



TIP Friendly
Society

MOTOR VEHICLE TITLE COLLECTION AUTHORIZATION REQUIREMENTS

(FOR MEMBERS OVERSEAS WHO NEED SOMEONE IN JAMAICA TO COLLECT ON THEIR BEHALF)

1. The member's loan must be cleared in full.
2. An authorization/power of attorney letter should be prepared.
 - a. The letter must be specific as to the type of transaction that is to be facilitated.
 - b. The letter must indicate the particulars of the vehicle to include the type, model, year, engine number and chassis number.
 - c. The letter should clearly identify the individual that is to carry out the transaction on behalf of the client, ie their full name and address.
 - d. The person who is authorized must bring along their valid, gov't-issued identification.
 - e. Since this letter would have originated overseas, it is expected that it will be notarized by a notary public whose commission has not expired, who would be attesting to the fact that the document has been executed by the member, and that he/she is the person before him/her.
 - f. A copy of the member's valid identification should also be notarized and attached to the letter, preferably notarized by the same notary public who notarized the letter.
3. Finally, for this document to have legal effect it must be stamped by the **Stamp Duty and Transfer Tax Office**, Tax Administration Jamaica, and recorded by the **Island Records Office**, Registrar General's Department, by the keeper or deputy keeper of the records.

Once these requirements have been met, TIP Friendly Society will be able to process the request.