



Prescribed Licence Information Database (PLID)

User Guide

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Introduction

Scope

The Integrity Commission's prescribed licences monitoring process seeks to assess compliance with applicable legislation, policies and procedures which directs the grant, issue, variation, revocation and use of a prescribed licence. The Prescribed Licence Information Database (PLID) was developed to capture licences so issued by various Public Bodies within a specified reporting period in a systematic and sustained manner in one central location. The establishment of this database represents the sole platform where various licences granted/revoked/suspended by Issuing Public Bodies are systematically recorded and made available for analytical purposes.

Authority to obtain information

The Integrity Commission is authorized under Section 33 (1) (b) to *"monitor and where necessary investigate, in the manner specified under this Act, the award, implementation or termination of any government contract, and the grant, issue, variation, suspension or revocation of any prescribed licence with a view to ensuring that: ...ii) in the case of a prescribed licence, the circumstances of such grant, issue, variation, suspension or revocation do not involve impropriety or breach of any applicable law relating to procurement or other irregularity, and where appropriate, that the prescribed licence is used in accordance with the terms and conditions thereof"*

Section 51 (1)b empowers the Director of Investigation to *"...require any public body or public official as the case may be, to submit in such manner and at such times as may be specified by him, information with regard to the award or revocation of any contract and the grant, issue, suspension or revocation of any prescribed licence, and such other information in relation thereto as he considers desirable"*

What is a Prescribed Licence:

The Integrity Commission Act, 2017 describes a prescribed licence as *"any licence, certificate, quota, permit, concession or authority or warrant issued or granted pursuant to any enactment by a public body or an officer thereof"*.

Who Should Report?

All Public Bodies who are involved in the issue/revocation/suspension of a licence are required to submit its licensing information on a quarterly basis. The Integrity Commission Act, 2017 defines a Public Body as:

- a) *"A ministry, department or agency of Government;*
- b) *A Municipality or Municipal Corporation;*
- c) *A statutory body or authority;*
- d) *An entity the governing body of which is appointed by a Minister;*
- e) *A company registered under the Companies Act, being a company in which the Government or an Agency of Government holds at least fifty percent of the voting shares of the company"*

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Any Public Body which is not currently engaged in a prescribed licensing activity but which subsequently becomes engaged in a prescribed licensing activity, must, within thirty (30) calendar days of the commencement of same, formally advise the Integrity Commission in writing, register on the Prescribed Licences Information Database and commence reporting on its activities at the end of the quarter. For example, where an entity commences licencing activities in February, it will be required to submit a report on April 20th for activities done during the period February to March.

Reporting Period:

Public Bodies are required to report on a **quarterly** basis utilizing the calendar year. The Quarterly Prescribed Licences (QPL) reports are due on the 20th day of the month following the end of the quarter. For example, the Quarterly report for the period January to March will become due on April 20th. If the 20th of the month falls on a weekend, the report will become due on the next business day.

Terminologies:

No.	Description	Definition
1	Issuing Public Body	Public Bodies which are involved in the issue of prescribed licences
2	Licence Control Number	A number assigned by the issuing public body to track the particular licence/permit
3	QPL Report	Quarterly Prescribed Licence Report

How to Access the Prescribed Licence Information Database

1. Access the Integrity Commission's website at <https://integrity.gov.jm/>.
2. Click on the icon "e-Services"
3. Scroll to Prescribed Licence and click on the link "Public Body Access"
4. Complete the registration process as indicated below

Part 1 – Registering to the System

1. Go to the Integrity Commission’s website at <https://integrity.gov.jm/>
2. Click on the icon “e-Services”
3. Scroll to Prescribed Licences and click on the link “Public Body Access”
4. Scroll to the bottom of the Prescribed Licence Login page and Click on the link “Register Now”. You will be directed to a User Registration Form
5. On the User Registration Form complete the Personal Details Section
6. Complete the Organization’s Information section. First, select the name of your organization from the drop down list. If the name of your organization does not appear on the list then enter your Organization’s name in the field box below. Ensure that the form is properly completed.
7. Click on the “Save and Continue” button

The following message will appear:

Your account is pending approval from the system administrator. Please wait patiently as your account is being reviewed. An email will be sent to you with the status of your request.

