JAMAICA

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No. 40 - 2013

I assent,

[L.S.]

(agd) P.L. Ollen Governor-General. 20th December 2013

AN ACT to Amend the Companies Act to prescribe a single form for business registration; to make consequential amendments to other enactments; and for related matters.

[30th December 2013]

BE IT ENACTED by The Queen's Most Excellent Majesty, by and with the advice and consent of the Senate and House of Representatives of Jamaica, and by the authority of the same, as follows:---

1. This Act may be cited as the Companies (Amendment) Act, short title and construction. 2013, and shall be read and construed as one with the Companies Act (hereinafter referred to as the "principal Act") and all amendments thereto.

Amendment of 2. Section 2 of the principal Act is amended by inserting next section 2 of after subsection (5) the following--principal Act.

> " (6)Where rules made under section 393(2)(b)require or permit articles of incorporation, forms, returns, notices or other documents to be sent to the Registrar, to be created, stored or communicated electronically, references in this Act to signing shall, in relation thereto, include the use of electronic signatures.".

3. Section 3 of the principal Act is amended by deleting subsection Amendment of section 3 of (1) and substituting therefor the followingprincipal Act.

> (1) One or more persons may form a company by--

> > (a) signing and sending to the Registrar—

- (i) articles of incorporation;
- (ii) an application in the form set out as Form BRF 1 in the Sixteenth Schedule; and

Sixteenth Schedule.

evidence.

"

(b) otherwise complying with the requirements of this Act in respect of registration.".

Section 13 of the principal Act is repealed and the following Repeal and replacement of section 13 of principal Act.

substituted therefor-A certificate of incorporation given by the " Certificate of 13. incor-Registrar in respect of any company shall be poration to conclusive evidence that all the requirements of be conclusive this Act in respect of registration and of matters

> precedent and incidental thereto have been complied with, and that the company is authorised to be registered and has been duly registered under this Act.".

Amendment of section 106 of principal Act.

- 5. Section 106 of the principal Act is amended—
 - (a) in subsection (1), by inserting next after the word "addressed" the words "and notice thereof shall be

included in the form set out as Form BRF1 in the Sixteenth Schedule"; and

(b) by deleting subsection (2) and substituting therefor the following-

> 66 (2) Notice of any change in the situation of a registered office, shall be given to the Registrar in the prescribed form within fourteen days of any change in such situation; and the Registrar shall record the change or cause the change to be recorded.

> (2A) The inclusion in the annual return of a company of a statement as to the address of its registered office shall not be taken to satisfy the obligation imposed by subsection (2).".

6. Section 172 (6) of the principal Act is amended by deleting Amendment of the word "fifteen" and substituting therefor the word "fourteen".

7. Section 183 of the principal Act is amended by deleting-

(a) paragraph (a) and substituting therefor the following—

Amendment of section 183 of principal Act.

section 172 of

principal Act.

- "(a) in the case of an individual—
 - (i) his Christian name;
 - (ii) his surname;
 - (iii) his usual address;
 - (iv) his nationality, and if that nationality is not the nationality of origin, his nationality of origin;
 - (v) his business occupation, if any, or, if he has no business occupation but holds any other directorship or directorships, particulars of that directorship or of some one of those directorships;"; and

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(b) subsection (3) and substituting therefor the following-

" (3) A company shall, within fourteen days of any change in the appointment of a director, give notice to the Registrar of the change in the prescribed form.

(3A) The inclusion in the annual return of a company of a statement of the names of a company's directors shall not be taken to satisfy the duty imposed by subsection (3).".

8. The principal Act is amended by inserting next after section 351 the following—

"Powers of Registrar re Form BRF 1. Sixteenth Schedule. "Source and application in the form set out as Form BRF 1 in the Sixteenth Schedule, the Registrar shall—

- (a) use such of the information on the form BRF 1 as is relevant to the functions of the Registrar under the Companies Act or Registration of Business Names Act; and
- (b) transmit the relevant portions of the information to each public body that is by law required to perform the function for which the applicant is applying, as is indicated on the duly completed Form BRF 1.

