

FORM 9
INSTRUCTIONS ON REVERSE



JAMAICA
THE COMPANIES ACT
RETURN OF ALLOTMENT
(Pursuant to sections 52)

1. NAME OF COMPANY

1A. COMPANY NUMBER

1B. COMPANY TAXPAYER REGISTRATION NUMBER

1C. COMPANY FAX NUMBER

1D. PRIVATE

PUBLIC

2. LOCATION OF REGISTERED OFFICE

STREET	
TOWN	
POST OFFICE	
PARISH	

2A. MAILING ADDRESS

STREET	
TOWN	
POST OFFICE	
PARISH	

3. NUMBER OF SHARES ALLOTTED INCLUDING BONUS SHARES.

3A. DATE OR PERIOD DURING WHICH SHARES WERE ALLOTTED (IF SHARES WERE ALLOTTED ON ONE DATE ENTER THAT DATE IN THE "FROM BOX"

FROM

TO

DAY	MONTH	YEAR

DAY	MONTH	YEAR

3B. NATURE OF ALLOTMENT

NEWLY ISSUED SHARES

FORFEITURE OF SHARES

03C. PARTICULARS OF FORFEITURE

	DATE OF FORFEITURE	NAME OF PERSON FORFEITING	NUMBER OF SHARES FORFEITED	NAME OF ALLOTTEE UPON FORFEITURE	NUMBER OF SHARES ALLOTTED
A					
B					
C					
D					
E					

4. PARTICULARS OF SHARES

	CLASS OF SHARES	NUMBER ALLOTTED	VALUE OF EACH SHARE	AMOUNT (IF ANY) PAID ON EACH	AMOUNT DUE ON EACH
A					
B					
C					
D					
E					

4A. IF THE ALLOTTED SHARES ARE FULLY OR PARTLY PAID UP OTHERWISE THAN IN CASH PLEASE STATE:

4B. AMOUNT OF EACH SHARE THAT IS TO BE TREATED AS PAID UP

AMOUNT (IF ANY) PAID ON EACH	AMOUNT DUE ON EACH

5. CONSIDERATION OTHER THAN CASH FOR WHICH THE SHARES WERE ALLOTTED

5A. FORM 10 ATTACHED

YES

NO

6. NAMES AND ADDRESSES OF THE ALLOTTEES (LIST JOINT SHARE ALLOTMENTS CONSECUTIVELY)

ALLOTTEE DETAILS			SHARES AND SHARE CLASS ALLOTTED			
NAME:			CLASS OF SHARES ALLOTTED	NUMBER ALLOTTED	NUMBER SERIES OF SHARES	TOTAL SHARES HELD
OCCUPATION:						
ADDRESS:	STREET					
	TOWN					
	POST OFFICE					
	PARISH					

ALLOTTEE DETAILS			SHARES AND SHARE CLASS ALLOTTED			
NAME:			CLASS OF SHARES ALLOTTED	NUMBER ALLOTTED	NUMBER SERIES OF SHARES	TOTAL SHARES HELD
OCCUPATION:						
ADDRESS:	STREET					
	TOWN					
	POST OFFICE					
	PARISH					

ALLOTTEE DETAILS			SHARES AND SHARE CLASS ALLOTTED			
NAME:			CLASS OF SHARES ALLOTTED	NUMBER ALLOTTED	NUMBER SERIES OF SHARES	TOTAL SHARES HELD
OCCUPATION:						
ADDRESS:	STREET					
	TOWN					
	POST OFFICE					
	PARISH					

ALLOTTEE DETAILS			SHARES AND SHARE CLASS ALLOTTED			
NAME:			CLASS OF SHARES ALLOTTED	NUMBER ALLOTTED	NUMBER SERIES OF SHARES	TOTAL SHARES HELD
OCCUPATION:						
ADDRESS:	STREET					
	TOWN					
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ALLOTTEE DETAILS			SHARES AND SHARE CLASS ALLOTTED			
NAME:			CLASS OF SHARES ALLOTTED	NUMBER ALLOTTED	NUMBER SERIES OF SHARES	TOTAL SHARES HELD
OCCUPATION:						
ADDRESS:	STREET					
	TOWN					
	POST OFFICE					
	PARISH					

7.

DATE	PRINTED NAME	SIGNATURE	CONTACT #

CAPACITY:

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

8. FILED BY

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

9. PARTICULARS OF ALLOTTEES

NAME OF ALLOTTEES	EMAIL ADDRESS	TAX REGISTRATION NUMBER

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

JAMAICA
THE COMPANIES ACT
RETURN OF ALLOTMENT

FORM 9

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 2A

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 3

State the number of shares allotted. This number should include any bonus shares, which have been allotted.

ITEM 3A

State the date of the allotment, or state the period during which the shares were allotted. If all the shares were allotted on one date this date should be entered in the box labeled "FROM".

ITEM 3B

Indicate whether the shares were allotted based upon a forfeiture of shares or from newly issued shares.

ITEM 3C

If the shares have been allocated based upon the forfeiture of the shares set out

- the date of forfeiture
- the name of the person forfeiting
- the number of shares forfeited
- the name of allottee upon forfeiture
- the number of shares allotted

ITEM 4

Set out in relation to all classes of shares, the number of shares allotted, the value of each share allotted, the amount, if any paid on each share and the amount, if any due on each share.

In the first column "Class of Shares", the following key should be used:

Ordinary Shares	O	Ordinary A Shares	OA	Ordinary B Shares	OB
Cumulative Shares	C	Preference Shares	P	Redeemable Shares	(R)

For Example: If ordinary shares are redeemable, this will be indicated by **O (R)**

ITEM 4A

Indicate, where applicable if the shares have been allotted for consideration other than cash.

ITEM 4B

For each class of shares indicate the amount of each share that is to be treated as paid up. (See key in Item 4)

ITEMS 5 & 5A

Where the allotment has been made for consideration other than cash, for example in exchange for property or past services this must be stated and must be supported by a duly stamped contract and where applicable, a valuer or surveyor's certificate. If the contract is not in writing a **Form 10** should accompany this form.

ITEM 6

Set out in relation to each allottee the following:

- name
- occupation
- residential address
- class of shares allotted
- number of shares allotted in each class
- number series of shares
- total number of shares held in each class.

(See key in Item 4)

ITEM 7

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

ITEM 8

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 9

Set out in relation to each director their name, email address and Taxpayer Registration Number. (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.

**** ANY PERSON WHO WILFULLY MAKES A FALSE STATEMENT KNOWING IT TO BE FALSE IS LIABLE ON CONVICTION TO IMPRISONMENT FOR UP TO TWO YEARS AND/OR A FINE NOT EXCEEDING \$50,000 PURSUANT TO THE PROVISIONS OF SECTION 382 AND THE 9TH SCHEDULE OF THE COMPANIES ACT 2004.**

***** 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)**