8. Check your email – An email will be sent to you advising of the status of your registration. If approved, you will be required to click on the provided link to create your password to access the system.
9. Create a unique password. Your password must contain the following:
 - a. At least one of the following twenty six (26) special characters
(!@#\$%^&*()_+<>|':{}~,.-/?);
 - b. At least one numeric/digit, 0-9;
 - c. At least one uppercase letter, A – Z; and
 - d. A minimum of eight (8) characters.

Part 2 – Log in to the System

1. Go to the Integrity Commission’s website at <https://integrity.gov.jm/>.
2. Click on the icon “e-Services”
3. Scroll to Prescribed Licences and click on the link “Public Body Access”. You will be directed to the Prescribed Login page.
4. On the Prescribed Licences Login page enter your email address and your unique password then click on the Login button.

Part 3 – Create a new Report

1. Log into the Prescribed Licence information Database.
2. Click on tab labeled 'Create a report'.
3. Enter data relating to your organization, i.e. Name of the Organization, Year in which the Report is being made and Quarter for which the Report is being made.
4. After entering all applicable data click 'Create Report'.

Part 4 – Entering Licence Information

1. Once the Report is created for the Reporting Quarter, click 'Add a Licence'
2. Enter Licence details for Licence/Permit being added:
 - a. Licence's Name or Type – Enter the name or type of licence
 - b. Licence Control Number – Enter licence number assigned to the application
 - c. Status- Indicate whether reported licence/Permit was approved or disapproved
 - d. Date of Approval/Disapproval – indicate the date the licence/Permit was approved or disapproved
 - e. Date issued – indicate the date the licence/permit was issued
 - f. Valid From - indicate the date of which the Licence/permit becomes valid
 - g. Valid until – indicate the last date that the Licence/permit is valid
 - h. Date of payment – indicate the date the licence/application fee was paid
 - i. Amount paid – indicate the amount of licence/application fee paid
 - j. Amount payable – Indicate the amount that is payable
 - k. Comment – enter any applicable comment relating to the reported licence
3. Enter Supporting Documents:
 - a. Name/Title of Supporting Document – Enter the name or title of the supporting document to be uploaded
 - b. Type/Description of Supporting Document – Enter the type of document or a description of the supporting document
 - c. Select file to be uploaded
4. Enter Application Information:
 - a. Date of Application – indicate the date of the application for licence/permit
 - b. Application number – indicate the application number
 - c. Applicant's First Name – Indicate the first name of the applicant

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- d. Applicant's Last Name – Indicate the last name of the applicant
 - e. Applicant's TRN – Indicate the applicant's TRN
 - f. Applicant's Organization Name – Select from the list, the name of the applicants Organization, where the name of the organization is not listed, enter the Applicant's organization Name in the field below.
5. Enter Approval Officer's Information:
- a. Approval Officer's First Name – Indicate the first name of the Approval officer who approved the reported licence/permit
 - b. Approval Officer's last name - Indicate the first name of the Approval officer who approved the reported licence/permit
 - c. Approval Officer's Title – indicate the title of the Approval Officer
6. Click 'Save and Continue'
7. Enter data for Pre-requisite Permit to Licence, where applicable:
- a. Select 'No' from the drop down box if a Pre-requisite Permit is not required and then click 'Save and Continue'
 - b. Select 'Yes' from the drop down box if a pre-requisite permit was required (*Pre-requisite permit refers to a permit that is required before the licence can be issued.*)
 - c. Once 'Yes' is selected the required fields will populate in relation to that permit
 - d. Licence/Permit Number – Enter the pre-requisite licence/permit number
 - e. Name/Type of Permit – Enter information relating to the type of permit
 - f. Issuing Public Body – Select the Name of the Public Body responsible for the issuance of the Permit. Where the Name of the Public body is not in the drop down list, enter the Public Body name in the field below.
 - g. Date the licence/permit was approved – enter the date that the permit was approved
 - h. Issued date of licence/permit – indicate the date the pre-requisite lice/permit was issued
 - i. Valid From - indicate the date of which the Licence/permit becomes valid
 - j. Valid until – indicate the last date that the Licence/permit is valid