(2) The delivery to the Registrar of the duly completed Form BRF 1 shall be an application for such of the following as is required by the applicant in the Form—

(a) a taxpayer registration number under the Revenue Administration Act or any subsidiary legislation made thereunder;

Insertion of new section 351A in principal Act.

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- (b) registration under the General Consumption Tax Act or any subsidiary legislation made thereunder to facilitate the payment of general consumption tax;
- (c) registration under the National Insurance Act;
- (d) registration under the National Housing Trust Act as an employer;
- (e) a tax compliance certificate for a new company under the Revenue Administration Act; and
- (f) such other application as may be made under the Form.

(3) Except as may be required under any other law or as provided for in paragraph (b) of subsection (1), the Registrar shall not disclose the information referred to in that paragraph in any other circumstance.".

9. Section 393 of the principal Act is amended in subsection (2) Amendment of section 393 of by--principal Act.

(a) re-lettering paragraphs (b) and (c) as paragraphs (c) and (d), respectively; and

(b) inserting next after paragraph (a) the following---

"(b) requiring or permitting articles of incorporation, forms, returns, notices or other documents required to be sent to the Registrar, to be created, stored or communicated electronically;".

10. The principal Act is amended by inserting next after the Insertion of Fifteenth Schedule the heading and form set out in the First Schedule Schedule in to this Act, as the Sixteenth Schedule.

new Sixteenth principal Act.

First Schedule. 5

11.—(1) Notwithstanding anything to the contrary in any other Validation and enactment, the making and use, in good faith, of the forms set out as Forms 2 and 17 in the Second Schedule to this Act by the Registrar of Companies, and the collection of the prescribed fees in connection therewith, during the period commencing from the 1st day of February, 2005 and ending on the date of commencement of this Act, without the same having been made or done in the manner required by law, are declared to have been validly, properly and lawfully made and done with the effect as if made and used in accordance with the procedure prescribed by law.

> (2) Every person liable to be legally proceeded against on the ground of any illegality in relation to the making and use of the forms set out as Forms 2 and 17 in the Second Schedule to this Act, and the collection of the prescribed fees in connection therewith, which was done in good faith is hereby freed, acquitted, discharged and indemnified against The Queen's Most Excellent Majesty, Her Heirs and Successors as well as against all other persons whatsoever from liability.

12. The provisions of the enactments referred to in the first Amendment of enactments. column of the Third Schedule are amended in the manner specified in the second column of the Third Schedule. Third

Schedule.

indemnity.

Second Schedule.

FIRST SCHEDULE

(Section 10)

FORM BRF1

SIXTEENTH SCHEDULE

183 and 351A)

(Sections 3, 106,

Business Registration Form

No: BRF1

Application for : New Companies, New Business Names, TRN, NIS TCC, GCT, HEART/NTA & NHT Under THE REGISTRATION OF BUSINESS NAMES ACT, THE REVENUE ADMINISTI - DON ACT, NATIONAL INSURANCE ACT, COMPANIES ACT & THE GENERAL CONSUMPTION TAX ACT

