



MINISTRY OF FINANCE AND THE PUBLIC SERVICE
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. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

March 16, 2010

CIRCULAR NO. 13

File No. 107/125

Division: Public Expenditure Coordination Division

Permanent Secretaries

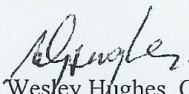
Heads of Departments

Chief Executive Officers

**Re: Clarification to Circular No. 1 Reference 107/125 Dated
January 6, 2010 - Salary Lodgement And Authorised Deductions**

The attention of Permanent Secretaries, Chief Executive Officers and Heads of Departments is invited to the following clarification in respect of the captioned Circular:-

1. The non-refundable processing fee does not apply to credit unions, people's cooperative banks, insurance companies, thrift societies, pensions and superannuation funds. It applies to the entities listed in the attached document. Please note that the attached list is not exhaustive. The non-refundable processing fee will apply to any new entity that is added to the list by Bank of Jamaica or the Financial Services Commission.
2. The non-refundable processing fee of \$500.00 where applicable must be paid by the employee requiring the standing order deduction.
3. The non-refundable processing fee of \$500.00 is to be charged as a one off payment for new irrevocable standing orders from approved financial institutions. Variations to the standing orders shall not attract a processing fee.
4. The processing fees collected must be paid over to the Accountant General as Miscellaneous Revenue in the case of Ministries, Departments and Executive Agencies.


Wesley Hughes, C.D.
Financial Secretary

**INSTITUTIONS FOR WHICH THE NON-REFUNDABLE PROCESSING FEE IS
APPLICABLE**

Commercial Banks Operating in Jamaica as at 31 July 2009

Name	Address
The Bank of Nova Scotia Jamaica Limited	Scotiabank Centre Cnr. Duke & Port Royal Streets Kingston Telephone: (876)922-1000-5 Website: www.scotiabank.com.jm
FirstCaribbean International Bank (Jamaica) Limited	23-27 Knutsford Boulevard Kingston 5 Telephone: (876) 929-9310-6 Website: www.firstcaribbeanbank.com
Citibank, N.A.	63-67 Knutsford Boulevard Kingston 5 Tel: (876)926-3270/85 Website: www.citibank.com/jamaica
National Commercial Bank Jamaica Limited	32 Trafalgar Road Kingston 10 Telephone: (876)929-9050-89 Email: ncbinfo@jncb.com Website: www.jncb.com
First Global Bank Limited	28-48 Barbados Avenue Kingston 5 Telephone: (876) 929-3383-6 Website: www.firstglobal-bank.com
RBTT Bank Jamaica Limited	17 Dominica Drive Kingston 5 Telephone: (876)960-2340/55 Email: RBTT@cwjamaica.com Website: www.rbtt.com
PanCaribbeanBank Limited	60 Knutsford Blvd. Kingston 5 Tel: (876) 929-5583-4 Website: www.gopancaribbean.com

Merchant Banks Operating Under The Financial Institutions Act, 31 July 2009

Name	Address
Capital & Credit Merchant Bank Limited	6-8 Grenada Way Kingston 5 Tel: (876) 960-1379-80 Website: www.capital-credit.com
Scotia DBG Merchant Bank Limited	1B Holborn Road Kingston 10 Tel: (876) 960-6699/700-2 Website (Parent Company): www.mydbg.com
MF&G Trust & Finance Limited	21 East Street Kingston Tel. (876) 922-5860-8 Email: mfgtrustfin@cwjamaica.com

**Financial Services Commission
List Of Dealers / Investment Advisers Currently Licensed As At March 31, 2009**

COMPANY DEALERS
Alliance Investment Management Limited
Barita Investments Limited
BPM Financial Limited
Barita Unit Trusts Management Company Limited
Capital & Credit Fund Managers Limited
Capital & Credit Merchant Bank Limited
Capital & Credit Securities Limited
Capital Solutions Limited
CitiFinance Limited
E. W. Lewis Investments & Finance Limited
FirstCaribbean International Bank (Jamaica) Limited
FirstCaribbean International Securities Limited
First Jamaica Investments Limited
First Global Bank Limited
First Global Financial Services Limited
Gleaner Company Limited
Guardian Asset Management Limited
Guardian Life Limited
Ideal Finance Corp. Limited
Ideal Portfolio Services Limited
Intertrade Finance Corp. Limited
Jamaica Co-operative Credit Union Limited
Jamaica Money Market Brokers Limited

Jamaica National Building Society
JMMB Securities Limited
JN Fund Managers Limited
M/VL Stockbrokers Limited
Mayberry Investments Limited
MF&G Asset Management Limited
MoneyMasters Limited
NCB Capital Markets Limited
NCB Insurance Company Limited
Pan Caribbean Asset Management Limited
Pan Caribbean Financial Services Limited
Prime Asset Management Limited
RBTT Securities Jamaica Limited
Sagicor Life Jamaica Limited
Scotia DBG Fund Managers Limited
Scotia DBG Investments Limited
Scotia Jamaica Investment Management Limited
Scotia Jamaica Life Insurance Company Limited
Sterling Asset Management Limited
Stocks & Securities Limited
UGI Finance & Investments Limited
Victoria Mutual Wealth Management Limited
West Indies Trust Company Limited
West Indies Union Investment Management Limited