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- k. Comment – enter comments where applicable
 - l. Click 'Save and Continue'
8. Add an Advertisement to the current Licence or Pre-requisite Permit:
- a. Select 'No' from the drop down box if an advertisement is not required and then click 'Save and Continue'
 - b. Select 'Yes' from the drop down box if an advertisement is required
 - c. Once 'Yes' is selected the required fields will populate in relation the advertisement
 - d. Does this advertisement relates to a Licence or a Pre-requisite Permit – Select from the dropdown list whether the advertisement is related to 'Licence Advertisement' or 'Pre-requisite Permit advertisement'
 - e. Date of advertisement 1 – Indicate the date of the first advertisement
 - f. Date of Advertisement 2 – indicate the date of the second advertisement
 - g. Indicate whether the advertisement is a 'Public Body advertisement' (an advertisement placed by the Issuing Public Body) or an 'Individual advertisement' (an advertisement placed by the applicant)
 - h. Indicate the Publication Source.
 - i. Comment – enter comments where applicable.
 - j. Click 'Save and Continue'
9. Create a List of Objections Raised:
- a. Select 'No' from the drop down box if no objections were raised and click 'Save and Continue'
 - b. Select 'Yes' from the drop down box if objections were raised.
 - c. Once 'Yes' is selected the required fields will populate in relation to objections raised
 - d. Raised objections- Indicate the objections that were raised.
 - e. Objections raised by: indicate the source of the objection(s)that was/were raised
 - f. Response of the Issuing Public Body – Indicate the response made by the Issuing Public Body to the objection(s) raised.

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g. Comment – enter comments where applicable.

h. Click ‘Save and Continue’

10. Upload of Acts, Policies, Regulations and Internal Processes of the Licence:

a. Select ‘No’ from the drop down box if there are no newly enacted laws or policies relating to the licence and click ‘Save and Continue’

b. Select ‘Yes’ from the drop down box there are newly enacted laws or policies relating to the licence to be uploaded.

c. Once ‘Yes’ is selected required fields will populate in relation newly enacted laws or policies to be uploaded

d. Type of Document – select the type of document to be uploaded from the drop down list

e. Title of Acts, Policies, Regulations or Internal processes – Enter the title of the document to be uploaded

f. Date of enactment – Indicate the date the Acts, Policies, Regulations or Internal processes was passed / became effective.

g. Choose file and upload

h. Comment – enter comments where applicable

i. Click ‘Save and Continue’

A ‘Licence List’ will populate showing all licence that has been added. Other Licence can then be added, report can be viewed and printed or the signed Report can then be submitted.

