## How To Submit an Application for a Permit or License

https://jamaicabusinessgateway.com/home

## Login to the JBG Portal and input your username and password



Select the "Services" button on the Navigation bar. You can review all of the Services listed in the Menu of eService offerings below.

There are two categories of Services offered-

a) those under this menu - provides a step-by-step guide as to the requirements needed in order to submit an application (for a Permit or Licence) to the appropriate Government Agency. Select any of the eServices links below to proceed.

| Jama           | aica Business Gateway                                |                           | Help & Support 🚫          | Register Investment Idea 🗡 | Services III                     | Digital Services 👥 |
|----------------|--|---------------------------|---------------------------|----------------------------|----------------------------------|--------------------|
| ¢              | Start a Business                                     | Ø Acquire Land            | )<br>(*) <u>S</u>         | ecure Approvals            | <u>Registers</u> ع               |                    |
|                | Registering a Business                               | NLA Land                  | L                         | icenses and Leases         | Registered Bus                   | iness              |
|                | Obtain a Clearance Letter<br>Acquire GCT Certificate | UDC Land<br>FCJ Land      | <u>Hi</u><br>At           | <u>tractions</u>           | <u>Acquirable Lan</u><br>Offices | <u>ds</u>          |
|                | Get Tax Compliance Certificate                       | SCJ Holdings Land         | Ca                        | annabis                    | <u>Business S</u>                | Support Services   |
|                | Get Taxpayer Registration Number                     | PAJ Land                  | <u>F</u> a                | arms                       | OSI- Financial (                 | counsellor 💼       |
| S <sup>e</sup> | Access Incentives                                    | Private Land              | <u>Fa</u>                 | actories                   |                                  |                    |
|                | Manufacturing  | Obtain Constructio        | n Permits                 | lergy Plant                |                                  |                    |
|                | Agriculture  | Secure Planning Approvals | ž<br>Qi                   | uarry Licence              |                                  |                    |
|                | Entertainment  | Secure Building Approvals | M                         | ining Lease                |                                  |                    |
|                | Tourism  | Secure Subdivision Approv | r <u>als</u><br><u>Fi</u> | Im Project                 |                                  |                    |
|                | Healthcare   | Secure Environmental Appr | rovals                    |                            |                                  |                    |

b) Select the Digital Services Menu. The Services listed here afford you the opportunity to submit an application for a Permit or License to the appropriate Government Agency.

| Jamaica Business Gateway |                         | Help & Support 🔗 | Register Investment Idea 📈 | Services 🔢     | Digital Services 🏭 |
|--------------------------|-------------------------|------------------|----------------------------|----------------|--------------------|
| Secure Approvals         | کر: <u>Access Incer</u> | ntives           | © Acquire Land             | Business S     | Support Services   |
| Licenses and Leases      | Tourism                 |                  | NLA Land                   | OSI- Financial | Counsellor         |
| Cannabis                 | Entertainment           |                  |                            |                |                    |
| Farms                    | Agriculture             |                  |                            |                | _                  |
| Pharmaceutical License   | Manufacturing           |                  |                            |                | <b>±</b>           |
| Film Project             | Healthcare              |                  |                            |                | â                  |

Click on the link seen in the image above.

Let us select one eService to proceed! Let's choose. Pharmaceuticals License?

Click on the button Apply now for your License (see image below)





Select the option below "Application for Registration of a New Pharmaceutical Product.

Follow all instruction, make all required selections and select "continue to the next step".

| APPLICATION FOR REGISTRATI                        | I Products                             |                               |          |                                 | Need help     | in your application? 📎                          |
|---|--|-------------------------------|----------|---------------------------------|---------------|---|
| Select your desired<br>APPLICATION TO SUBMIT<br>O | Select your desired<br>TYPE OF PRODUCT | FIII your<br>APPLICATION FORM | DETAILS  | Upload your<br>SUPPORTING DOCUM | MENTS         | Upload the proof of<br>APPLICATION FEES PAYMENT |
| What Type of Pharmaceuti                          | ical Products are you applyin          | ig for?                       |          |                                 |               |   |
|   | Medical Device                         |                               |          | New F                           | Pharmaceutica | al Drug   |
| Select the type of Pharmad                        | ceutical Drug                          |                               |          |                                 |               |   |
| Innovator   | Generic                                | Natural H                     | lealth   | Cosm                            | etic          | Biologicals                                     |
| Select Secondary Category                         | y                                      |                               |          |                                 |               |   |
|   | Human Health                           |                               |          |                                 | Veterinary    |   |
| Select type of Product                            |  |                               |          |                                 |               |   |
| ŀ   | nported Products                       |                               |          | I                               | Local Product | s   |
| Sub Categories - one or me                        | ore of the following                   |                               |          |                                 |               |   |
| Alimentary System                                 |  | •                             | Antacids |                                 |               | •   |
| ← Back to Applicaton T                            | уре                                    |                               | Save     | and continue la                 | ter Cor       | itinue to the next step $	imes$                 |

