

FORM 6
INSTRUCTIONS ON REVERSE



JAMAICA
THE COMPANIES ACT
REQUEST FOR NAME SEARCH AND NAME RESERVATION
(Pursuant to section 18)

Please indicate by a (✓) the following SERVICE

Date received / /
 DAY MONTH YEAR

NAME SEARCH	<input type="checkbox"/>
RESERVATION	<input type="checkbox"/>
NAME CHANGE	<input type="checkbox"/>
NEW INCORPORATION	<input type="checkbox"/>

1. REQUESTED BY :

3. RESIDENTIAL ADDRESS :

STREET	<input type="text"/>
TOWN	<input type="text"/>
POST OFFICE	<input type="text"/>
PARISH	<input type="text"/>

2. CONTACT NUMBER :

2A. FAX NUMBER :

2B. E-MAIL ADDRESS :

3A. RELATION TO COMPANY :

4. PROPOSED NAME *(please print)*

4A. OTHER PROPOSED NAMES: *(please print)*

4B. PROPOSED LOCATION OR LOCATION OF REGISTERED OFFICE

STREET	<input type="text"/>
TOWN	<input type="text"/>
POST OFFICE	<input type="text"/>
PARISH	<input type="text"/>

5. Core business of the company or proposed core business:

6. Derivation of name: coined surname other
 original place

if other specify, _____

7. Set out name of company, where change of name is contemplated:

8. Is the proposed name similar to name of an existing company or to a company that has been removed from the Register of Active Companies within the last twenty (20) years?

YES NO

9. Do you have consent to use the name?

YES NO

10.

DATE	PRINTED NAME	SIGNATURE	CONTACT #

CAPACITY:

DIRECTOR
 SECRETARY
 AUTHORIZED OFFICIAL

11. FILED BY:

NAME:			
ADDRESS:	STREET		
	TOWN		
	POST OFFICE		
	PARISH		
E-MAIL ADDRESS:			
CONTACT NUMBER:			
FAX NUMBER:			
TAXPAYER REGISTRATION NUMBER:			

“FOR OFFICIAL USE ONLY”			
Name Reserved	<input type="text"/>		
Name Not reserved (<i>State reason</i>)	<input type="text"/>		
Date received ___ / ___ / ___	Time received AM/PM		
DAY MONTH YEAR			
Approval Date ___ / ___ / ___	Name reserved until ___ / ___ / ___		
DAY MONTH YEAR	DAY MONTH YEAR		

JAMAICA
THE COMPANIES ACT
REQUEST FOR NAME SEARCH AND NAME RESERVATION

FORM 6

INSTRUCTIONS

GENERAL

This form is for use in reserving a name or in checking the availability of a name. The Registrar of Companies will inform customers within one clear working day after the form has been submitted of the suitability of the name and also indicate the result of the search.

In the case of a name search an indication that a name is available at this time is not to be construed as an undertaking that the name will be available if and when Articles of Incorporation are submitted. In the case of a name search and reservation the name will not be available if it is not utilized within the 90-day period that it is reserved.

Customers must clearly indicate what service is being requested in the top right hand corner of the form by inserting a tick in the relevant box. They must also indicate whether the request is being made in relation to a contemplated name change or for the incorporation of a company. Additionally they should indicate the date when the request is being made. (In the case of a conflict, with the date of receipt by the Registrar of Companies, the date specified by the Registrar of Companies will prevail).

ITEMS 1, 2, 2A & 2B

Set out the name, e-mail address, fax number and telephone number of the person or company making the request.

ITEM 3 & 3A

Set out full residential address of the person making the request and their relation to the company. (Relation to the company includes officers and authorized agent of the company). In cases where a company is making the request, the address should be that of the registered office of the company. In cases where an authorized agent is making the request the address should be their business address.

ITEMS 4 & 4A

Set out the primary name being requested as well as two (2) additional names to be searched. The word "Limited" must follow the proposed names, except in cases where a Minister's licence has been granted pursuant to section 16 of the Companies Act.

ITEM 4B

Set out the proposed location of the registered office if the company has not yet been incorporated. Where the company on whose behalf the request is being made already exists, set out the address of the registered office.

ITEM 5

State the core business of the company or the proposed core business. Example insurance, hotels, etc.

ITEM 6

If the name does not contain a distinctive word or does not describe the business to be carried on, the onus is on the person requesting the name to provide any information that may assist in deciding the suitability of the name.

Indicate whether the word is coined, original, a surname, place, initials or other. For example: "JamRock" is a coined name, "LeSam" is a mixture of the surnames Leon and Samson.

ITEM 7

If a change of name is being requested, the company must set out the registered name of the company.

ITEM 8 & 9

Indicate whether an existing company has a similar name and whether that company has given their permission for the proposed name to be registered.

ITEM 10

The form must be signed and dated by the person making the request.

ITEM 11

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

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.

Fees are payable for each application (the application consists of a search of three (3) proposed names) and for each name reserved.

THIS FORM AND THE PRESCRIBED FEE AT THE DATE OF FILING SHOULD BE DEPOSITED WITH THE REGISTRAR OF COMPANIES.

***** 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)**