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 & THE PUBLIC SERVICE**
**30 NATIONAL HEROES CIRCLE**
**P.O. BOX 512**
**KINGSTON**
**JAMAICA**

**12 August 2026**

**CIRCULAR NO. 11**

Permanent Secretaries
Heads of Departments
Chief Executive Officers
Chairmen of Boards

**Re: Electronic Signatures and Electronically Signed Records**

The attention of Permanent Secretaries, Chief Executive Officers, Heads of Departments, and Chairmen of Boards is invited to the attached policy for the use of electronic signatures and electronically signed records.

The Cabinet by way of Decision No. 23/26 gave approval for the Electronic Signatures and Electronically Signed Records Policy, attached, to be implemented across all Ministries, Departments and Agencies (MDAs).

## 1. Scope

1.1 The Electronic Signatures and Electronically Signed Records Policy shall be applicable to all Entities within the "specified public sector" as defined in Section 48A(1) of Part VII of the Financial Administration and Audit Act.

1.2 The Policy shall be applicable to all transactions, communications, approvals, or actions undertaken during official business or service delivery.

1.3 The use of electronic signatures shall be applicable in all instances where a wet-ink signature is not a legislative requirement.

## 2. Adoption

2.1 With effect from **September 1, 2026**, all public entities shall implement the use of electronic signatures in compliance with this Policy.

2.2 The implementation of the use of electronic signatures shall be done on a phased basis in keeping with the risk category and assurance level of each transaction.

2.3 In keeping with section 7 of the Policy, the Head of Entity or designated Accountable Officer shall ensure that risk categories for all transaction types and eligibility for electronic signing are formally documented and approved.

2.4 All MDAs and Public Bodies shall maintain a register of the types of transactions for which electronic signatures are used e.g. internal memos, application forms, invoices, payment vouchers etc.

2.5 The register shall outline the risk category and assurance level of the transaction as well as the type of electronic signature to be used e.g. image-based signatures, self-signed certificates. (See Section 9.1 of the Policy for guidance)

2.6 The template at Appendix 1 may be used to maintain the register of electronic signatures to be applied for each transaction type. The Register may be maintained electronically.

2.7 Pursuant to the Electronic Transactions Act and guided by this Policy, public entities shall accept electronic submission of source documents to facilitate the payment of public funds.

## 3 Monitoring & Compliance

3.1 The head of entity or his/her designate shall ensure that the necessary controls are in place in keeping with the *Compliance and Review* section of the Policy.

3.2 The head of entity or his/her designate is required to comply with the applicable reporting and incident-management procedures established under the relevant ICT security and governance frameworks whenever a credential is lost, stolen, or suspected to have been compromised.

3.3 Where the Government of Jamaica suffers loss due to negligence or wilful disregard of the provisions of this Policy, the culpable officer may be subject to surcharge in keeping with the relevant financial management and accountability framework, as well as any other disciplinary actions provided for by law.

## Conclusion

This Circular is issued pursuant to section 51 of the Financial Administration and Audit Act and is in keeping with the Electronic Transactions Act.

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Chairmen of Boards must ensure that this Circular is brought to the attention of all relevant officers.

Darlene Morrison, CD
Financial Secretary

Appendix 1

## Register of Transactions to Be Signed Electronically [1]

| Transaction Type | Risk Level | Assurance Level | E-Signature Type | Software/Tool (optional) |
|---|---|---|---|---|
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[1] This template (Register of Transactions Approved to be Signed Electronically) should be used as a guide for maintaining a register of the transactions that will be signed electronically. Risk levels of each transaction type should be assessed and determined in keeping with section 9 of the Policy and the appropriate assurance level/method of signing selected based on the risk level identified.