- Instructions/Information	
Jeage: This form should be used by all austamens when availing either a new Company. or new Business Name. I following forms when availing a New Company ONLY:	it is a subsituie for the
+ Form 20 - Notice of Appointment of/Change of Company 5 x stary	
+ Form 2 - Declaration of Compliance	
+ Form 23 - Notice of Appointment of/Change of Directors	
+ Form 17 - Notice of Address of Registered Office or Notice of Change of Registered Office	
k also substitutes for the following forms when creating a New Business Name ONLY:	
+ BN1 - Applicatio- for Registration by Sole Proprietor (Individual)	
+ BN2 - Applicatic For Registration by Portnership	
+ BN3 - Applicativ v Registration by Corporate Proprietor	
Application for TRN, MS, GCT, TCC, HEART-NTA and NHT will be done automotically for New Companies Only.	
Application for TRN, NIS, HEART-NTA and NHT will be done automatically for New Business Name.	
The form is broken down as follows:	
+ Section A - Business/Company Information (Basic information required to create new company or business no	
+ Section B - Directors/Pro-vietors Information - Individuals (Data on the individual directors/proprietors for the	
+ Section C - Directors/Proprietors Information - Companies (When a company is a director/proprietor for the n	
+ Section D - Particulars of Company Secretary (Applicable only to New Companies and when a director is not b + Section E - OCT Registration (Request for specific data for a successful registration for OCT. Applicable ONLY s	
+ Section F - Tax Compliance Certificate (Applicable to New Company registration Only)	o new companies (
+ Section G - Declaration (To be signed by the Principal Officer (or Authorised Official) of the new company or b	usiness nome)
+ Section H - Filed By (To be completed by the person submitting the form at the COI)	-
+ Section 1 - Directors/Proprietors TRH (The TRN for each director/proprietor is required in this section)	
General: * Please PRINT or TYPE the required information. Use blue or black ink pen only	
* Tick the appropriate box where required and write in boid capitals in all fields	
* Underlined prompts indicate mandatory data entry is required	
* When entering telephone numbers the area code is required	
* Complete Form 2 if the new Business name or company will have a branch	
When creating a New Company:	
 One of the following forms must also be submitted with this form: 	
+ Form 1A - Articles of Incorporation -Company Limited by Shares	
+ Form 18 - Articles of incorporation -Company United by Guarantee Without a Share Capital	
+ Form 1C - Articles of incorporation -Company Limited by Gwarantee with Share Capital + Form 1D - Articles of Incorporation -Unitmitted Company	
Also complete the following sections:	
+ Section A, Section B, Section C, Section D, Section E, Section F, Section G, Section H & Section I - where a	applicable
* Complete Form 2 # Branches will be registered	
When creating a New Business Name:	
 Please complete the following sections: Section A, Section B, Section C, Section B, Section H & Section I - wh Complete Form 2 if Branches will be registered 	vere applicable
Registration for General Consumption Tax(GCT) - Only Applicable to New Company:	
 GCT Registration is determined by a person's business activity. i.e., depending on a person's 'Noture of Busi registered as Registrated Person and issued with a Notice of Registration. When the business starts to opera threshold TAI is to be informed so that the registration status can be changed to that of Registrated Taupay issued Registration Certificates which authorizes them to collect and account for the tax. 	te if gross sales is above the
Registration for Tax Compliance Certitioste (TCC) - Only Applicable to New Company:	
* Tax Compliance Certificate is a document issued to a company as proof that payments of tax liabilities and deductions are up-to-date. Applying for TCC using this form will only be facilitated for new companies, that	

The companies comparison is a accument issues to a company as proof mar payments of the haplings and wage adductions are up-to-date. Applying for FCC using this form will only be facilitated for new companies, that is an under the Companies Act. TCC will have a tenure of a maximum of 90 days.

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The Companies (Amendment) Act, 2013

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		SECOND SCHEDULE	(Section 11)
	FUNIS Z INSTRUCTIONS ON REVERSE D	JAMAICA JAMAICA THE COMPANIES ACT ECLARATION OF COMPLIANCE (Pursuant to section 13 (2))	
1.	NAME OF COMPANY		
IA.	COMPANY FAX NUMBER	LE. TYPE OF COMPANY:	
2	Ļ	(FEINT NAME)	
		fistur wansi	
		(STATE FOLL RESIDENTIAL / BUSINESS ADDRESS)	
	<u> </u>		<u></u>
	do solemnly and sincerely decise	rs as follows:	
8.	I am an Attorney –at gamed berein;	- Law of the Supreme Court of Jamuica enga	ged in the fermation of the company
	1 am a person stamed i	a the Articles of Incorporation as a director or secre	tary of the company named bereiz or
	company named herei	e lastitute of Chartered Secretaries & Administrat n. MDICATE CAPACITY)	ors engaged in the formation of the

The Companies (Amendment) Act, 2013 [No.]

