## Application for : New Companies, New Business Names, TRN, NIS, TCC, GCT, HEART/NTA \& NHT Under THE REGISTRATION OF BUSINESS NAMES ACT, THE REVENUE ADMINISTRATION ACT, NATIONAL INSURANCE ACT, COMPANIES ACT \& THE GENERAL CONSUMPTION TAX ACT

## Instructions/Information

Usage: This form should be used by all customers when creating either a new Company or new Business Name. It is a subsitute for the following forms when creating a New Company ONLY:

+ Form 20 - Notice of Appointment of/Change of Company Secretary
+ Form 2 -Declaration of Compliance
+ Form 23 - Notice of Appointment of/Change of Directors
+ Form 17 - Notice of Address of Registered Office or Notice of Change of Registered Office
It also substitutes for the following forms when creating a New Business Name ONLY:
+ BN1 - Application for Registration by Sole Proprietor (Individual)
+ BN2 - Application for Registration by Partnership
+ BN3 - Application for Registration by Corporate Proprietor
Application for TRN, NIS, GCT, TCC, HEART-NTA and NHT will be done automatically for New Companies Only.
Application for TRN, NIS, HEART-NTA and NHT will be done automatically for New Business Name.
The form is broken down as follows:
+Section A - Business/Company Information \{Basic information required to create new company or business names \}
+ Section B -Directors/Proprietors Information - Individuals \{Data on the individual directors/proprietors for the new entity\}
+ Section C-Directors/Proprietors Information - Companies \{When a company is a director/proprietor for the new entity\}
+ Section D - Particulars of Company Secretary \{Applicable only to New Companies and when a director is not the secretary\}
+ Section E-GCT Registration \{Request for specific data for a successful registration for GCT. Applicable ONLY to New Companies \}
+ Section F - Tax Compliance Certificate \{Applicable to New Company registration Only\}
+ Section $G$ - Declaration \{To be signed by the Principal Officer (or Authorised Official) of the new company or business name\}
+ Section H-Filed By \{To be completed by the person submitting the form at the COJ\}
+ Section I - Directors/Proprietors TRN \{The TRN for each director/proprietor is required in this section\}

General: * Please PRINT or TYPE the required information. Use blue or black ink pen only

* Tick the appropriate box where required and write in bold capitals in all fields
* Underlined prompts indicate mandatory data entry is required
* When entering telephone numbers the area code is required
* Complete Form 2 if the new Business name or company will have a branch


## When creating a New Company:

* One of the following forms must also be submitted with this form:
+ Form 1A-Articles of Incorporation -Company Limited by Shares
+ Form 1 B -Articles of Incorporation -Company Limited by Guarantee Without a Share Capital
+ Form 1C - Articles of Incorporation -Company Limited by Guarantee with Share Capital
+ Form 1D-Articles of Incorporation -Unlimited Company
* Also complete the following sections:
+ Section A, Section B, Section C, Section D, Section E, Section F, Section G, Section H \& Section I- where applicable
* Complete Form 2 if Branches will be registered


## When creating a New Business Name:

* Please complete the following sections: Section A, Section B, Section C, Section G, Section H \& Section I- where applicable
* Complete Form 2 if Branches will be registered


## Registration for General Consumption Tax(GCT) - Only Applicable to New Company:

* GCT Registration is determined by a person's business activity. I.e., depending on a person's "Nature of Business". Businesses will be registered as Registered Person and issued with a Notice of Registration. When the business starts to operate if gross sales is above the threshold TAJ is to be informed so that the registration status can be changed to that of Registered Taxpayer. Registered Taxpayers are issued Registration Certificates which authorizes them to collect and account for the tax.


## Registration for Tax Compliance Certiticate (TCC) - Only Applicable to New Company:

* Tax Compliance Certificate is a document issued to a company as proof that payments of tax liabilities and wage-related statutory deductions are up-to-date. Applying for TCC using this form will only be facilitated for new companies, that is companies registered under the Companies Act. TCC will have a tenure of a maximum of 90 days.

