



Welcome

Volume 6, August 2010

This is the sixth issue of the Companies Office of Jamaica (COJ) Advisory! Using this medium, the COJ aims to apprise you of new developments and happenings within the Agency. This newsletter is distributed electronically and we welcome your comments on the information presented in this or any issue at info@orcjamaica.com.

Opening Hours



The COJ is opened for business during the following hours:

Mondays to Wednesdays: 8:30 a.m. - 3:30 p.m.

Thursdays to Fridays: 8:30 a.m. – 3:00 p.m.

Our Drop Off Box facility is available

Mondays-Fridays: 7:00 a.m. to 7:00 p.m.

Coming Soon !!!



New Services

Same day express processing and document delivery are 2 new services that will be offered by the COJ as of October 19, 2010.

Same Day Express

Same day express will allow for the registration of documents on the same day that they are filed.



Document Delivery

Document delivery means the COJ will dispatch by courier certificates, letters or documents to customers at their request



Fee Increases



The COJ wishes to advise all our Customers, that effective OCTOBER 19, 2010, there will be increased fees associated with the cost to process documents at the COJ. Please contact the office for further details on the increase fees.

Companies Limited by Guarantee such as churches, charities, service clubs, non-profit organizations, non-governmental organizations (NGOs), and professional associations, will see a decrease in the cost for filing annual returns and income and expenditure statements.

See Table 1 below for New Fees

Table 1: New Fees

Document Type	New Fees	Old Fees
NEW REGISTRATIONS		
New Company Limited by Shares	\$ 15,000	\$10,000
New Company Not Having a Share Capital (Non profit ,Charities, NGO's)	\$ 15,000	\$10,000
Overseas Companies	\$ 25000	\$18000
COMPANY DOCUMENTS		
Annual Returns (Form 19A) ***	\$ 5000	\$4000
Financial Statements (local Companies)	\$ 3000	\$2000
Financial Statements (Overseas Companies)	\$ 7000	\$2000
Change of Directors (Form 23)	\$ 3000	\$2000
Appointment of Secretary (Form 20)	\$ 3000	\$2000
Statutory Declaration	\$ 3000	\$2000
Charges	\$ 5000	\$3000
Name Reservation	\$ 3000	\$2000
Letters (Status &Good Standing)	\$ 3000	\$2000
Public Search	\$500 (per hour)	\$200 (per hour)
Late Fees(All Documents Except Annual Returns)	\$2000	\$1000
NON PROFIT ,CHARITIES, ASSOCIATIONS, NGO COMPANIES		
Annual Returns (Form 19B)**	\$2000	\$4000
Income & Expenditure Statements (Charities)	\$1000	\$2000
NEW SERVICES		
Same Day Express	\$6000	
Delivery of Documents	\$1500	

**Implementing Section 121
Annual Return Penalty**



The COJ wishes to advise all our Customers, that effective **SEPTEMBER 1, 2010**, All Annual Returns due on or after this date will attract the full penalties prescribed under Section 121(3)-(a) of the Companies Act for filing Annual Returns.

This means that a fee of \$100.00 per day, up to a maximum of \$10,000.00 will be charged when companies fail to file outstanding Annual Returns within 28 days after its made up date and for which the grace period expires before **September 1**.

Note: Annual Returns for companies must be made up on the:

- Anniversary of Incorporation
OR
- Anniversary Date of the Last Return

Annual Returns are to be filed on the day they made up or OR within 28 days after the made up date. After the 28 days (Grace Period) has passed ALL RETURNS are considered late.

All Annual Returns that were due before September 1, 2010 will not be subject to Section 121(Annual Return Penalty) but will continue to attract late filing fees

COJ Mobile



The COJ mobile continues to be the Agency's premier outreach activity providing an incentive for companies to comply and an opportunity for the Agency to increase its revenue intake. It is an important vehicle which avails persons outside the corporate area full access to the Agency's services. The mobile involves:

- Field visits to delinquent companies and businesses in the targeted areas prior to the mobile;
- The distribution of letters/notices providing information as to the outstanding documents;
- Offering assistance when completing documents
- Facilitating on the spot document filings at mobile locations.

UPCOMING MOBILES

St. James: Montego Bay **September 22-24, 2010**

Venue: The Montego Bay Civic Centre

Focus Group Sessions



The COJ is working assiduously to redesign our website. The Website Redevelopment Project (WRP) is aimed at providing new and improved online services

to customers. To ensure customer approval of the various processes the organization will be conducting numerous focus group sessions with our customers.

The first focus group session was held on August 17, 2010. The session ran for 2 hours and involved a demonstration of how online registration will be facilitated through the COJ's website.

REGISTRATION REMINDERS



Certification for Registering an Overseas Company

A company incorporated outside of Jamaica which establishes a place of business within the island shall within one month of the establishment of the place of business deliver to the Registrar for registration a Form 31 together with a certified copy of the Charter, Statute or Articles of the company or other instrument constituting or defining the constitution and name of the company.

The copy of the Charter, Statutes or Articles aforesaid is to be certified to be a true copy of the original by an official of the Government body responsible for custody of the original.

REGISTRATION REMINDERS

Notification of Changes for an Overseas Company

- Notification of changes to the directors of the company or the particulars contained in the list of directors is to be given to the Registrar by means of a Form 5.
- Notification of a change in the names or addresses of persons authorized to accept service on behalf of the company is to be communicated using the Form 31.
- Notification of changes made to the name of the company is to be communicated via a Form 5 together with a certified copy of the certificate of change of name or other document constituting the change in the company's name. The copy of the certificate is to be certified to be a true copy of the original by an official of the Government body responsible for custody of the original.

Document Registration Policy

Overruns

Documents which are due to be registered on a particular day are not deemed to overrun until; 3:30 p.m. Mondays-Thursdays and 3:00 p.m. on Fridays.



Expeditions

Expeditions are due any time after 2:00 pm on the final registration day. The expedition times are as follows:

- Business Names-1 working day
- New Companies-1 working day
- Other company documents -2 working days

Changes to Directors

Procedure to reduce the number of directors stated in articles



Where a minimum and/or maximum number of directors is stated in the articles the company will be required to pass a special resolution. This resolution as well as amended articles reflecting the change should then be filed at the COJ.

Inadvertent filing of documents at the COJ

Where a document was inadvertently filed at the COJ the customer will be required to file a voluntary declaration requesting that the document should not be considered as part of the record of the company.

As soon as the policies are reviewed updates will be communicated to the public

Appointment with Examiners



Clients who are having issues with multiple rejections are reminded that they 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 at 754-2292 to make an appointment.

OR Email:

Sandrice McNichol at:
mcnicholst@orcjamaica.com

Donald Kelly at:
kellydr@orcjamaica.com

Online Credit Card Payments



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

Document Submission

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

Public Education Services

The Companies Office is available for presentations on the Companies Act 2004 as well as the Amended Business Names Act to groups/individuals.

Please contact our Compliance Department at 908-4419-24 ext 21901 or 21902 for further details.

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