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To the best of my knowledge and bellst, all the requirements of the Companies Act, in respect of matters precedent to the formation and incorporation of a company have been campiled with and I make this soleum declaration councientiously believing the same to be true and by virtue of the Veluminry Boolarations Act.

TAKEN AND ACKNOWLEDGED by)	
the said)	
at)	
in the parish of)	
this day of)	
Belore ma:)	
JUSTICE OF THE PRACE for the parish of:		
NOTARY PUBLIC COMMISSIONER OF DATES		
(INDIGATE CAPACITY)		

[No.]

4. FLID IT:

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The Companies (Amendment) Act, 2013 [No.] 27



PO ii 47 INSTRUCTIONS ON THE NEW

THE COMPANIES ACT

NOTICE OF ADDRESS OF REGISTERED OFFICE

OR NOTICE OF CHANGE OF ADDRESS OF REGISTERED OFFICE (Paramet to section 165)

1.	NAME OF COMPANY	
iA.	CHIPANY MILLIOR	
16.	CHIPANY PAX MININE	IA. TYPE OF COMPANY: PRIVATE PRIMACE

1. LOCATION OF EXAMPLES OFFICE

STREET	
TOWN	
POST OFFICE	
PARTE	

MAILING AN

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1. EFFECTIVE BALL OF CEASION (F applicable)

4. PREVIOUS ADDRESS OF RECEIPTERED OFFICE (1/ applicable)

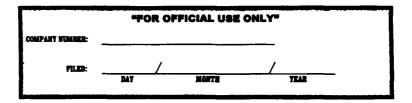
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6.			
DATE	PRINTED NAME	SIGNATURE	CONTACT #
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CAPACITY:	<u> </u>		
	DIRECTOR SECRETARY		
	AUTHORIZED OFFIC		

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NAME:	· · · · · · · · · · · · · · · · · · ·	
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JAMAICA

THE COMPANIES ACT NOTICE OF ADDRESS OF REGISTERED OFFICE OR NOTICE OF CHANGE OF ADDRESS OF REISTERED OFFICE

FORM 17

INSTRUCTIONS

GENERAL

This document is required to be filed with the Office of the Registrar of Companies and must conform to the requirement under the Act. Where any provision sequence to be set out is too long for the space provided in the form, the form may incorporate the provisions by assessing a schedule in such assesser as may be possesibled under the Act.

Complete leans 1, 1C, 1D, 2, 5 and 6 for new companies. Complete Items 1 - 6 for changes in the address of the registered office of existing companies.

FTEM I, IA, IB, IC & ID

- •
- Set out the full legal same of the company. Set out Company number snigned by the Registrar of Companies if it is a change of registrend office. Set out Company Tempser Registration Number if it is a change of the registrated office. (The Company Tempser Registration Number will be photocopied by the Registrate of Companies and structures. Individuals many, issued of bringing the Tempser Registration Carel into the Offices of the Registrar of Companies, provide a certified copy of the same). An Attorney -st Law, a justice of the Pesce, or a Notary Public may certify de copy of the Tempser Registration Number. Where the copy is centified by a justice of the Pesce, or a Notary Public they must affits the relevance and of their office.
- Set out, where applicable the company fex sumber. Indicate whether the company is a private or a public company.

NOTE: Once cortified copies of the Taxpayer Registration Number have been supplied to the Registrat of Companies or the Registrar of Companies has seen the original Taxpayer Registration Case and made a copy of the same the company need only affer the number to any documents being subsequently find.

ITEM 2 & 2A

- Set out in full the location at which the registered office is situated or to which it has been changed, including the name of the street, and if located in a multi-office building, the relevant score number. The registered office must be an actual physical location and reight include the relevant district and parish. However it cannot be a post office box. Upon any change in the location of the registered office a new notice will have to be filed. Ø
- The mailing address may include a post office box number, if the stalling address is same as the registrared office, state SAME AS ABOVE AT ITEM 2 60

FITEM 3

FTEM 4

ITEM 5

State the date when the change of registered office is to take effect.

