

- NOTARY PUBLIC
 A COMMISSIONER OF OATH

SECTION C. PARTICULARS OF PERSON (S) PROVIDING DECLARATION

I, hereby declare all statement of particulars regarding the registered business furnished on this form to be true to the best of our knowledge, information and belief.

Name of individual #1		
TRN:	Signature	Date
Name of individual #2		
TRN:	Signature	Date

SECTION D. PARTICULARS OF COMPANY PROVIDING DECLARATION

Name of Company (1) :	Registration #
<i>(Two officers authorized to sign on behalf of the company)</i>	
<i>We, hereby declare all statement of particulars regarding the closure of the registered business furnished on this form to be true to the best of our knowledge, information and belief.</i>	
A. Name (1):	
Capacity: <input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Authorized Official	TRN
Signature	Date
B. Name (2):	
Capacity: <input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Authorized Official	TRN
Signature	Date:
<small>Company's seal should be affixed)</small>	

SECTION E: PARTICULARS OF INDIVIDUAL/COMPANY FILING FORM WITH THE REGISTRAR

Name			
Address			
Contact #		Email address	

FOR OFFICIAL USE ONLY

Valid Identification	1. <input type="checkbox"/> 2. <input type="checkbox"/>
Verification of TRN	1. <input type="checkbox"/> 2. <input type="checkbox"/>
Registration certificate submitted (valid)	<input type="checkbox"/> Yes <input type="checkbox"/> No
COJ Officer (Signature/stamp) _____	Date _____

This form is to be used for giving a declaration to the Registrar regarding the registered business by individuals or corporation.

GENERAL INFORMATION

All the fields on the form are to be filled out with the relevant information except where not applicable, the words “NONE” or N/A should be written. If the space provided is insufficient to contain all the required information, the remaining information must be set out in a schedule. Each schedule should be numbered sequentially

Any document lodged with the Registrar must:

- Be on clean, white, good quality letter size paper (8.5 in. x 11 in) with 0.5 in. margins at the top, bottom and both sides
- Be typewritten in minimum font size 12 or handwritten clearly in block capital with black or blue permanent ink.
- Be fastened securely at the top left hand corner
- Be free of correction fluid. Any errors should be struck through and initialled by the applicant.

SECTION A: PARTICULARS OF BUSINESS

In this section, set out particulars relating to the nature and date of change:

1. **Registered business Name:** Name of the business as it appears on the certificate issued by Office of Registrar of Companies.
2. **Business registration number:** Number found at the top of the certificate issued by the Registrar of companies. e.g. 1423/1994.
- 2A. **Taxpayer Registration Number for the business (TRN):**
3. **Principal Address:** include street, district, town, post office and parish.
4. Contact telephone and fax number

SECTION B: PARTICULARS OF DECLARATION

In this section, set out particulars relating to the reason for the statement and the effective date.

5. **Date of declaration:** Indicate the date the statement.
6. **Reason for Declaration:** Describe clearly the reason for closure e.g death of individual, no longer trading,

SECTION C: PARTICULARS OF INDIVIDUAL (S) AUTHORIZED TO SUPPLY DECLARATION

This section is to be completed to register the declaration relating to (a) a sole trader registered by an individual OR (b) a partnership where one or more of the partners is an individual.

1. In this section set out the full name and TRN for each individual(s) authorized to notify the Registrar of the declaration of the business:
2. The statement must be signed by-
 - (a) Individuals in the case of particulars registered by an individual (sole trader) *except in the case of the death of the individual when it is signed by the personal representative of the deceased*
 - (b) **All individuals** who are partners at the time the statement is made, in the case of a partnership

SECTION D: PARTICULARS OF COMPANY AUTHORIZED TO REGISTER THE CLOSURE OF BUSINESS

This section is to completed to register the statement of (a) a sole trader registered by a corporation /company or (b) a partnership where one or more partners is a corporation/company.

1. In this section set out
 - o the legal name of the Company,
 - o the Registered Number of the company
 - o The names, TRNs, signatures and capacity of the two individuals (secretary, director or authorized official) authorized to sign on behalf of the registered company.
2. The statement must be signed by two individuals on behalf of each company that is a partner.

*Space on the form allows you to submit the particulars of three individuals and/ or one company **HOWEVER** where more than three individuals and /or two or more companies are required, the additional information should be presented on a schedule and be attached to this form.*

This form must in all cases **be signed** by the individuals giving the declaration and must be sent by post, electronic means or delivered, along with supporting documents and prescribed fees to:

**Companies Office of Jamaica
1 Grenada Way
Kingston 5
www.orcjamaica.com**

