



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



DEPARTMENT OF CO-OPERATIVES & FRIENDLY SOCIETIES CHARITIES AUTHORITY, JAMAICA

ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE REGISTRAR AND THE FOLLOWING REFERENCE QUOTED:

PUBLIC NOTICE

IMPLEMENTATION OF DEPARTMENT OF CO-OPERATIVES AND FRIENDLY SOCIETIES (DCFS) SERVICES ON THE JAMAICA SINGLE WINDOW FOR TRADE (JSWIFT)

The Department of Co-operatives and Friendly Societies (DCFS), a department of the Ministry of Industry, Investment and Commerce, advises the public and relevant stakeholder groups that, effective **September 1, 2026**, eight (8) DCFS services will be accessible electronically through the Jamaica Single Window for Trade (JSWIFT).

New and existing applicants will be able to submit applications to the DCFS through the JSWIFT portal, upload supporting documents, make the required payments, and receive updates on the status of their applications through the platform.

This forms part of the Government of Jamaica's continued effort to digitize and modernize public-sector services, while improving the ease with which businesses access government services.

The DCFS services being introduced through the JSWIFT portal are as follows:

1. Charity Registration Exemption
2. Benevolent Society Registration Licence
3. Friendly Society Registration Licence
4. Specially Authorized Society Registration Licence
5. Co-operative Society Registration Licence
6. Industrial and Provident Society Registration Licence
7. Agricultural Loan Society Registration Licence
8. Approved Organization Registration Licence

Benefits to Applicants

The implementation of these DCFS services through JSWIFT improves accessibility, efficiency, and transparency. Applicants can expect:

- Easier online submission of applications and supporting documents
- More convenient payment of the required fees
- Improved tracking of application status and updates
- Reduced need for in-person visits and follow-up enquiries
- Reduced administrative delays through less paper handling, reduced duplication of information, and more efficient electronic service delivery.

Integrated Processing with Tax Administration Jamaica

The integration between DCFS, TAJ, and other relevant government entities will facilitate coordinated reviews of applications. As part of the enhanced electronic process, applications requiring review or approval by TAJ will be routed electronically through JSWIFT as part of the overall application workflow. This will streamline application processing and reduce response times.

Applicants without a JSWIFT user account are encouraged to register on the platform at www.jswift.gov.jm.

How to Register on the JSWIFT Platform:

Before registering for a JSWIFT user account, ensure that the personal information linked to your Tax Registration Number (TRN), including your name, date of birth, and address, is current and accurate. If any information needs to be updated, this should be done through Tax Administration Jamaica (TAJ). Applications for a JSWIFT user account may be rejected if the TRN information provided is inaccurate.

User Account Registration Steps:

1. Visit <https://www.jswift.gov.jm>
2. In the top right-hand corner, click **Register**.
3. Complete the online application form by:
 - Populating **all mandatory fields**.
 - Entering your TRN (nine digits).

- Uploading a valid Government-issued ID (jpg, jpeg, png, or pdf).
 - Ensure your picture and details are clearly visible.
 - Ensure the ID details entered correspond with the uploaded ID.
 - If using a Voter's ID expired in 2017, enter the expiry date as the day and month of expiration, and the year as 2020.
- 4. In the **Contact Information** section, select **Add Contact** to save your telephone number.
- 5. Read and accept the **Terms and Conditions**.
- 6. Check the **I'm not a robot** box and follow the instructions.
- 7. Click **Submit** (you will be directed to a confirmation page).
- 8. Review the details on the confirmation page.
- 9. If satisfied, click **Confirm Submission**.
 - You will receive a confirmation pop-up message and an email confirming your application submission.
 - If the "Summary" page does not remain visible, update your browser and re-apply.
- 10. A JSWIFT Administrator will review your application.
- 11. If approved, you will receive an email notification with your JSWIFT username and a link to create your password.
- 12. Open the notification email, click the link, and create your password.
- 13. You will receive a message and an email confirming successful password creation.

This User Registration Guide is also available on the JSWIFT website at <https://www.jswift.gov.jm>.

The Department of Co-operatives and Friendly Societies remains committed to improving the ease of doing business in Jamaica through the continued digitization of government services.

For additional information and access to the platform, stakeholders may visit the Jamaica Single Window for Trade (JSWIFT) at <https://www.jswift.gov.jm>, email support@jswift.gov.jm, or call **876-922-5140-8**.

Department of Co-operatives and Friendly Societies

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