



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

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

14 November 2013

Circular No. 32

All Human Resource Management Unit Heads:

Ministry of Finance and Planning
Tax Administration Jamaica
Jamaica Customs Agency
The Accountant General's Department
Fiscal Services Limited

Planned Roll-out 20% Motor Vehicle Concession Pilot

Kindly be advised that the captioned Roll-out will Go-Live on Monday, November 18, 2013.

The smooth roll-out of the Pilot will depend on the readiness of each HR Unit within Pilot Entities. It is therefore imperative that the following actions be undertaken with utmost urgency:

- (1) All entities involved in the Pilot are to cease accepting and processing of applications for 20% Motor Vehicle Duty Concession effective **Monday, November 18, 2013**.
- (2) HR Units are to furnish a list of pending applications by Friday, November 15, 2013 to the Attention: Mr. Maurice Williams of the Tax Relief Unit (TRU).
- (3) Preparation is to be made by all Pilot Entities to commence processing of applications through the online component of the system by Tuesday, November 19, 2013.

A walk-through process of the new online system by personnel from Fiscal Services Limited (FSL) and Tax Relief Unit (TRU) is scheduled to take place between Monday, November 18, 2013 and Wednesday, November 20, 2013. Details of these visits will be provided to all Pilot Entities.

- (4) New applicants for 20% Motor Vehicle Duty Concessions will be advised when to apply on-line, following the walk-through process of each HR Unit and their final sign-off as being 'pilot ready'.
- (5) The Ministry of Finance and Planning's link to the 20% Motor Vehicle Concession system will be up and running by November 19, 2013 to facilitate the processing of online enrolment and login.

Please forward any queries to this Ministry's Help Desk, Tax Relief Unit, at Telephone Nos. 932-4794/932-4797.

Please ensure that this Circular is brought to the attention of the relevant personnel.



Devon Rowe
Financial Secretary