

This form is to be used for registration by individual(s) or corporation wishing to register change(s) in the particulars of the registered business.

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 11 in) 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.
- 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 nature and date of change:

1. **Registered business Name:** Name of the business as it appears on the certificate issued by Office of Registrar of Companies.
 - 1a. **Business registration number:** Number found at the top of the certificate issued by the Registrar of companies. e.g 1423/1994.
 2. **Principal Address:** include street, district, town, post office and parish.
 3. **Taxpayer Registration Number for the business (TRN):**
 4. **Nature of the change:**
 - 4A. Clearly indicate the nature of the change e.g. *change in registered address, change of registered business name, removal/addition of partners, addition/removal of a branch.*
 - 4B. Provide detailed information regarding the change you are making.
For example for a branch you are required to specify, name, address and nature of the business to be carried out by the branch.
Where individuals are involved their full names, address and capacity is to be provided,
Where addresses are involved, you are to state street/district, post office, town and parish.
- Please note that where changes are made to the name, nature and address (all 3 particulars) of the business, you will be required to close the business and open a new one.**
5. **Date of change:** Indicate the date the change became effective.

SECTION B: PARTICULARS OF INDIVIDUAL (S) AUTHORIZED TO REGISTER THE CHANGE

In this section, set out particulars relating to individual(s) authorized to register change in particulars of the business:

1. **Applicant's full name:** include Surname, Christian and middle name
2. **Capacity:** indicate whether business owner, secretary, director or other authorized persons. The statement must be signed by-
 - (a) Individuals in the case of particulars registered by an individual (sole trader)
 - (b) All individuals who are partners in the case of partnership
 - (c) Two individuals –(director, secretary or authorized official) in the case of particulars registered by a corporation
3. **Taxpayer Registration Number (TRN).**

This statement must in all cases be signed by the individual(s) applying for registration and must be sent by post, electronic means or delivered, within fourteen days after the change in any particulars registered, along with supporting documents and prescribed fees to:

Companies Office of Jamaica
I Grenada Way
Kingston 5