

FORM 19C
INSTRUCTIONS ON REVERSE



JAMAICA
THE COMPANIES ACT
ANNUAL RETURN
(of an overseas company registered
pursuant to section 363)

1. NAME OF COMPANY

1A. COMPANY NUMBER

1B. COMPANY TAXPAYER REGISTRATION NUMBER

1C. PLACE OF INCORPORATION

1D. COMPANY FAX NUMBER

1E. PRIVATE

PUBLIC

2. LOCATION OF ESTABLISHED PLACE OF BUSINESS IN JAMAICA

STREET	
TOWN	
POST OFFICE	
PARISH	

2A. MAILING ADDRESS

NAME	
STREET	
STATE	
POST CODE	
COUNTRY	

2B. NAME AND ADDRESS OF AUTHORIZED AGENT

NAME	
STREET	
TOWN	
POST OFFICE	
PARISH	
CONTACT #	
EMAIL / FAX #	

3. HAS THERE BEEN A CHANGE OF ESTABLISHED PLACE
BUSINESS IN JAMAICA? YES
NO

3A. IF YES, HAS FORM-17 BEEN FILED
ATTACHED

4. HAS THERE BEEN A CHANGE OF DIRECTOR (S) IN
JAMAICA? YES
NO

4A. IF YES, HAS FORM- 23 BEEN FILED
ATTACHED

5. DATE OF LAST ANNUAL RETURN

YEAR	MONTH	DAY

5A. DATE UP TO WHICH PRESENT ANNUAL RETURN IS MADE

YEAR	MONTH	DAY

6. THE DIRECTORS AND SHADOW DIRECTORS OF THE COMPANY AS OF THE DATE OF THE ANNUAL RETURN WERE:

NAME	ADDRESS	OCCUPATION	NATIONALITY	DATE OF APPOINTMENT

[SHADOW DIRECTORS SHOULD BE IDENTIFIED WITH AN (*) BESIDE THEIR NAMES]

7. THE BALANCE SHEET AND PROFIT AND LOSS ACCOUNT FOR THE PERIOD ENDING _____ IS ATTACHED.

8.

I HEREBY CERTIFY THAT THE CONTENTS OF THIS RETURN ARE CORRECT			
DATE	PRINTED NAME	SIGNATURE	CONTACT#
CAPACITY :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DIRECTOR SECRETARY AUTHORIZED OFFICIAL	

9. FILED BY

NAME:			
ADDRESS:	STREET		
	TOWN		
	POST OFFICE		
	PARISH		
E-MAIL ADDRESS:			
CONTACT NUMBER:			
FAX NUMBER:			

10. PARTICULARS OF DIRECTORS

NAME OF DIRECTOR)	EMAIL ADDRESS	TAX REGISTRATION NUMBER

11. PARTICULARS OF AUTHORIZED AGENT

NAME OF AUTHORIZED AGENT	EMAIL ADDRESS	TAX REGISTRATION NUMBER

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

JAMAICA
THE COMPANIES ACT
ANNUAL RETURNS OVERSEAS COMPANY

FORM 19C
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.

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

- 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)
- Set out the place of incorporation.
- 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.

ITEM 2

Set out in full the location of the established place of business in Jamaica, 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.

ITEM 2A

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 location of the established place of business in Jamaica, state 'SAME AS ABOVE'

ITEM 2B

Set out the name, address, telephone number, fax number and email address of an agent who is authorized to accept service of process and any notices required to be served on the company.

ITEMS 3 & 3A

Indicate whether the established place of business in Jamaica has changed since the last return. If there has been a change indicate whether **Form 17** has been filed or will it be submitted along with the present form. If **Form 17** will be submitted along with the present form put a tick in the box marked attached.

NOTE: A **Form 17** must be filed within 7 days of any change in the situation of registered office. (Section 106 (2))

ITEMS 4 & 4A

Indicate whether there has been a change of directors since the last return. If there has been a change indicate whether **Form 23** has been filed or will it be submitted along with the present form. If **Form 23** will be submitted along with the present form put a tick in the box marked attached.

NOTE: A **Form 23** must be filed where there has been a change of directors. (Section 183 (3))

ITEMS 5 & 5A

Indicate the date of the last return filed on behalf of the company and also the date up to, which the present return relates.

ITEM 6

Set out the names, residential addresses, occupation, nationality and date of appointment of all directors. Also set out the names, residential addresses, occupation and nationality of all shadow directors. (Shadow directors must be identified by an * after their names).

ITEM 7

The balance sheet and profit and loss account for the period to which the return relates must be attached.

ITEM 8

A director, secretary or an authorized officer of the company must certify the accuracy of the contents of the form.

ITEM 9

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

ITEM 10

Set out in relation to each director their name and email address. If there are directors resident in Jamaica their Taxpayer Registration Number should also be provided. (See instructions at Item 1 above in relation to Taxpayer Registration cards)

ITEM 11

Set out in relation to the authorized agent their name, email address and Taxpayer Registration Number. (See instructions at Item 1 above in relation to Taxpayer Registration cards)

NOTE:

Where the company making the return is not a private company, or is a private company which is obliged to file accounts this form must be accompanied by a written copy, certified by a director, manager or secretary of the company to be a true copy, of the last balance sheet and profit and loss account laid before the company in a general meeting including every document required by law to be annexed.

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

***** ANY PERSON WHO WILFULLY MAKES A FALSE STATEMENT KNOWING IT TO BE FALSE IS LIABLE ON CONVICTION TO IMPRISONMENT FOR UP TO TWO YEARS AND/OR A FINE NOT EXCEEDING \$50,000 PURSUANT TO THE PROVISIONS OF SECTION 382 AND THE 9TH SCHEDULE OF THE COMPANIES ACT 2004.**

***** 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)**