purchasing a unit under these arrangements, shall not be allowed to participate in another auction within the next two (2) years.
- (iv) It should be clearly understood that on no account should a public officer enter an auction to purchase a unit for anyone who would not be eligible to do so under the foregoing rules. Any public officer who is found guilty of such a breach shall forfeit the purchase, notwithstanding the fact that the officer might have already paid the considered sum when the matter is discovered. Such an officer may also be cited for disciplinary charges to be preferred against him/her.

C.15. Disposal of Fleet Vehicles by the Parish Councils

The under-mentioned policy will continue in respect of Kingston and Saint Andrew Corporation and Parish Councils:

- (1) The particular Council requests of the Ministry of Finance and Planning, a Board of Survey for motor vehicles and other assets;
- (2) The Board of Survey Unit (PXPC) Division conducts the physical examination of the items and report its findings with appropriate recommendations;
- (3) The Councils may conduct their own auction under similar conditions as Central Government or may request the Ministry of Finance and Planning to do this on their behalf;
- (4) Where the Council takes the decision that the unit should be sold by public auction, they should engage the services of an auctioneer.

The auctioneer would generally be advised or given the guidelines on the procedures to be followed.

Where the Parish Council/Kingston and Saint Andrew Corporation disposes of the vehicles by Public Auction or Private Treaty Sale, that Body is required to remit to the Ministry of Finance and Planning, Public Expenditure Policy Coordination Division five percent (5%) of the proceeds of such sales. This payment

represents Service Fee for the work undertaken by the Board of Survey Unit.

C.16. Disposal of Fleet Vehicles in Para-Statal Bodies

The following policy shall be adopted by Para-statal bodies for disposing of fleet vehicles:

- establish a Board of Survey consisting of not less than five (5) persons to review and recommend vehicles for disposal;
- where necessary, an outside person may be co-opted to the Board of Survey for assisting in the deliberations; the number of persons for the quorum must be predetermined;
- the deliberations of the meeting and decisions arising therefrom shall be recorded in the minutes of said meeting;
- the method of disposal shall be duly recorded;
- where the method of disposal is by sale, it shall be by public auction;
- proper notation as to the assets disposed of, shall be made in the assets register and these shall be certified by someone other than the person with responsibility for maintaining the register.

This condition will also apply to other Para-statal bodies who request the Ministry of Finance and Planning to conduct Board of Survey examination of their assets.

From time to time certain Para-statal bodies submit requests for the staff -of this Ministry to undertake Board of Survey examination of assets including motor vehicles by Public Auction or Private Treaty sale, the Para-statal is required to remit to the Ministry of Finance and Planning, Public Expenditure Policy Coordination Division five percent (5%) of the proceeds of such sales. This payment represents Service Fee for the work undertaken by the Board of Survey Unit.

C.17. Hireage / Rental of Motor Vehicles

Except in cases of dire emergency, no Ministry, Department or individual shall enter into a contract for hireage of a motor vehicle, whether through the Hire Fund Scheme, private rental agency or private individual without the specific permission from the Ministry of Finance and Planning. Where the emergency dictates that such a course of action is imperative the contract should not be for more than three (3) days.

The covering approval of the Financial Secretary must be obtained and the circumstances for the emergency hireage reported.



- a. In submitting requests for approval to hire, full particulars of the reasons for the hireage shall be given and the duration of the contract period indicated.
- b. Each case of hireage will be considered on its own merit.
- c. Officers found in breach will be liable to surcharge up to the amount of any unauthorized expenditure so incurred.

C.18. Sanctions

Any person who is responsible for the control or operation of fleet vehicles or any activities incidental thereto, will be liable to sanctions in the event of any breach of the instructions contained in this circular.

Where a breach results in a financial loss to Government, the person responsible may be surcharged by the Financial Secretary and may become liable for the full amount of the loss.

Permanent Secretaries/Heads of Departments are required to ensure that the policies outlined in this circular are brought to the attention of all officers concerned, and in particular, those responsible for:

- (i) performing duties of Transport Manager;
- (ii) assignment of vehicles;
- (iii) authorizing issue of Advance Cards and fuel (from pumps or by coupons);
- (iv) custody of Advance Cards and stocks of coupons;
- (v) issuing of Advance Cards and coupons or operating fuel pumps; and
- (vi) operation of vehicles (driver(s) or assignees).



Shirley Tyndall  
Financial Secretary

Category "A"

Upper Price Limit of Car US\$25,000. f.o.b.

- (i) Positions so designated by the Cabinet for members of the political directorate;
- (ii) The Cabinet Secretary;
- (iii) The Financial Secretary;
- (iv) The Auditor General;
- (v) Permanent Secretary;
- (vi) The Chief Parliamentary Counsel;
- (vii) The Solicitor General
- (viii) The Director of Public Prosecutions;
- (ix) Chief Personnel Officer;
- (x) Chief Technical Directors; and
- (xi) Any other position so designated by the Top Level Salaries Committee.



