

OIC Registration Fee Schedule for Data Controllers

As prescribed in the Schedule to the Data Protection (Data Controller Registration) Regulations, 2024. The fee payable depends on whether the data controller is registering for the first time or renewing their registration, and the nature of the data controller's business operation.

Category	Description	First-Time Registration	Annual Renewal
Company or Public Authority	As defined by the Companies Act of Jamaica, or a public authority as defined by the DPA	\$25,000 JMD	\$25,000 JMD
Partnership	Any person not being a company, public authority, sole trader or individual. Includes: bodies corporate, boards of trustees, trade unions, co-operatives, friendly societies, associations, clubs, religious organisations, firms, and any other group.	\$15,000 JMD	\$15,000 JMD
Sole Trader or Individual	An individual person or sole proprietor processing personal data.	\$7,500 JMD	\$7,500 JMD

Payment Details

Bank:	National Commercial Bank (NCB)
Branch:	1-7 Knutsford Boulevard
Account Name:	OIC Deposit
Account Number:	291038158
Account Type:	Current (Jamaican Dollar)
Bank Transit #:	00035
Routing #:	0776
SWIFT Code:	JNCBJMKX

Important Notes

- Registration year runs from 1 December to 30 November each year.

- All data controllers must renew their registration and pay fees on or before 1 December of each subsequent year.
- Your organisation name must be clearly reflected on the transaction receipt.
- The transaction receipt must be uploaded as a supporting document for the registration application on the OIC Portal.
- No paper applications or payments will be accepted at the OIC offices.
- A Certificate of Registration will only be issued after the application has been reviewed, approved, and payment verified.
- Processing personal data without being registered constitutes an offence under Section 18(1) of the Act.

How to Register

1. Visit www.oic.gov.jm and select "My OIC Portal"
2. Create an account and await validation
3. Complete the online registration form
4. Pay the applicable fee via bank transfer
5. Upload proof of payment to the portal
6. Submit your application and await approval

Source: Data Protection (Data Controller Registration) Regulations, 2024 and the Office of the Information Commissioner (oic.gov.jm)

Need help with your OIC registration? Contact GHS Data Security Limited.

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