

- 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 Certification 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.

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

- (i) Original Bank /Credit Union Letter or Statement- **MUST** be on the bank’s letterhead and stamped & signed by the bank (reflecting \$100,000 or more)
- (ii) Any one (1) of the following:
 - Certified copy of Motor Vehicle Title (must be under 10 years old)
 - Certified copy of Land Title
 - Certified copy of Life Insurance Policy - **NO Group or Family Indemnity Plans** (copy cover and 1st page of policy with the Insured information only)

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

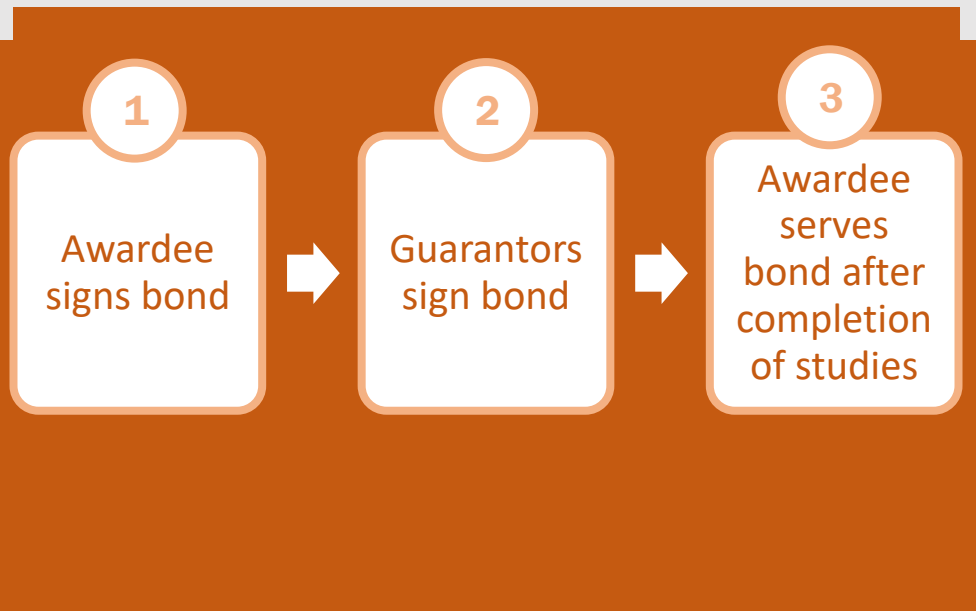
- (i) Original Job Letter from their employer, including salary, allowances, position and duration of employment;
- (ii) Any one (1) of the following assets:
 - Original Bank or Credit Union Letter or Statement-**MUST** be on the bank’s letterhead and stamped & signed by the bank (reflecting \$100,000 or more)
 - A certified copy of their Motor Vehicle Title (must be under 10 years old)
 - A certified copy of their Land Title
 - A certified copy of their Life Insurance Policy- **NO Group or Family Indemnity Plans** (copy cover and 1st page of policy with the Insured information only)

Supporting documents and IDs are to be photocopied by the awardee/guarantor before attending the Bonding office to sign. Documents can be certified by a JP, Pastor, Attorney-at-Law or School Principal.

- 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) is/are equally responsible to repay the loan in full or part with interest as applicable.
- 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.

**MINISTRY OF FINANCE AND THE
PUBLIC SERVICE
STRATEGIC WORKFORCE PLANNING &
IMPROVEMENT BRANCH**



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

**BONDING AND
COMPLIANCE**

**Are you an Awardee
OR**

**Do you plan to be a Guarantor?
GET THE FACTS**