Return to Reports View and Print Submit Report

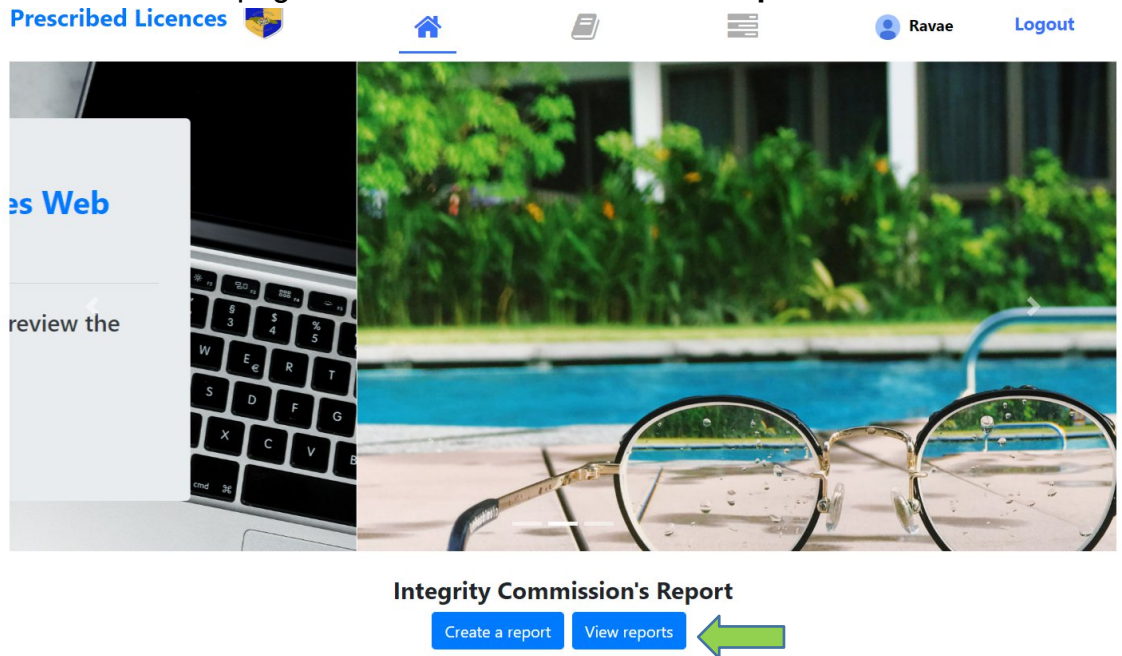
Licence List

Search by the type of licence

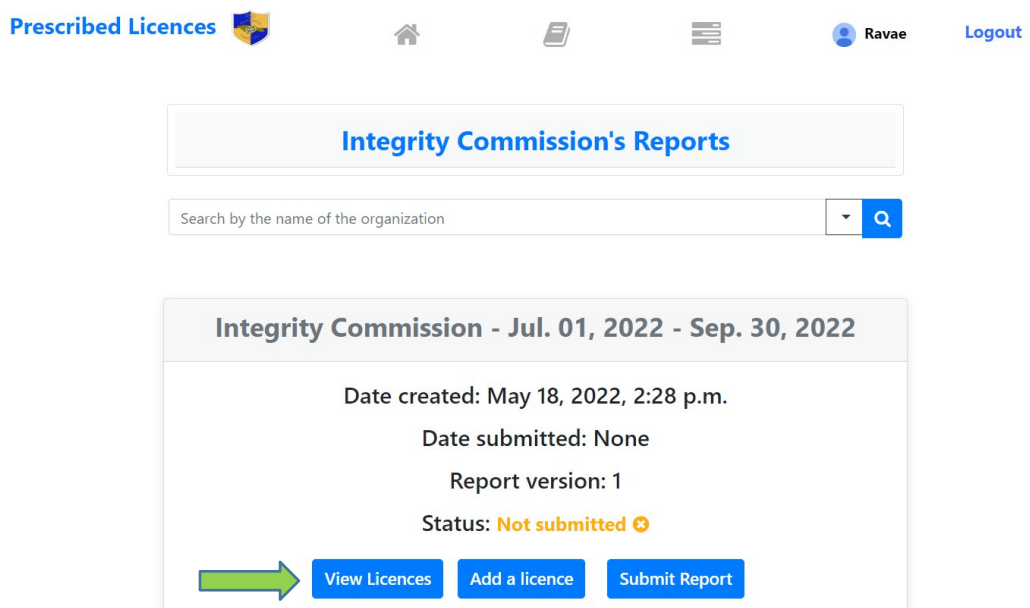
Licence #	Licence Type	Licence Control Number	Date Issued	Date Approved / Disapproved	Valid From	Valid Until	Date of Payment	Amount Paid	Amount Payable	Status		
1	Industrial Fishing Vessel	02	April 21, 2022	April 20, 2022	April 21, 2022	April 21, 2023	April 20, 2022	4,500.00	4,500.00	Approved	<input type="button" value="View"/>	<input type="button" value="Delete"/>
2	Spiny Lobster	121	April 4, 2022	April 4, 2022	April 4, 2022	April 4, 2023	April 4, 2022	4,500.00	4,500.00	Approved	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Part 5 – Viewing Details of a Licence

1. Once on the home page click the Icon entitled “View Report”



2. You will then be directed to a page which lists all the reports created by your organization. When you get there, click the left most icon at the bottom of the screen entitled “View Licences”







3. The next page that will appear shows a summary of the subject licence. To gather a more detailed view of the licence to include supporting documents,

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pre-requisite permit summaries, advertisements required for licences and/or pre-requisite permits, pre-requisite permit advertisement, list of raised objection summary and acts, policies.


