



A Warm Welcome to the first issue of the COJ's Advisory.

The COJ's Advisory is produced and disseminated quarterly by the Companies Office of Jamaica. Its aim is to keep our Clients informed of developments and happenings in the Agency. The Advisory is distributed electronically and we look forward to your feedback and or questions on information presented in this or any issue at info@orcjamaica.com

Volume 1. December 22, 2008

COJ and JTI signs MOU



Judith Ramlogan, CEO, Companies Office of Jamaica, (third from left) and Robert Gregory, President, JTI, during the signing of the MOU between both agencies at the JTI's Headquarters on October 2, 2008.

October 2, 2008 marked the beginning of a new era at the Companies Office of Jamaica, as on this day a strategic partnership was formed with Jamaica Trade and Invest's Export Centres/Business Information Points (EC/BIP).

Primarily purposed at assisting Jamaican Micro, small, and medium-sized enterprises (MSMEs)

in improving their export performance and competitiveness, the MOU will serve as a vehicle for offering increased business services to Jamaica's complement of registered companies through Export Centres and Business Information Points /EC/BIPs.

Export Centres and Business Information Points are two major components of the Private Sector Development Programme (PSDP), a €26.17 million project aimed at stimulating economic growth by increasing the private sector's contribution to gross domestic product. While export centres aim to positively impact national export performance and competitiveness, business information points are virtual and physical offices set up to give MSMEs access to business information needed for their operations.

Mr. Robert Gregory, President of JTI stated that "we need to double our efforts as developing countries in order to compete in this dynamic global environment This new synergy will serve to facilitate and enable entrepreneurship, making the local business environment far more efficient."

Mrs. Ramlogan, CEO of Companies Office of Jamaica in her response expressed her delight at this new development which she said, "will help persons who possess the entrepreneurial spirit but need some guidance as to how to conduct a successful business." According to Mrs Ramlogan "this collaboration with JTI will allow the agency [COJ] to establish a presence in the rural townships and thus satisfy more of its customers. For years, customers have been clamouring for the agency to become less centralized by establishing an office outside of Kingston." She described the associated costs as quite prohibitive, adding that the COJ Mobile, which is the agency's major outreach programme was unable to satisfy market demands.

Documents destined for the COJ's head office in Kingston can now be deposited at **Jamaica Trade & Invest, 34 Market Street, 2nd Floor Advantage General Building (formerly UGI Building) Montego Bay, St James.**

COMING SOON

More JTI locations for document submissions across the island.



1965 COMPANIES ACT FORMS

With effect from **January 1, 2009** the COJ will cease to accept documents for processing which are submitted on the 1965 Companies Act forms.

The 2004 Companies Act forms **must be used** and these are conveniently available at no cost on the COJ's website. Please visit the COJ website at www.orcjamaica.com

AMENDED 2004 COMPANIES ACT FORMS

The redrafting of the 2004 Companies Act forms continues apace.

In October 2008, a group comprising some of our major clients met and proposed several amendments to the Form 19A. These amendments will be circulated for comment by the 31st December 2008.

APPOINTMENTS WITH EXAMINERS

Our clients have spoken and the COJ has responded. Clients who have issues with multiple rejections may come in and sit with a Business Registration examiner who will assist with the issues being experienced.

This service is available **Every Wednesday and by Appointment Only**. To access this service simply **Call our Customer Service Department, Extensions 226 or 308 to make an appointment.**

You can also email Sandrice McNichol (mcnicholst@orcjamaica.com) and Donald Kelly (Kellydr@orcjamaica.com) to make appointments.

Appointments must be made prior to arrival to allow us to properly address your query and to alleviate the possibility of delays.

COLLECTING DOCUMENTS/ CERTIFICATES

Please be advised that with immediate effect customers must present receipts to collect all types of documents. These include rejected documents and certificates of registration and incorporation and charge certificates

ONLINE CREDIT CARD SERVICES

Online subscribers may now top up their accounts using their **VISA** and **MASTERCARD**. The service is fully protected by VERISIGN 128 bit SSL encryption certificate.



HOLIDAY OPENING HOURS



For the season we will close at 1:00 p.m. on the following days:

- Monday 22, 2008
- Wednesday 24, 2008
- Wednesday 31, 2008

We resume regular opening hours on Tuesday the 23rd and Friday the 2nd January 2009.

Merry Christmas and Many

Happy Returns for **2009!!!**