| SECTION A - Business/Company Information (General information | tion for the Companies or Businesses. This section is mandatory) |
| :---: | :---: |
| 1a Type of Registration/ $\square$ Company $\square$ Business Name Incorporation 1b. Type of Organisation $\square$ Government $\square$ Non-Profit $\square$ Other | 2a.Commencement Date  <br> (Business Name) OR  <br> Proiected Start Date (Companies) $d d / m m / y y y y$ <br> 2b. If Company. Indicate classification $\square$ Private |
| 3a. Name of Business/Company (Primary) | 4a. If Business Name, provide any other Name |
| 3b. Justification of Primary Name (where applicable) See list on page 11 | 4b. Justification of Other Name (where applicable) See list on page 11 |
| 5a. If Business Name, indicate Type Sole Proprietor -Individual  <br>  Sole Proprietor -Company <br>  Partnership | 5b. State the number of branches and complete a Schedule 4 for each Branch \{Both Company \& Business Name\} |
|  | 6b. Actual Business Location (if different from number 6a) |
| Company Registered Address $\square$ <br> Location  | Location |
| Building/Complex/Apt/Suite | Building/Complex/Apt/Suite |
| Street $\square$ | Street |
| Number Name | Number Name |
| Town/District | Town/District |
| City/Town/District | City/Town/District |
| Post Office $\square$ P. O. Box | Post Office $\square$ P. O. Box |
| Parish | Parish $\square$ Postal Code |
| Country | Country |
| 6c. Location of Office Records Registered Address $\quad \square$ Actual Business Loca | - Mailing Address \{Use Schedule 3 for Mailing Address\} |
| 7a. Tel $\square$ <br> 7d. Email-Address | 7c. Fax |
|  |  |
| Nature of Business Name/Core Business of Company |  |
| 8a. Primary <br> Nature | Nature |
| 8c If Business Name, provide nature phrase |  |
| 9a.Number of Employees $\square$ <br> 9c. Will there be a single annual return (SO2) for all branches? | cting Payroll Greater Than $\$ 14,444$ per month? |
| 10. If Business Name, complete the following where applicable |  |
| 10a Date First Employee Commenced Employment | 10 b Date Accounting Year Begins |
| 10c Name of Auditing Firm/Accountant |  |
| 11. Number of Directors/Proprietors |  |
| PLEASE SEE OVERLEAF FOR CONTINUATION OF FORM Page 2/13 |  |

## SECTION B - Directors/Proprietors Information - Individuals (Data on the individual director/proprietor. This section is mandatory)

(Note: When creating a new company only ONE Director can be named Company Secretary and if so indicated, then Section D should NOT be completed. Otherwise Section D must be filled in. Also if only one director is named, then a different person must be named secretary)

Principal - Director/Proprietor Only Yes No (Only one Individual or Corporate Director/Proprietor must be indicated. See Page 6)



Only to be completed by applicants required to present certification from a Professional or Regulatory body when certain words referring to a trade, profession or, occupation form part of the business (Example:"Medical", "Engineer/Engineering", "Daycare", "Accounting", "Dental", etc). See complete list on pages 12 \&13

Field or Profession $\square$

## Certifying Body

$\square$
Have you provided the relevant certification as part of your application?



Only to be completed by applicants required to present certification from a Professional or Regulatory body when certain words referring to a trade, profession or, occupation form part of the business (Example:"Medical", "Engineer/Engineering", "Daycare", "Accounting", "Dental", etc). See complete list on pages 12 \&13

Field or Profession $\square$
Certifying Body $\square$
Expiry Date
$d d / m m / y y y y$

Have you provided the relevant certification as part of your application?
$\square$ Yes $『 \mathrm{~N}$


| Location |  |
| :---: | :---: |
| Building/Complex/Apt/Suite |  |
| Street |  |
|  | Name |
| Town/District |  |
| Post Office | City/Town/District |
|  | P. O. Box |
| Parish | Postal Code |
| Country |  |

## (If creating a new company, complete the following fields if applicable)

 Is this person also the Company Secretary? $\square$ Yes $\square$ No| Particulars of Any Other | (Complete only if the director has <br> no other business occupation) |
| :--- | :--- |
| Directorship held |  | Act, Registration of Business Name Act, The Revenue Administration Act, National Insurance Act \& General Consumption Tax Act, in respect of matters precedent to the formation of a business name and incorporation of a company have been complied with.

Signature




Country
Only to be completed by applicants required to present certification from a Professional or Regulatory body when certain words referring to a trade, profession or, occupation form part of the business (Example:"Medical", "Engineer/Engineering", "Daycare", "Accounting", "Dental", etc). See complete list on pages 12 \&13


Have you provided the relevant certification as part of your application?

