

SECTION B. PARTICULARS OF APPLICANTS

*If there are more than two partners or if one (or more) of the partners is a company (corporation) the particulars of such may be submitted by annexing schedule(s) to this form.

	APPLICANT #1		APPLICANT #2	
1. Name	Christian:		Christian	
	Middle:		Middle	
	Surname:		Surname	
1A. Former Christian / Surname	Christian:		Christian	
	Surname:	<input type="checkbox"/> Marriage <input type="checkbox"/> Deed poll	Surname:	<input type="checkbox"/> Marriage <input type="checkbox"/> Deed poll
2. Residential Address	Street/ District/Apt/		Street/ District/Apt/	
	Town/ City		Town/ City	
	Post Office		Post Office	
	Parish		Parish	
3. Contact #	Home/ Office #	Mobile #	Home/ Office #	Mobile #
4. TRN				
5. Business Occupation				
6. Nationality	Nationality	Nationality of origin	Nationality	Nationality of origin
<p>7. I, the undersigned, hereby apply for registration pursuant to the provisions of the Business Names Act 1934 as amended, and for that purpose declare all statement of particulars furnished on this form to be true to the best of my knowledge and belief.</p>				
	Signature _____		Signature _____	
	Date (dd/mm/yy) _____		Date (dd/mm/yy) _____	

Schedule with particulars of additional partners attached

SECTION D: Particulars of Individual/Company filing form with the Registrar

Name			
Address			
Contact		Email address	

FOR OFFICIAL USE ONLY

Valid Identification	1. <input type="checkbox"/> 2. <input type="checkbox"/>	Proof of residential address	1. <input type="checkbox"/> 2. <input type="checkbox"/>
Verification of TRN	1. <input type="checkbox"/> 2. <input type="checkbox"/>	Proof of certification	<input type="checkbox"/> Attached <input type="checkbox"/> Not required
Work Permit	<input type="checkbox"/> Attached <input type="checkbox"/> To be provided <input type="checkbox"/> Not required	Other.	_____
COJ Officer (Signature/stamp)	_____		Date _____

INSTRUCTIONS FOR COMPLETING BN2 FORM

This form is to be used for registration by individuals/companies wishing to register a business as partnership

GENERAL INFORMATION:

All the fields on the form are to be filled out with the relevant information except where not applicable, the words “NONE” or N/A should be written. If the space provided is insufficient to contain all the required information, the remaining information must be set out in a schedule. Each schedule should be numbered sequentially.

Any document lodged with the Registrar must:

- Be on clean, white, good quality letter size paper 8.5 in. x 11in with 0.5 in. margins at the top, bottom and both sides.
- Be typewritten in minimum font size 12 or handwritten clearly in block capital with black or blue permanent ink.
- Be fastened securely at the top left hand corner and be Free of correction fluid. Any errors should be struck through once and initialled by the applicant.

SECTION A: PARTICULARS OF BUSINESS

In this section, set out particulars relating to the business.

1. **The proposed business names:** The Registrar will refuse to register any name that is identical or similar to another name used by an individual, trader, registered under the Business Name Act or company registered under the Companies Act. Additionally if the name is profane, undesirable, offensive or uses obscene words, or infringes on a registered trademark, it may also be refused by the Registrar.
- 1a. **Other names under which the business is carried out:** If the business is carried out under a different name
2. **Date of commencement:** A business is required to be registered within 14 days after the individual has commenced any business.
NOTE: It should not be a future date
& Registration # : Where an individual is requesting renewal of a business name registration, the registration number should be provided. This is the number assigned by the Registrar of Companies and can be found on issued Certificate of Registration.
NOTE: Every registration and every renewal for registration is valid for three years after the date of the certificate of registration. An application for renewal of registration should be made at least fourteen (14) days before the expiration of the current period of registration.
3. **Justification of proposed business names:** The use of certain words that suggests a connection with the Crown or members of the Royal patronage, for example “Royal”, “King”, “Princess”, “Prince” or “Crown”, or suggests a connection with a Government Department, Statutory undertaking, local authority or with Commonwealth or foreign Government must be justified to the satisfaction of the Registrar prior to registration.
4. **General nature of the business:** e.g. *sales and servicing of computes and accessories, wholesale of dry goods, restaurant and catering services, courier services.*
5. **Principal address** must include a street/district/ plaza & shop #, post office and parish.
6. **Contact number – telephone and fax number**
7. **A business may form one or more branches. The particulars of the first branch should be written in at 7A & 7B.** You are required to provide the information regarding each additional branch by annexing schedule.

SECTION B: CERTIFICATION

The use of certain words in a proposed business name which refer to a profession, occupation or other activities may require the applicant to produce evidence of certification from the relevant professional or regulatory body upon submission of application. These words include but are not limited to: “Engineer” “Medical” “Dental” “Bank” “Cambio” “Pharmacy” “University”. In the case of an individual who is registered under another enactment as a prerequisite to practicing his profession or conducting of his trade, proof of such registration must be supplied with the prescribed form.

SECTION C: PARTICULARS OF APPLICANTS

Set out the particulars in respect to EACH partner:

1. **Applicant’s full name:** *include Christian, middle name or initials and surname.*
2. **Residential address:** must include a street/district, post office and parish. Every applicant must submit a document verifying his current place of address. Verification may be made by way of a valid drivers’ license, passport or utility bill
3. **Contact number-** home & mobile
4. **Taxpayer Registration Number (TRN)**
5. **Occupation (if other than business owner)**
6. **Present nationality:** Where non-Jamaica national is making an application under these rules, he must furnish, in addition to satisfying the other provisions of these rules, a permit from the Ministry of Labour indicating he is allowed to engaged in work within the country. This however does not apply to Nationals of the Caricom Single Market and Economy members States.
- 6a. **Nationality of origin if different from above: Non- Jamaican must present Naturalization papers or Marriage Certificate.**
7. **The applicant is required to certify that the information provided in the form is accurate.**

This statement must in all cases (whether new or renewal) be signed by the individual applying for registration and must be sent by post, electronic means or delivered along with supporting documents and prescribed fees to:

Companies Office of Jamaica,
1 Grenada Way,
Kingston 5

IMPORTANT!!!

This form provides space for only two partners however your partnership may be comprised of up to twenty persons and can be formed between individuals, individuals & corporation or between corporations.

Where there are more than two individual partners or a company is part of the partnership, a schedule should be attached outlining this information. The legal name, registered office, registration number, contact and TRN of the company should be provided. Two officers are required to sign on behalf of the company.