Complete the Form and Continue to the next section of the Form.

| APPLICATION FOR REGISTR               | ATION<br>cal Products                  |                                       |                                 | Need help in your application? 🛞                      |
|---------------------------------------|--|---------------------------------------|---------------------------------|---|
| Select your dealred                   | Select your desired<br>TYPE OF PRODUCT | FIII your<br>APPLICATION FORM DETAILS | Upload your<br>SUPPORTING DOCUM | Upload the proof of<br>AENTS APPLICATION FEES PAYMENT |
| 0                                     | -0                                     | •                                     | 0                               | O   |
|                                       |  | Pharmaceutica                         | l Drug Info                     | rmation   |
| Application Det                       | ails                                   | Provide general inform                | nation about Ph                 | armaceutical Drug                                     |
| A Pharmaceutical D                    | Drug Info                              | Brand/Trade Name of Drug              | 9                               |   |
| <ul> <li>Manufacturer Info</li> </ul> | •                                      | Enter brand/trade name of f           | the drug                        |   |
| c Requirements for<br>Drug            | Assessment of                          | Generic Name or Non-Prop              | prietary Designation            | n of Drug   |
|                                       |  | Enter the designation here            |                                 |   |
|                                       |  | Dosage Form                           | F                               | Route of Administration                               |
|                                       |  | Enter dosage form                     |                                 | Enter route of administration                         |
|                                       |  | Dispensing Condition in Co            | ountry of Origin (pre           | escription or non-prescription)                       |
|                                       |  | Enter the designation here            |                                 |   |
|                                       |  | Name and Address of Lice              | nse Holder                      |   |
|                                       |  | Name                                  |                                 |   |
|                                       |  | Address                               |                                 |   |
|                                       |  |                                       |                                 | Continue to the next form section                     |
|                                       |  |                                       |                                 |   |
| ← Back to Applicator                  | л Туре                                 | Sa                                    | we and continue lat             | ter Continue to the next step $\rightarrow$           |

Then Continue on to the Next Steps until you reach the final step to Submit your application to the MOHW.

In a few short steps you have successfully submitted your application to the relevant Government Agency. Congratulations!

| Select your dealred S4<br>APPLICATION TO SUBMIT TY<br>O<br>O<br>O<br>D<br>O<br>D<br>O<br>D<br>O<br>D<br>O<br>D<br>O<br>D<br>O<br>D<br>O<br>D<br>O | Select your desired<br><u>TYPE OF PRODUCT</u><br>Application Si<br>Congratulations! Yo<br>been submitted suc<br>in the next months you you | Fill your<br>APPLICATION FORM DETAILS<br>o<br>ubmitted<br>pur application for Phar<br>ccessfully. | Upload your<br>SUPPORTING DOCUMENTS<br>O   | Upload the proof of<br><u>APPLICATION FEES PAYMENT</u><br>O |
|---|--|---|--|---|
| Aj<br>Co<br>be<br>In t<br>app<br>doo<br>Wh  | Application So<br>Congratulations! Yo<br>been submitted suc  | ubmitted<br>our application for Phar<br>ccessfully.   | rmaceutical Products h   | as  |
|   | ppication forward. You<br>ocumentation.<br>When this happens you<br>10HW in <u>your Dashboa</u>  | will be able to track your ap<br>will be able to track your ap<br>ard:                            | n the MOHW in order to move<br>additional or updated<br>oplication and collaborate wit<br>statu: | e this<br>th the  |
| You<br>acc  | Co<br>'ou will also be notified<br>ccount registration:<br>nlorde@lpacaribbean.  | ntinue to your application d<br>at the following email addr<br>.com                               | letails page →<br>ress that you provided during<br><u>Change ad</u>                              | your<br>dress   |

Review the next "How to Guide" called "Using your Dashboard" to review the progress of your application!