## ASSIGNED GOVERNMENT OWNED MOTOR VEHICLE REPORT (FULLY/ PARTIALLY MAINTAINED)

## APPENDIX II

MINISTRY/DEPARTMENT:

[illegible]



MINISTRY OF FINANCE AND PLANNING

30 NATIONAL HEROES CIRCLE

P.O. BOX 512

KINGSTON

JAMAICA

June 26, 2000

ANY REPLY OR SUBSEQUENT REFERENCE  
SHOULD BE ADDRESSED TO THE FINANCIAL  
SECRETARY AND THE FOLLOWING  
REFERENCE NUMBER QUOTED:-

TELEPHONE No. 92-28600-16

Ref. No.: 565/017 "I"

To All Permanent Secretaries/Heads of Departments

Permanent Secretaries and Heads of Departments are reminded of the following guidelines laid down regarding the grant of the 20% concessionary rate of duty to qualified officers.

It should be noted that the provisions of this circular apply only to persons presently enjoying the benefit of the twenty percent duty concessionary rate of duty on motor vehicles and should not be regarded as extending the benefit to the employees of any government organisation not presently benefitting from the concession.

1. The concession is available to officers who are permanently appointed to a post to which full upkeep or the commuted travelling allowance is attached.
2. Persons employed on contract gratuity terms are not normally eligible but consideration will be given where the contract is for a period of not less than three years and the salary being paid is within the government salary scales. This concession must be taken up within three months of the commencement of the contract period.
3. Where a person who is eligible for the concession is assigned duties on a project, that person will continue to benefit from the facility while assigned to the project.
4. The recommendation for the duty concession must include information on whether travelling allowance is attached to the post, whether the applicant had ever been granted a duty concession, and if so, the date on which the last concession was granted (this includes any partial waivers of customs duty or GCT granted).



5. Where the vehicle is being purchased from a local dealer, a proforma invoice giving the details of the specific vehicle the officer intends to purchase must be presented. In all cases the C.I.F. value must be given.
6. Where the vehicle is being imported in the officer's name this should be clearly stated in order that the necessary letter to the Trade Administrator may be prepared. In this case a proforma invoice is not necessary since the officer will be required to submit a copy of the import licence to this office.
7. Where a duty concession has been granted, the vehicle cannot be sold or otherwise disposed of within a three years of the grant of the concession. If this is done full duties become payable immediately.
8. Where a person resigns from the job within three years of having received this concession this should be immediately reported to this Ministry as full duties become payable immediately. Where the person is dismissed this should also be reported in order that this ministry may determine whether the outstanding duties should be paid.
9. In keeping with the Governments' motor vehicle policy persons who have been assigned official motor vehicles or who are eligible for this facility are not eligible for the 20% duty concession and therefore where requests are being made under such circumstances this Ministry will need to be advised in writing by the applicant that he/she is forgoing the option of being assigned an official vehicle during the next three years.
10. Where a person qualifies by virtue of being elected to an office, if that persons resigns from office or disposes of the vehicle before three years have passed then full duties become payable immediately.
11. Applicants must seek to ensure that the vehicle they wish to purchase is available as requests for amendments will not be treated as a priority.
12. The concession is available once every five years.

**N.B. Incomplete applications will not be processed.**



**S. Tyndall (Miss)  
Financial Secretary**

**cc Parliamentary Ombudsman  
Her Worship the Mayor -**

**KSAC**



<b>Chairmen</b>	-	<b>Parish Councils</b>
<b>Chairman</b>	-	<b>Jamaica 4-H Clubs</b>
<b>Chairman</b>	-	<b>JAMAL</b>
<b>Chairman</b>	-	<b>Overseas Examination Committee</b>
<b>Commissioner</b>	-	<b>Jamaica Fire Brigade</b>
<b>Hospital Administrator</b>	-	<b>University Hospital</b>
<b>Secretary Manager</b>	-	<b>Integrity Commission</b>
<b>Secretary</b>	-	<b>WIGUT</b>
<b>Registrar</b>	-	<b>University of the West Indies (Mona)</b>
<b>Executive Director</b>	-	<b>Statistical Institute of Jamaica</b>
		<b>Bureau of Standards</b>
		<b>Office of Disaster Preparedness</b>
		<b>Scientific Research Council</b>
		<b>National Family Planning Board</b>
		<b>Broadcasting Commission</b>
		<b>Rural Agricultural Development Authority</b>
		<b>National Resources Conservation Authority</b>
		<b>Fair Trading Commission</b>
		<b>Drug Abuse Secretariat</b>
		<b>Consumer Affairs Commission</b>
		<b>Jamaica National Heritage Trust</b>
		<b>Jamaica Cultural Development Commission</b>
		<b>National Council on Education</b>
		<b>Social Development Commission</b>
<b>Managing Director</b>	-	<b>Underground Water Authority</b>
<b>General Manager</b>	-	<b>Real Estate Board</b>
		<b>Fiscal Services Ltd.</b>
<b>Director</b>	-	<b>Jamaica Library Service</b>
<b>Director General</b>	-	<b>Planning Institute of Jamaica</b>
<b>Director of Elections</b>		
<b>Contractor General</b>		