

**FORM 5  
INSTRUCTIONS ON REVERSE**



**JAMAICA  
THE COMPANIES ACT**

**NOTICE TO THE REGISTRAR OF COMPANIES**

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1. NAME OF COMPANY

1A. COMPANY NUMBER

1B. COMPANY TAXPAYER REGISTRATION NUMBER

1C. COMPANY FAX NUMBER

1D. PRIVATE

PUBLIC

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2. NOTICE IS HEREBY GIVEN TO THE REGISTRAR OF COMPANIES THAT

3.

DATE	PRINTED NAME	SIGNATURE	CONTACT#

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



4. FILED BY

<b>NAME:</b>			
<b>ADDRESS:</b>	<b>STREET</b>		
	<b>TOWN</b>		
	<b>POST OFFICE</b>		
	<b>PARISH</b>		
<b>E-MAIL ADDRESS:</b>			
<b>CONTACT NUMBER:</b>			
<b>FAX NUMBER:</b>			

5. PARTICULARS OF PERSON GIVING THE NOTICE TO THE REGISTRAR OF COMPANIES

NAME	EMAIL ADDRESS	TAX REGISTRATION NUMBER

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

**JAMAICA**  
**THE COMPANIES ACT**  
**NOTICE TO THE REGISTRAR OF COMPANIES**

**FORM 5**

**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.

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**ITEMS 1, 1A, 1B, 1 C, & 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.

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**ITEM 2**

Set out the reason why notice is being given to the Registrar of Companies, including the relevant provision in the Companies Act 2004.

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**ITEM 3**

A director, secretary or other authorized officer of the company shall sign the notice. This form must be dated.

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**ITEM 4**

Set out the name, residential address, telephone number, fax number and email address of the person filing the form with the Registrar of Companies.

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**ITEM 5**

Set out in relation to the person giving notice to the Registrar of Companies 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.**

**\*\* A LATE FEE SHALL ALSO BE APPLICABLE PURSUANT TO THE 15<sup>th</sup> SCHEDULE OF THE COMPANIES ACT**

**\*\*\* 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)**