Summary page

Prescribed Licences     Ravae [Logout](#)

Integrity Commission Report - Jul. 01, 2022 - Sep. 30, 2022


[Return to Reports](#) [View and Print](#) [Submit Report](#)

Licence List

Search by the type of licence 

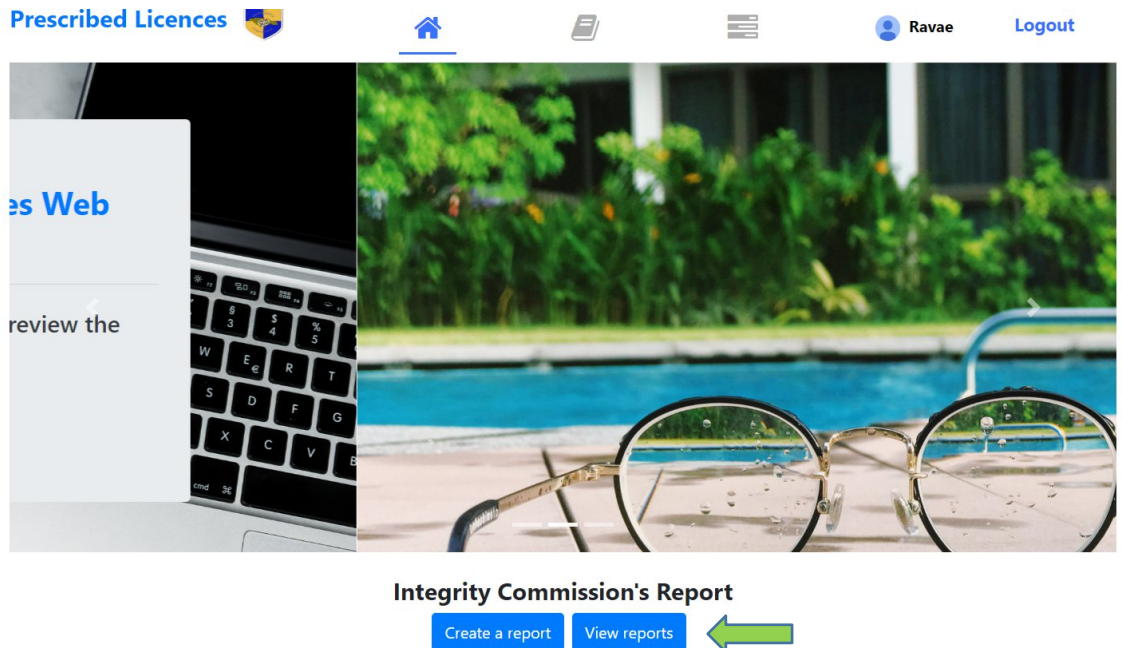
Licence #	Licence Type	Licence Control Number	Date Issued	Date Approved / Disapproved	Valid From	Valid Until	Date of Payment	Amount Paid	Amount Payable	Status		
1	Laurel Middleton	720	Feb. 15, 2021	Jan. 17, 2021	Feb. 27, 2021	March 2, 2021	Nov. 10, 2021	3,994.00	3,434.00	Revoked	View	Delete

[Add another Licence](#)

