KNOW YOUR RESPONSIBILITY AS A GUARANTOR

1 ALL AWARDEES must provide:

(i) Tax Registration Number (TRN)
(ii) Any two (2) of the following forms of identification
- Driver's Licence
- Work ID
- Passport
- Voter's ID
- One (1) recent passport size photo signed by a Justice of the Peace (JP)

(iii) Award Letter
(iv) HR Certified copy of Certificate awarded (in the case of Tuition Refund)
(v) Study Leave Approval Letter and Leave and Salary Particulars (in the case of Study Leave)

2 GUARANTORS must provide the following documents:

(i) Tax Registration Number (TRN)
(ii) Any two (2) of the following forms of identification:
- Driver's Licence
- Work ID
- Passport
- Voter's ID
- One (1) recent passport size photo signed by a Justice of the Peace (JP)

(iii) Be employed/self-employed and reside in Jamaica
(iv) Be financially able to co-make Loan Agreements
(v) State the following Information on the Awardee:
- Full name
- Year he/she signed the Bond
- Course of study
- Venue of course
- Employer (Government Ministry/Organization)

(vi) Be eighteen (18) yrs. old to sixty-five (65) yrs. Old.

Last revised October 2026.

SELF-EMPLOYED PERSONS must submit items (i) & (ii) below:

(i) **Original Bank/Credit Union letter addressed to the Ministry of Finance and the Public Service, confirming a balance of JMD $100,000 or more at the time of signing, valid for 1 month.**

OR

Bank/Credit Union Statement: Original statement on the institution's letterhead, stamped and signed and reflecting a balance of JMD $100,000 or more at the time of signing, valid for 1 month.

(ii) **Any one (1) of the following:**
- **A Motor Vehicle Title (must be under 10 years old)**
- **A Land Title**
- **A Life Insurance Policy - NO Group or Family Indemnity Plans (copy cover and 1st page of policy with the Insured information only)**

ENCOURAGE AWARDEE TO SERVE THE COUNTRY

EMPLOYED PERSONS must submit items (i) & (ii) below:

(i) Original Job Letter addressed to the Ministry of Finance and the Public Service from the employer, stating salary, allowances, position and duration of employment. Minimum employment period: 6 months. Job Letter valid for 3 months.
(ii) Any one (1) of the following assets:
- Original Bank/ Credit Union letter addressed to the Ministry of Finance and the Public Service, confirming a balance of JMD $100,000 or more, valid for 1 month.

OR

Bank/Credit Union Statement: Original statement on the institution's letterhead, stamped and signed, and reflecting a balance of JMD $100,000 or more, valid for 1 month.
- A Motor Vehicle Title (must be under 10 years old)
- A Land Title
- A Life Insurance Policy- **NO Group or Family Indemnity Plans** (copy cover and 1st page of policy with the Insured information only)

3 GUARANTORS CANNOT:

- **Sign for more than one (1) person at a time**
- **Be currently serving a Bond**
- **Be currently the recipient of an award**
- **Sign the Loan Agreement before the Awardee**

4 IF THE AWARDEE FORFEITS

(i.e. does not serve or fails to serve the full period required)
The guarantor(s) shall be equally responsible for repaying the loan, in full or in part, together with any applicable interest.

5 FAILURE TO COMPLY COULD RESULT IN LEGAL ACTION BEING TAKEN.

6 *Effective January 1, 2009, Guarantors are required for value of award as follows:*

Amount	No of Guarantor(s)	Bond Yrs
Below $300,000	No Guarantor(s)	No Bond
$300,000 - $499,999	One (1) Guarantor	2 yrs.
$500,000 - $999,999	Two (2) Guarantors	3 yrs.
$1,000,000 - $1,999,999	Three (3) Guarantors	4 yrs.
$2,000,000 and over	Three (3) Guarantors	5 yrs.

1. AWARDEE SIGNS BOND
2. GUARANTORS SIGN BOND
3. AWARDEE SERVES BOND AFTER COMPLETION OF STUDIES

BONDING AND COMPLIANCE SECTION

STRATEGIC WORKFORCE PLANNING & IMPROVEMENT BRANCH
'G' Block, 1st Floor
Ministry of Finance and the Public Service
30 National Heroes Circle, Kingston 4
Tel: 922-8600-15
Email: bondingandcompliance@mof.gov.jm

OFFICE HOURS: 9:00 a.m. - 3:00 p.m.
MONDAY – FRIDAY

MOFPS
MINISTRY OF FINANCE AND THE PUBLIC SERVICE

STRATEGIC WORKFORCE PLANNING & IMPROVEMENT BRANCH

BONDING AND COMPLIANCE

Are you an AWARDEE OR Do you plan to be A GUARANTOR?

GET THE FACTS