Set out the previous address of the segistered office, where applicable.

* NOTE THE INSTRUCTIONS SET OUT AT ITEM 2 (1) above.

POR NEW COMPANIES

If this form is filed with Articles of Incorporation in the prescribed form, the director or secretary named in the Articles of Incorporation, the accorney – at – law or chartered secretary and administrator engaged in the formation of the company shall sign the notion.

THIRD SCHEDULE

(Section 12)

Amendment of Enactments

-	
Provision	Amendment
Companies Act.	
Companies (Forms) Rules, 2005.	Insert in the Schedule in the appropriate numerical sequence as Form 17 the form set out as Form 17 in the Second Schedule to the Companies (Amendment) Act, 2013.
General Con- sumption Tax Act.	
New section 28A.	Insert next after section 28 the following-
	"Requirement to submit information. 28A. With effect from the date of commencement of the Companies (Amendment) Act, 2013, any person applying to register a company under the Companies Act or a business name under the Registration of Business Names Act shall, if the company will be or the person is required to register as a taxpayer under this Act (and, in the case of a person applying for registration of a business name, if the person is not already registered as a taxpayer under this Act), complete and submit to the Registrar of Companies the appropriate section of the form set out as Form BRF 1 in the Sixteenth Schedule to the Companies Act.".
National Housing Trust Act.	
New section 12A.	Insert next after section 12 the following-
,	"Requirement 12A. With effect from the date to submit information of commencement of the

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Requirement to submit information regarding employees. 12A. With effect from the date of commencement of the Companies (Amendment) Act, [No.]

Provision

Amendment

2013, any person applying to register a company under the Companies Act or a business name under the Registration of Business Names Act shall, if the company will be or the person is required to be registered with the Trust as an employer (and, in the case of a person applying for registration of a business name, if the person is not already registered with the Trust as an employer), complete and submit to the Registrar of Companies the appropriate section of the form set out as Form BRF 1 in the Sixteenth Schedule to the Companies Act.".

National Insurance Act.

New section 6A.

Insert next after section 6 the following-

to register employees.

"Requirement 6A. With effect from the date of commencement of the Companies (Amendment) Act, 2013, any person applying to register a company under the Companies Act or a business name under the **Registration of Business Names** Act shall if it is intended for the company or person to employ one or more persons (and, in the case of a person applying for registration of a business name, if the person is not already registered as an employer under this Act), complete and submit to the Registrar of Companies the appropriate section of the form se out as Form BRF 1 in the Sixteentl Schedule to the Companies Act."

Registration of Business Names Act.

Registration of Business Names Rules, 1934.

Rule 11. Insert immediately after the word "Act" the words "so, however, that on or after the date of commencement of the Companies (Amendment) Act, 2013, the form set out as Form BRF 1 in the Sixteenth Schedule to the Companies Act shall be used for the purpose of registration of business names and the forms set out, respectively, as Form B.N.1, Form B.N. 2, and Form B.N. 3 shall be used, as appropriate, for the renewal of registration of business names".

Tax

Administration of Jamaica Act.

New section 170.

Insert next after section 17N the following—

"Requirement 170. With effect from the date of to submit commencement of the Companies information (Amendment) Act, 2013, any regarding TRN and person applying to register a TCC. company under the Companies Act or a business name under the **Registration of Business Names** Act shall apply for a Taxpayer Registration Number, and may apply for a Tax Compliance Certificate, by completing and submitting to the Registrar of Companies the appropriate sections of the form set out as Form BRF 1 in the Sixteenth Schedule to the Companies Act.".

Passed in the House of Representatives this 17th day of December, 2013 with one (1) amendment.

MICHAEL A. PEART Speaker.

34 [No.]

Passed in the Senate this 19th day of December, 2013.

FLOYD E. MORRIS

President.

This printed impression has been carefully compared by me with the authenticated impression of the foregoing Act, and has been found by me to be a true and correct printed copy of the said Act.

Clerk to the Houses of Parliament.