

**FORM 16B**  
**INSTRUCTIONS ON REVERSE**



**JAMAICA**  
**THE COMPANIES ACT**  
**PARTICULARS OF UPSTAMPING**

1. NAME OF COMPANY

1A. COMPANY NUMBER

1B. COMPANY TAXPAYER REGISTRATION NUMBER

1C. COMPANY FAX NUMBER

1D. TYPE OF COMPANY:

PRIVATE

PUBLIC

1E.

COMPANY REGISTERED IN JAMAICA

COMPANY REGISTERED OUTSIDE OF JAMAICA HAVING AN ESTABLISHED PLACE OF BUSINESS IN JAMAICA

COMPANY REGISTERED OUTSIDE OF JAMAICA

2.

I	II	III	IV	V
DATE AND DESCRIPTION OF INSTRUMENT CREATING / EVIDENCING THE CHARGE	ORIGINAL AMOUNT SECURED BY CHARGE	AMOUNT CHARGED BY UPSTAMPING	TOTAL AMOUNT SECURED BY CHARGE	DATE OF UPSTAMPING

3.

<b>DATE</b>	<b>PRINTED NAME</b>	<b>SIGNATURE</b>	<b>CONTACT #</b>
<b>CAPACITY:</b> <input type="checkbox"/> <b>DIRECTOR</b> <input type="checkbox"/> <b>SECRETARY</b> <input type="checkbox"/> <b>AUTHORIZED OFFICIAL</b>		<b>SEAL:</b>	

4 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>			

5. PARTICULARS OF PERSON WHO SIGNED AT ITEM 3 ABOVE

NAME	EMAIL ADDRESS	TAX REGISTRATION NUMBER

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

**JAMAICA**  
**THE COMPANIES ACT**  
**PARTICULARS OF UPSTAMPING**

**FORM 16B**

**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**

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- 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**

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Indicate whether the company is

- a company registered in Jamaica
- a company registered outside of Jamaica having an established place of business in Jamaica
- a company registered outside of Jamaica

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**ITEM 2 (I)**

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Indicate the date and description of the instrument creating or evidencing the charge. Charge in this context includes a mortgage, a bill of sale, a guarantee and a debenture.

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**ITEM 2 (II)**

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Indicate the original amount secured by the charge. This figure must be the same as the figure set out in the charge document. If the figure in the charge document is stated in a currency other than Jamaican dollars the Jamaican equivalent must be stated along with the conversion rate. This conversion rate must be the prevailing conversion rate at the date that the charge was created.

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**ITEM 2 (III)**

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Indicate the amount charged by upstamping. (See instructions at Item 2 (II) above in relation to figures stated in currency other than Jamaica dollars).

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**ITEM 2 (IV)**

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Indicate the total amount secured by the charge. (See instructions at Item 2 (II) above in relation to figures stated in currency other than Jamaica dollars).

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**ITEM 2 (V)**

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Indicate the date the charge was upstamped.

**ITEM 3**

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If signed by a borrower which is a company, the company seal must be affixed and it must be signed by 2 officers of the company. If the document is signed by the lender the signature of an authorized agent will suffice. (Agent in this context includes Attorney- At- Law).

**ITEM 4**

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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 5**

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Set out in relation to the person who signs at Item 3 above their email address and their Taxpayer Registration number.

**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)**