

**FORM 13**  
**INSTRUCTIONS ON REVERSE**



**JAMAICA**  
**COMPANIES ACT**  
**NOTICE OF INCREASE IN SHARE CAPITAL**  
(Pursuant to section 67 (1) (2) )

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**1. NAME OF COMPANY**

**1A. COMPANY NUMBER**

**1B. COMPANY TAXPAYER REGISTRATION NUMBER**

**1C. COMPANY FAX NUMBER**

**1D. TYPE OF COMPANY:**

PRIVATE

PUBLIC

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**2. LOCATION OF REGISTERED OFFICE**

<b>STREET</b>	
<b>TOWN</b>	
<b>POST OFFICE</b>	
<b>PARISH/</b>	

**3. MAILING ADDRESS**

<b>STREET</b>	
<b>TOWN</b>	
<b>POST OFFICE</b>	
<b>PARISH</b>	

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**4. DATE OF RESOLUTION TO INCREASE SHARE CAPITAL**

**4A. THE RESOLUTION TO INCREASE SHARE CAPITAL IS ATTACHED.**

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**5. INDICATE THE AMOUNT OF REGISTERED CAPITAL**

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**5A. INDICATE THE AMOUNT BY WHICH THE REGISTERED CAPITAL HAS BEEN INCREASED**

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**6. THE ADDITIONAL CAPITAL IS DIVIDED IN THE FOLLOWING WAY**

<b>CLASS OF SHARES</b>	<b>NUMBER OF SHARES</b>	<b>VALUE OF EACH SHARE</b>

**7. THE CONDITIONS SUBJECT TO WHICH THE NEW SHARES HAVE BEEN OR ARE TO BE ISSUED ARE:**

<b>CLASS OF SHARES</b>	<b>CONDITIONS</b>

8.

<b>DATE</b>	<b>PRINTED NAME</b>	<b>SIGNATURE</b>	<b>CONTACT #</b>

**CAPACITY:**

<input type="checkbox"/>	<b>DIRECTOR</b>
<input type="checkbox"/>	<b>SECRETARY</b>
<input type="checkbox"/>	<b>AUTHORIZED OFFICIAL</b>

9. FILED BY

<b>NAME:</b>			
<b>ADDRESS:</b>	<b>STREET</b>		
	<b>TOWN</b>		
	<b>POST OFFICE</b>		
	<b>PARISH</b>		
<b>E-MAIL ADDRESS:</b>			
<b>CONTACT NUMBER:</b>			
<b>FAX NUMBER:</b>			

10. PARTICULARS OF PERSON WHO SIGNED AT ITEM 8 ABOVE

<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>TAX REGISTRATION NUMBER</b>

<b>“FOR OFFICIAL USE ONLY”</b>		
<b>COMPANY NUMBER:</b> _____		
<b>FILED:</b> _____	/	_____ / _____
<b>DAY</b>		<b>MONTH                      YEAR</b>

**JAMAICA**  
**THE COMPANIES ACT**  
**NOTICE OF INCREASE IN SHARE CAPITAL**

**FORM 13**

**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 required to be set out is too long for the space provided in the form, the form may incorporate the provisions by annexing a schedule in such manner as may be prescribed under the Act.

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**ITEMS 1, 1A, 1B, 1C & 1D**

- Set out the full legal name of the company.
- Set out Company number assigned by the Registrar of Companies.
- Set out Company Taxpayer Registration Number. (The Company Taxpayer Registration Number will be photocopied by the Registrar of Companies and returned. Individuals may, instead of bringing the Taxpayer Registration Card into the Offices of the Registrar of Companies, provide a certified copy of the same). An Attorney –at – Law, a Justice of the Peace, or a Notary Public may certify the copy of the Taxpayer Registration Number. Where the copy is certified by a Justice of the Peace or a Notary Public they must affix the relevant seal of their office.
- Set out, where applicable the company fax number.
- Indicate whether the company is a private or a public company.

**NOTE:** Once certified copies of the Taxpayer Registration Number have been supplied to the Registrar of Companies or the Registrar of Companies has seen the original Taxpayer Registration Card and made a copy of the same the company need only affix the number to any documents being subsequently filed.

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**ITEM 2**

Set out in full the location at which the registered office is situated, including the street, and if located in a multi- office building, the relevant room number. The registered office must be an actual physical location and might include the relevant district and parish. However it cannot be a post office box.

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**ITEM 3**

Set out the mailing address of the company. The mailing address may include a post office box number, if the mailing address is same as the registered office, state ‘SAME AS ABOVE AT ITEM 2’

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**ITEM 4**

Set out the date that the resolution to increase the share capital was passed.

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**ITEM 4A**

The resolution to increase the share capital must accompany the notice to the Registrar of Companies.

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**ITEM 5**

Indicate the amount of the company’s registered capital.

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**ITEM 5A**

Indicate the amount by which the company’s registered capital has been increased.

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**ITEM 6**

Set out the class of shares, number of shares in each class and the value of each share which make up the additional capital.

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**ITEM 7**

Set out the conditions subject to which each class of shares have been issued. These conditions include voting rights, dividend rights, and winding up rights.

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**ITEM 8**

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A director, secretary or other authorized officer of the company shall sign the form. This form must be dated.

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**ITEM 9**

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Set out the name, residential address, telephone number, fax number and email address of the person filing the form with the Registrar of Companies.

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**ITEM 10**

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Set out the name, email address and Taxpayer Registration Number of the person who signed at item 8 above. (See instructions at Item 1 above in relation to Taxpayer Registration cards)

**NOTE:** A company shall within fifteen days after the passing of the resolution to authorize the increase of share capital beyond the registered capital give the Registrar of Companies notice of the increase.

**THIS FORM AND THE PRESCRIBED FEE AT THE DATE OF FILING SHOULD BE DEPOSITED WITH THE REGISTRAR OF COMPANIES.**

**\*\*\* EVERY OFFICER OF THE COMPANY IN DEFAULT OF THE PROVISIONS OF THE COMPANIES ACT IS LIABLE TO THE PRESCRIBED PENALTY AND WHERE NO PENALTY IS PRESCRIBED BY THE RELEVANT SECTION IN THE ACT TO A FINE NOT EXCEEDING \$50,000. (SECTION 384 COMPANIES ACT)**