Expiry Date

Certification \#
$\square$ Yes $\square$ No


(If creating a new company, complete the following fields if applicable) Is this person also the Company Secretary? $\square$ Yes $\square$ No

Particulars of Any Other (Complete only if the director has Directorship held no other business occupation)


Building/Complex/Apt/Suite

## Street




## SECTION C - Directors/Proprietors Information - Companies (Complete ONLY if there is a Corporate Director/Proprietor)

Principal - Director/Proprietor Only $『$ Yes $\boxtimes$ No (Only one Individual or Corporate Director/Proprietor must be indicated. See Page 2)


Two Officers are required to sign on behalf of the company
(If Required By The Company's Articles/Constitution)


Capacity
Director
$\square$ SecretaryAuthorized Official
Signature

Date
Signed
13b Company Name



Two Officers are required to sign on behalf of the company
(If Required By The Company's Articles/Constitution)
Name(2)


Capacity
$\square$ DirectorSecretary
Authorized Official
Signature


Date
Signed
 Date
Incorporated $\square$
$\frac{\text { Classification }}{\text { of Company }} \square$ Private
Tel2 $\square$ Public



## SECTION G - DECLARATION

29. To the best of my knowledge and belief, all the requirements of the Companies Act, Registration of Business Name Act, The Revenue Administration Act, National Insurance Act \& General Consumption Tax Act, in respect of matters precedent to the formation of a business name and incorporation of a company have been complied with.



## Data Sheet

| List of Tax Offices |  | Requirement: Nationality |
| :---: | :---: | :---: |
| Clarendon | - Chapelton <br> - Lionel Town <br> - May Pen | + Where owners are not of Jamaican/Caricom nationality. The original/certified copy of the valid work permit is required. |
| Hanover | - Lucea | + Where owners have become nationals by naturalization or marriage. The original/certified copy of the naturalization documents or marriage certificate is required. |
| Kingston | - Kingston | + Where an Individual's name has been changed by either marriage or a deed poll a certified copy of this document must be attached. |
| Manchester | - Christiana <br> - Mandeville |  |
| Portland | - Buff Bay <br> - Port Antonio |  |
| St Andrew | - Constant Spring <br> - Cross Roads |  |
| St Ann | - Brown's Town <br> - Moneague <br> - St Anns Bay |  |
| St Catherine | - Linstead <br> - Old Harbour <br> - Spanish Town <br> - Portmore |  |
| St Elizabeth | - Santa Cruz <br> - Black River |  |
| St James | - Montego Bay |  |
| St Mary | - Annotto Bay <br> - Port Maria |  |
| St Thomas | - Morant Bay <br> - Port Morant |  |
| Trelawny | - Falmouth <br> - Jackson Town |  |
| Westmorelan | - Darliston <br> - Savanna-La-Mar |  |

## JUSTIFICATION WORDS AND RESPONSIBLE TABLE

+ The use of certain words, in the proposed name of a company/business shall be justified to the Registrar's satisfaction prior to registration where-
$=$ The use of the word suggests a connection with the Crown or members of a royal family or suggests royal patronage, for example "Royal", "King", "Princess", "Prince", or "Crown";
$=$ The name suggests a connection with a Government department, statutory undertaking, local authority, or with any Commonwealth or foreign Government,

| Words used in Name | Justification Reasons |  |
| :---: | :---: | :---: |
| 1. Global | a) | Conducting business globally |
| 2. "Group" | a) | First in the group of companies |
| 3. Holding/(s) | a) <br> b) | The companywill be holding shares in other companies The companywill own other companies |
| 4. "National" | b) | Affriliated with other Jamaican entities |
| 5. International; | c) | Will be Trading internationally |
|  | d) | Serving clients locally and overseas |
| 6. Caribbean | e) <br> f) | Operating within the Caribbean Trading with the Caribbean |
| 7. CARICOM | g) | Trading with CARICOM countries |
| 8. Worldwide | $\begin{aligned} & \text { h) } \\ & \text { i) } \\ & \text { j) } \end{aligned}$ | Trading worldwide Conducting business worldwide Buying goods worldwide/globally |
| 9. "King", "Princess", "Prince", Queen or "Crown"; "Royal", | $\begin{aligned} & \text { k) } \\ & \text { 1) } \end{aligned}$ | It is myname; It is my address. Divine Guidance |
| 10. Crown | m) | Only Crowne is allowed. No justification required if "e"is at the end |
| 11. "Royal", | n) | Only Royale is allowed. No justification required if "e"is at the end |
| 12. Nationality. Names contains Nationality for example "British" or "American" etc; | o) | Will be trading goods from this country or will be trading with this country |
|  | p) | Will be affiliated with this country |
| 13. A Parish in the name | $\begin{aligned} & \text { q) } \\ & \text { f) } \\ & \text { s) } \\ & \hline \end{aligned}$ | I live in this parish I was born in this parish Business Operating in the parish |
| 14. A Personal name | $\begin{aligned} & \text { t) } \\ & \text { u) } \\ & \text { v) } \end{aligned}$ | This is a family name. <br> my mother's name, father's name. my name. <br> If not 'a family name" then permission is needed. Submit permission. |
| 15. "Standard" maynot be included in a proposed company name unless the Minister has given his consent pursuant to section 13 of the Standards Act | w) | Submit permission |
| 16. "Blue Mountain" mayonly be used where the Coffee IndustryBoard has so permitted pursuant to the Coffee Industry Regulation Act | x) | Submit permission |

