

**FORM 8**  
**INSTRUCTIONS ON REVERSE**



**JAMAICA**  
**THE COMPANIES ACT**  
**NOTICE OF ELECTION TO RETAIN PAR VALUE SHARES**  
(Pursuant to section 37 (3))

1. NAME OF COMPANY

1A. COMPANY NUMBER

1B. COMPANY TAXPAYER REGISTRATION NUMBER

1C. COMPANY FAX NUMBER

1D. PRIVATE

PUBLIC

1E.  THE COMPANY IS MAKING AN ELECTION PURSUANT TO SECTION 37 (3) OF THE COMPANIES ACT 2004 TO RETAIN PAR VALUE SHARES FOR 18 MONTHS.

THE COMPANY HAVING ALREADY MADE AN ELECTION PURSUANT TO SECTION 37 (3) HAS DECIDED TO CONVERT TO NO PAR VALUE SHARES BEFORE THE EXPIRATION OF 18 MONTHS FROM THE ELECTION.

**TO: THE REGISTRAR OF COMPANIES**  
**1 GRENEDA WAY,**  
**KINGSTON 5.**

The above-mentioned company hereby gives you notice pursuant to section 37 (3) of the Companies Act 2004 that by ordinary resolution dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the share capital of the company will/ will not retain a nominal or par value until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

2.

DATE	PRINTED NAME	SIGNATURE	CONTACT#

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

3. 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>			

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

**JAMAICA**  
**THE COMPANIES ACT**  
**NOTICE OF ELECTION TO RETAIN PAR VALUE SHARES**  
**FORM 8**  
**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 1E**

Indicate whether the company is making an election to retain par value shares within six (6) months of the appointed day (January 1, 2005) or whether the company having made such an election has decided to convert to no par shares before the expiration of eighteen (18) months.

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**ITEM 2**

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

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**ITEM 3**

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

**NOTE:** The ordinary resolution electing to retain par value shares for an eighteen (18) months period from the date of election must accompany this notice. This ordinary resolution must be filed within 15 days from the date they were made. This retention is a temporary measure as after this eighteen month period all shares are deemed to convert all its existing shares to shares without nominal or par value.

**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)**