

**FORM 10
INSTRUCTIONS ON REVERSE**



**JAMAICA
THE COMPANIES ACT**

**PARTICULARS OF CONTRACT RELATING TO SHARES
ALLOTTED AS FULLY OR PARTLY PAID UP
OTHERWISE THAN IN CASH**

(Pursuant to section 52 (1) (b))

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	

3. MAILING ADDRESS

STREET	
TOWN	
POST OFFICE	
PARISH	

4. THE NUMBER OF SHARES ALLOTTED AS FULLY OR PARTLY PAID UP OTHERWISE THAN IN CASH

5. THE VALUE OF EACH SHARE IS

\$

6. THE AMOUNT OF THE VALUE OF EACH SHARE TO BE CONSIDERED AS PAID UP OR DUE AND PAYABLE IS

\$

7. IF THE CONSIDERATION FOR THE ALLOTMENT OF SHARES IS SERVICES, OR ANY OTHER CONSIDERATION OTHER THAN THAT MENTIONED BELOW IN 8 and 8A STATE THE NATURE AND AMOUNT OF SUCH CONSIDERATION AND THE NUMBER OF SHARES SO ALLOTTED.

8. IF THE ALLOTMENT IS MADE IN SATISFACTION OR PART SATISFACTION OF THE PURCHASE PRICE OF PROPERTY GIVE A BRIEF DESCRIPTION OF THE PROPERTY

8A. IF THE ALLOTMENT IS MADE IN SATISFACTION OR PART SATISFACTION OF THE PURCHASE PRICE OF PROPERTY GIVE THE FOLLOWING PARTICULARS IN RESPECT TO THE MANNER IN WHICH THE PURCHASE PRICE IS SATISFIED:

(i) AMOUNT OF CONSIDERATION PAYABLE IN CASH

\$

(ii) TOTAL AMOUNT CONSIDERED AS PAID ON _____ SHARES ALLOTTED OTHERWISE THAN IN CASH

\$

(iii) CASH

\$

(iv) AMOUNT OF DEBT RELEASED OR LIABILITIES ASSUMED BY THE PURCHASER (INCLUDING MORTGAGES ON PROPERTY ACQUIRED)

\$

(v) TOTAL PURCHASE PRICE

\$

9. IN RESPECT OF THE PROPERTY WHICH IS THE SUBJECT OF THE SALE, GIVE FULL PARTICULARS, IN THE FORM OF THE FOLLOWING TABLE, SHOWING IN DETAIL HOW THE TOTAL PURCHASE IS APPORTIONED BETWEEN THE RESPECTIVE HEADS

	\$
LEGAL ESTATES IN FREEHOLD PROPERTY AND FIXED PLANT AND MACHINERY AND OTHER FIXTURES THEREON*	
LEGAL ESTATES IN LEASEHOLD PROPERTY*	
FIXED PLANT AND MACHINERY LEASEHOLD PROPERTY (INCLUDING TENANT'S TRADE AND OTHER FIXTURES)	
EQUITABLE INTERESTS IN FREEHOLD OR LEASEHOLD PROPERTY*	
LOOSE PLANT AND MACHINERY, STOCK - IN - TRADE AND OTHER CHATELS**	
GOODWILL AND BENEFITS OF CONTRACTS	
PATENTS,DESIGNS, TRADEMARKS, LICENCES, COPYRIGHTS, ETCETERA	
BOOK AND OTHER DEBTS	
CASH IN HAND AND AT BANK OR ELSEWHERE	
SHARES, DEBENTURES AND OTHER INVESTMENTS	
OTHER PROPERTY	

10.

DATE	PRINTED NAME	SIGNATURE	CONTACT#

CAPACITY : DIRECTOR
 SECRETARY
 AUTHORIZED OFFICIAL

11. FILED BY

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

12. PARTICULARS OF PERSON WHO SIGNED AT ITEM 10 ABOVE

NAME	EMAIL ADDRESS	TAX REGISTRATION NUMBER

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

**JAMAICA
THE COMPANIES ACT**

**PARTICULARS OF CONTRACT RELATING TO SHARES
ALLOTTED AS FULLY OR PARTLY PAID UP
OTHERWISE THAN IN CASH**

FORM 10

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

State the number of shares allotted as fully or partly paid up otherwise than in cash.

ITEM 5

State the value of each share.

ITEM 6

State the amount of the value of each share that is to be considered as paid up or due and payable.

ITEM 7

If the consideration for the allotment is services or any other consideration not covered in Items 8 & 8A state the nature, amount and number of shares allotted.

ITEM 8

Give a brief description of any property used as satisfaction or part satisfaction for the allotment of shares.

ITEM 8A

If the allotment is made in satisfaction or part satisfaction of the purchase price of property set out the

- Amount of consideration payable in cash.
- Total amount considered as paid up on the allotted shares.
- Any cash received.
- Amount of debt or liabilities assumed by the purchaser. (This includes any mortgages on the property acquired)
- Total purchase price.

ITEM 9

Indicate with regard to the various categories set out in the table how the purchase price is apportioned.

NOTE: * Where such properties are sold subject to a mortgage, the gross value should be shown.

 ** Plant and machinery should not be included under this head unless it was in actual state of severance on the date of the sale.

ITEM 10

A director, secretary or authorized officer must sign the form. The form must be dated.

ITEM 11

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 12

Set out the name and Taxpayer Registration Number of the person who signed at Item 10. (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.

***** A LATE FEE MIGHT ALSO BE APPLICABLE PURSUANT TO THE 15th SCHEDULE OF THE COMPANIES ACT**

***** 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)**