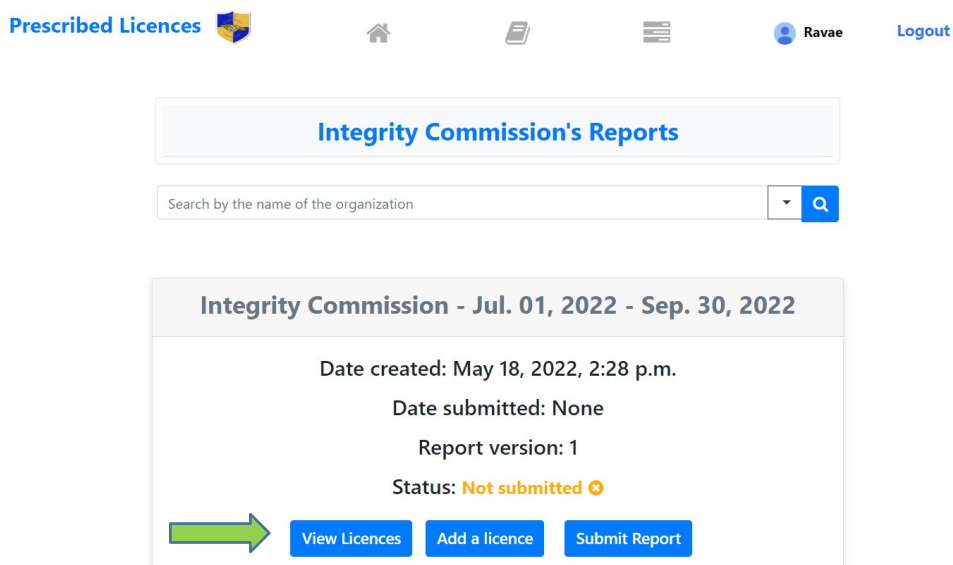


Part 6 – View and Print Report

1. Once on the home page click the Icon entitled “**View Report**”



2. You will then be directed to a page which lists the reports created by your organization. When you get there, click the left most icon at the bottom of the screen entitled “**View Licences**”



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3. Upon clicking “View Licences” as per above you may view and print your report by clicking the “View & Print” icon at the top left of the screen as highlighted below:

Integrity Commission Report - Jul. 01, 2022 - Sep. 30, 2022

[Return to Reports](#) [View and Print](#) [Submit Report](#)

Licence List

Search by the type of licence

Licence #	Licence Type	Licence Control Number	Date Issued	Date Approved / Disapproved	Valid From	Valid Until	Date of Payment	Amount Paid	Amount Payable	Status		
1	Laurel Middleton	720	Feb. 15, 2021	Jan. 17, 2021	Feb. 27, 2021	March 2, 2021	Nov. 10, 2021	3,994.00	3,434.00	Revoked	View	Delete

[Add another Licence](#)

Part 7 – Submitting the Signed Report

1. Ensure that all licences for the particular quarter have been entered.
2. Go to the homepage and click on the button 'View Report'
3. The status of the Report to be submitted will state "Not Submitted".
4. Click on the button "Submit Report".
5. Print the report by clicking on the button "View and Print Report".
6. Ensure that the printed report is signed by a Certifying Principal or Accounting Officer as well as a witness
7. Scan the signed report and save it to your desktop/laptop.
8. Upload the signed version of the Prescribed Licence Summary Report by clicking on the button "Choose File"
9. Select the Scanned Report. The name of the report will appear in the adjoining field
10. Click the button "Submit Report"
11. A prompt will appear advising that you will not be able to update the report once it is submitted and requesting you to indicate whether you are sure you wish to submit the report. Select Yes if you are sure.
12. A message will appear stating "The report was successfully submitted"

Part 8 – Viewing Report Submission

1. Log into the Prescribed Licence Information Database (PLID) System
2. On the home page, click on the tab labeled “**View Reports**”
3. Click on the tab labeled “**View Licences**”
4. In the search bar, enter the name of the report/licence you wish to locate and click the search tab
5. Select the correct licence type from the licence list
6. Click on the tab labeled “**View**” to peruse the report submission details or on the tab labeled “**View and Print**” to print the information

Part 9 – Amend a Submitted Report

1. Once a report is submitted, the user will not have access to amend such report. Where it is detected that errors such as the ones listed below were made, a request to amend the submitted report must be emailed to the Integrity Commission:
 - a. A licence was inadvertently included/not included in a submitted report; and/or
 - b. An error was made in the entry of information submitted
2. Submit email to lada@integrity.gov.jm requesting that the previously submitted report be opened. The email must indicate the name of the Organization, the year and quarter for which the referenced report was submitted.
3. The Integrity Commission will send a reply email indicating that the requested report was opened in addition to the date and time the report will be closed
4. Once the email is received, log on to the Prescribed Licence Information Database system where a second version (Report version: 2) of the previously submitted report will be available for amendment
5. Make the necessary amendments
6. Click 'Submit Report' once all relevant amendments are made

