

**FORM 15
INSTRUCTIONS ON REVERSE**



**JAMAICA
COMPANIES ACT
NOTICE OF ADDRESS OF REGISTERS**
(Pursuant to Sections 109 (3) & 118 (2))

1. NAME OF COMPANY

1A. COMPANY NUMBER

1B. COMPANY TAXPAYER REGISTRATION NUMBER

1C. COMPANY FAX NUMBER

1D. TYPE OF COMPANY

PRIVATE PUBLIC

2. LOCATION OF REGISTERED OFFICE

STREET	
TOWN	
POST OFFICE	
PARISH/ COUNTRY	

3. MAILING ADDRESS

STREET	
TOWN	
POST OFFICE	
PARISH/ COUNTRY	

4. LOCATION OF REGISTER OF MEMBERS IF NOT KEPT AT THE REGISTERED OFFICE

STREET	
TOWN	
POST OFFICE	
PARISH/ COUNTRY	

5. LOCATION OF BRANCH REGISTER IF NOT KEPT AT THE REGISTERED OFFICE

STREET	
TOWN	
POST OFFICE	
PARISH/ COUNTRY	

5A. WILL BRANCH REGISTER BE DISCONTINUED? YES
 NO

5B. IF YES, FROM WHICH DATE?

6.

DATE	PRINTED NAME	SIGNATURE	CONTACT #

CAPACITY:

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

7. FILED BY

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

8. PARTICULARS OF PERSON WHO SIGNED AT ITEM 6 ABOVE

NAME	EMAIL ADDRESS	TAX REGISTRATION NUMBER

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

JAMAICA
THE COMPANIES ACT
NOTICE OF ADDRESS OF REGISTERS

FORM 15

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

- 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.

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.

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'

ITEM 4

Set out, where applicable, the location of the register of members if this register is not kept at the registered office.

ITEM 5

Set out, where applicable, the location of the branch register if this register is not kept at the registered office. This is a register of the company's members within the vicinity of the branch in question and should be kept by companies with a share capital, which carry on business in any country outside of the island of Jamaica.

NOTE: The company shall give notice to the Registrar of Companies of the situation of the location of any branch register and any changes in its situation or its discontinuance within fourteen days (14) of any change in location or the discontinuation of the office.

ITEMS 5A & 5B

Indicate whether the branch register will be discontinued, and if so indicate the date from which it will be discontinued. (See instructions at Item 5 above in relation to notice to the Registrar of Companies)

ITEM 6

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

ITEM 7

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 8

Set out the name, email address and Taxpayer Registration Number of the person who signed at item 6 above. (See instructions at Item 1 above in relation to Taxpayer Registration cards)

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)**