



## Checklist for Business Names

	The full name of the business name is stated
	The name is acceptable - does not contain any word that requires justification, or that cannot be used
	Ensure date of commencement inserted. <b>(NO FUTURE DATES)</b>
	Check that complete business address is inserted. <b>(NO P.O. BOXES)</b>
	Signatures have been affixed where necessary
	Seals and stamps have been affixed where necessary
	The document is properly dated at the relevant points
	Check that non citizens submit (a) <b>WORK PERMIT</b> or (b) <b>CERTIFICATE OF NATURALIZATION / JAMAICAN PASSPORT</b>
	Check for previous registration by owner. <b>(ENSURE THAT PREVIOUS REGISTRATION IS UPTO DATE)</b>
	Schedules have been referenced and are attached to the back of the form where applicable
	Check for certification from professional body.
	Check for initialing of corrections and that no <b>CORRECTION FLUID</b> has been used.
	Check quality of paper - must not be thermal (fax) paper or too thin
	Check for black spots/lines on document
	Check for correct margins
	Check for unreadable fonts/penmanship
	Check for photocopied signatures
	All items on the form have been completed, or N/A used where relevant
	Check that the TRN is inserted in required field at that it is consistent with TRN card/ driver's licence
	<b>RENEWAL</b> – Check if any changes have been made since registration

**CHECKED BY:**

**NAME:**

**DATE:**

**SIGNATURE:**