Part 10 – Utilize the XML Report Upload Feature

1. Log into the PLID System following the instructions provided in "**Part 2 – Log in to the System.**"
2.
 - a. If the report is already created, click on the "**View Reports**" tab.
 - b. If the report is not created, click on the "Create a Report" tab and follow the instructions in "**Part 3 – Create a new Report**" to create a new report.
3. On the report list page, search for the specific report where you want to upload the XML file then, click on the "**Upload as XML**" tab.
4. On the "**Upload report as XML**" page, you can either download the sample XML template by clicking the "**Download XML Template**" link or browse to select and upload the XML file document.
5. Click the "**upload**" button to upload the XML document.
6. If the upload is successful, you will be redirected to the "**Licence List**" page, and you should see messages confirming the successful upload and mentioning that you can add supporting documents before submitting your report.
7. If you have any supporting documents for any of the licences provided, click on the "**view**" button for the relevant licence.
8. On the licence details page, scroll down to the **Supporting Documents Summary** section and click "**Add a Supporting Document(s)**".
9. Follow the instructions in "**Part 4 – Entering Licence Information**" to add a supporting document.
10. Navigate back to the "**Report List**" page by clicking on the "**Return to Report**" icon.
11. Click "**Submit Report**" for the report to which you uploaded the XML document.
12. For instructions on how to Submit the Report, please visit "**Part 7 – Submitting the Signed Report**" of the instructions manual.

Part 11 – Reset a Password

1. On the Prescribed Licences Login page click tab labeled 'Forget password?'
2. On the Password Reset Form enter your email address and click the tab 'Reset my password'
3. A notification will appear indicating that the password reset was sent to the email provided
4. Follow the link provided in the email to choose a new password
5. On the Password Reset Confirmation page, enter a new password and confirm
6. Click 'Reset my password'
7. Log into the Prescribed Licence Information Database system using the new password

Part 12 – Log out of the System

1. On the PLID homepage, click on the tab labeled “Logout” at the top right-hand corner of the screen (Fig. 7).
2. Then, close your web browser.

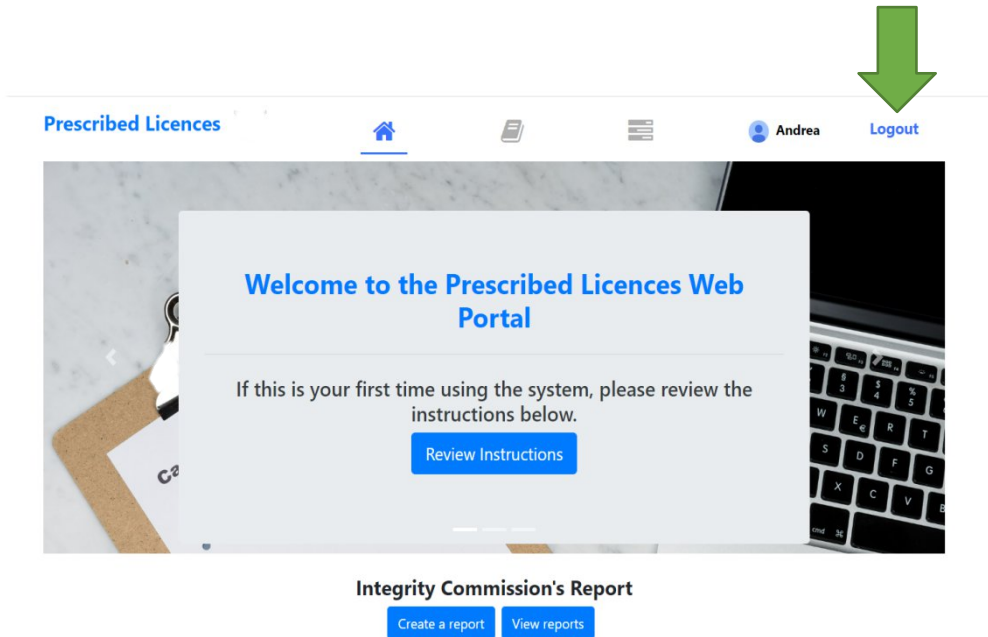


Fig. 7 Logout display