

# ADVISORY NOTE

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## WORK FROM HOME FACILITY



The Jamaica Special Economic Zone Authority (JSEZA) is pleased to announce the implementation of the SEZ Work from Home (WFH) Policy.

The SEZ WFH policy was developed in response to shifts in the paradigm of doing business and as a business continuity solution for special economic zones. To facilitate the SEZ approved activities of a company, the policy permits the movement of assets from a company's special economic zone to the residences of its employees up to 30% of a SEZ company's workforce will be allowed to access this benefit at any given time.

**The implementation of the SEZ WFH Policy will take effect in two (2) phases. During Phase 1, approved applicants for the SEZ WFH will not be charged fees for this service.**

### Application

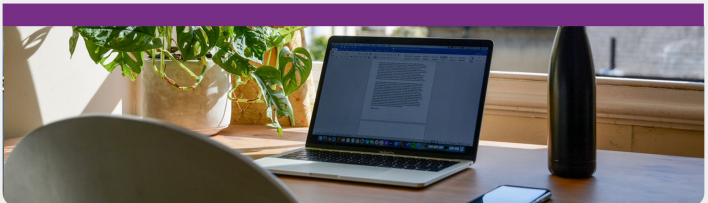
Applications for SEZ WFH must be submitted to JSEZA by way of the SEZ Self-Reporting & Monitoring Instrument. This will facilitate transparency and ease in application. Once an application is approved, a SEZ WFH Permit will be issued. SEZ WFH Permits will be valid for one year; however, during the first year, permits will be granted for periods up to the expiration date of the applicant's current Operating Certificate.

### Eligibility Criteria

To be eligible, SEZs must be GOJ-compliant and hold a valid Operating Certificate. For SEZ applicants, they must complete the JSEZA due diligence process. Each zone will be responsible for maintaining an inventory management system to document and track the movement of equipment, staff, and requests. These records will be used by JSEZA and its partners for compliance purposes.

Further information will be provided on the implementation date for Phase 2 of the SEZ WFH Policy and effective dates for any applicable fees.

For additional information, please contact the Monitoring & Enforcement Unit via email at [me@jseza.com](mailto:me@jseza.com) or via telephone at 876-619-7392.



For more information, contact us at:

13 Waterloo Road, Kingston 10, Jamaica W.I. | Email: [info@jseza.org](mailto:info@jseza.org) | 1 (876) 619-7392

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