## CERTIFICATION TABLE - PART 1 OF 2

+ When selecting a nature/the businesses activity, where the use of these words in the nature makes reference to these professions/ occupations certification is required.
+ The nature must be for profit making, cannot be a charity.
+ This requires the production of certification from the relevant professional or regulatory body upon submission for registration.

| THE USE OF THESE WORDS IN <br> THE NATURE OR NAME OF <br> BUSINESS MAKING REFERENCE <br> TO THESE PROFESSIONS/ <br> OCCUPATIONS REQUIRE <br> CERTIFICATION | PROFESSIONAL/ REGULA TORY BODY | CERTIFICATION | Justification of Name Required | Certification Required For Company |
| :---: | :---: | :---: | :---: | :---: |
| ACCOUNTANT(PUBLIC) | PUBLIC ACCOUNTANCY BOARD | License | NO | ALL |
| ACCOUNTANT(Chartered) | ICAI | $\begin{aligned} & \text { PRACTISING } \\ & \text { CERTIFCATE } \end{aligned}$ | NO | ALL |
| ARCHITECT | ARCHITECTS REGISTRA TION BOARD | CERTIFCATE OF REGISTRATION | NO | ALL |
| Legal/Law | GENERAL LEGAL COUNCIL | PRACTISING CERTIFICATE | NO | ALL |
| ATTORNEY-AT-LAW | GENERAL LEGAL COUNCIL | PRACTISING CERTIFCATE | NO | ALL |
| BARBER | LOCAL BOARD OF HEAL TH for respactive Parish Council | LICENCE | NO | ALL |
| Bank | Bank of Jamaica | LICENCE | NO | ONLY 1 |
| BEAUTY THERAPIST/CO SMETOLOGIST/HA IR DRESSER | LOCAL BOARD OF HEAL TH for respactive Parish Counci1 | LICENCE | NO | ALL |
| TRADER IN SECOND HAND GOLD/CA SH FOR GOLD | RESIDENT MAGISTRATE COURT | LICENCE | NO | ALL |
| CREDIT BUREAU | Bank of Jamaica | LICENCE | NO | ONLY 1 |
| CUSTOM BROKER | CUSTOM BROKER ASSOCIATION | LICENCE | NO | ALL |
| DENTIST | DENTAL COUNCIL OF JAMMAICA | PRACTISING CERTIFCATE | NO |  |
| DIETICIAN | COUNCIL FOR PROFESSIONS SUPPLEMENTARY TO MEDICINE | $\begin{aligned} & \text { PRACTISING } \\ & \text { CERTIFCATE } \end{aligned}$ | NO | ALL |
| ELECTRICAL INSTALLATION | BOARD OF ELECTRICIANS | LICENCE | NO | ALL |
| Engineering | PROFESSIONAL ENGINEERS REGISTRA TION BOARD | PRACTISING CERTIFICATE | YES | ALL |
| ENGINEER | PROFESSIONAL ENGINEERS REGISTRA TION BOARD | $\begin{aligned} & \text { PRACTISING } \\ & \text { CERTIFCATE } \end{aligned}$ | YES | ALL |
| LAND SURVEYOR | LAND SURVEYORS BOARD | PRACTISING CERTIFCATE | NO | ALL |
| LOTTERY AGENTS | BETIING, GAMING AND LOTTERIES COMMISSION | LICENCE | NO | ONLY 1 |
| Medical | MEDICAL COUNCIL OF JAMAICA | PRACTISING | NO | ALL |
| MEDICAL PRACTI TIONER | MEDICAL COUNCIL OF JAMAICA | PRACTISING CERTIFICATE | NO | ALL |
| MEDICAL LABORATORY TECHNICIAN | COUNCIL FOR PROFESSIONS SUPPLEMENTARY TO MEDICINE | $\begin{aligned} & \text { PRACTISING } \\ & \text { CERTIFCATE } \end{aligned}$ | NO | ALL |

## CERTIFICATION TABLE- PART 2 OF 2

+ When selecting a nature/the businesses activity, where the use of these words in the nature makes reference to these professions/ occupations certification is required.
+ The nature must be for profit making, cannot be a charity.
+ This requires the production of certification from the relevant professional or regulatory body upon submission for registration.

| THE USE OF THESE <br> WORDS IN THE <br> NATURE OR NAME OF <br> BUSINESSMAKING <br> REFERENCE TO THE SE <br> PROFESSONS <br> OCCUPATIONS <br> REQUIRE <br> CERTIFICATION | $\begin{aligned} & \text { PROFESSIONAL/ } \\ & \text { REGULATORY BODY } \end{aligned}$ | CERTIFICATION | Justification of Name Required | Certification Required For |
| :---: | :---: | :---: | :---: | :---: |
| NURSE/MD-WIFE | NURSING COUNCIL | $\begin{aligned} & \text { CERTIFICATE OF } \\ & \text { RE GISTRATION } \end{aligned}$ | NO | ALL |
| OCCUPATIONAL THERAPIST | COUNCIL FOR PROFESSIONS SUPPLEMENTARY TO MEDICINE | CERTIFICATE OF REGIS TRATION | NO | ALL |
| OPHTHALMOLOGIST | MEDICAL COUNCIL OF JAMAICA | $\begin{aligned} & \text { PRACTISING } \\ & \text { CERTIFICATE } \end{aligned}$ | NO | ALL |
| OPTICIAN/OPTOMETRY PROFESSIONAL | REGISTRAR GENERAL'S DEPARTMENT | LETTER FROM COUNCIL EVIDENCING RE GISTRATION/ OR COPY OF MOST RECENT GAZETIE SHOWING REGISTRATION | NO | ALL |
| PEST CONTROL | PESTICIDE CONTROL AUTHORITY | $\begin{aligned} & \text { CERTIFICATE OF } \\ & \text { RE GISTRATION } \end{aligned}$ | NO | ALL |
| PHARMACY | PHARMACY COUNCIL OF JAMAICA | No Objection Letter | NO | ONLY 1 |
| PHARMACIST | PHARMACY COUNCIL OF JAMAICA | $\begin{aligned} & \text { CERTIFICATE OF } \\ & \text { RE GISTRATION/ } \\ & \text { PRACIICING } \\ & \text { CERTIFICATE } \end{aligned}$ | NO | ONLY 1 |
| PHYSIOTHERAPIST | COUNCIL FOR PROFESSIONS SUPPLEMENTARY TO MEDICINE REAI ESTATE BOARD | CERTIFICATE OF REGISTRATION <br> ICENCE | NO | ALL |
| PROPERTY DEVELOPER (for specific projects) | REAL ESTATE BOARD | LICENCE | NO | ALL |
| PROPERTY <br> MANAGEMENT | REAL ESTATE BOARD | LICENCE | NO | ALL |
| RADIOGRAPHERS | COUNCIL FOR PROFESSIONS SUPPLEMENTARY TO MEDICINE | CERTIFICATE OF REGISTRATION | NO | ALL |
| REAL ESTATE DEALERS/REAL ESTATE SALESMAN | REAL ESTAIE BOARD | LICENCE | NO | ALL |
| RETIREMENT HOMES | MNIS IRY OF HEALTH | $\begin{aligned} & \text { LETIER FROM } \\ & \mathrm{MOH} \end{aligned}$ | NO | ONLY 1 |
| SCHOOLS; DAY CARE CENTRES; NURSERIES | MNIS TRY OF EDUCATION | $\begin{aligned} & \text { LETTER FROM } \\ & \text { MOE } \end{aligned}$ | NO | ONL Y 1 |
| SPEECH THERAPIST | $\begin{aligned} & \text { COUNCIL FOR } \\ & \text { PROFFSSIONS } \\ & \text { SUPPLEMENTARY TO } \\ & \text { MEDICINE } \\ & \hline \end{aligned}$ | $\begin{aligned} & \text { CERTIFICATE OF } \\ & \text { RE GIS TRATION } \end{aligned}$ | NO | ALL |
| VETERINARY SURGEON | VE IERINARY COUNCIL OF JAMAICA | $\begin{aligned} & \text { CERTIFICATE OF } \\ & \text { REGISTRATION } \end{aligned}$ | NO | ALL |

