



# FORM 27A



READ INSTRUCTIONS BEFORE COMPLETING

## THE COMPANIES ACT OF JAMAICA NOTICE OF CHANGE IN REGISTER OF SHAREHOLDERS AND BENEFICIAL OWNERS FOR COMPANIES WITH SHARE CAPITAL

*(Pursuant to 109(3)(b) and 377W of the Companies Act of Jamaica 2004)*

COMPLETE THIS FORM IN BLOCK CAPITALS ONLY WITHIN THE PRESCRIBED FIELDS. PUT "N/A" IN FIELDS THAT DO NOT APPLY.

### INSTRUCTIONS:

- This form should be used to notify the registrar of any changes in shareholdings and beneficial ownership in a company limited by share capital.
- Changes in shareholdings that arise from allotment of new shares should be noted on the form 9, not on this form.
- Where the company giving notice is an overseas company, proof of change must be attached to this form, per section 365(1) of the act

1A. NAME OF COMPANY			
1B. COMPANY REGISTRATION NUMBER			
1C. COMPANY TAXPAYER REGISTRATION NUMBER		1D. COMPANY TELEPHONE NUMBER	
1E. COMPANY EMAIL ADDRESS		1F. TYPE OF COMPANY	Private    Public

### 2. NATURE OF CHANGE

Change in shareholder (cessation of existing or commencement of new shareholder)

Change in beneficial owner (cessation of existing or commencement of new beneficial owner)    General Changes

**ITEM 2:** The change being made to the register should be indicated here. Based on the Act, registerable changes are:

- Changes in Shareholding
- Changes in the personal information of either a shareholder

### 3. PLEASE CONFIRM THAT YOU HAVE ATTACHED BENEFICIAL OWNERSHIP RETURN- FORM C IF YOU ARE NOTIFYING THE REGISTRAR OF A CHANGE IN BENEFICIAL OWNERSHIP INFORMATION

YES, THE BENEFICIAL OWNERSHIP RETURN - FORM C IS ATTACHED TO THIS FORM

**ITEM 3:** Where a person is reflected as a shareholder on the company record, but the person ceases to be a shareholder, their information should be stated at Item 3A. If this person is also a beneficial owner of the company, it must be stated whether they will continue as beneficial owner or not.

Where a new shareholder is added their information must be stated at Item 3B. If they are also the beneficial owner of the shares, this must be indicated. If they are not, the beneficial owner should be stated.

## PART I – CESSATION OF CURRENT SHAREHOLDER

### 4A. CHANGE IN SHAREHOLDING – REMOVAL OF CURRENT SHAREHOLDER

NOTICE IS GIVEN THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ THE FOLLOWING PERSON(S) CEASED TO BE A SHAREHOLDER(S) OF THE COMPANY.

NAME OF SHAREHOLDER	CLASS OF SHARES	NUMBER OF SHARES DISPOSED OF	OCCUPATION	NATIONALITY	<b>ITEM 4:</b> Where an existing shareholder increases or decreases the amount shares s/he holds, without extinguishing his interest in the company, Item 5 should be completed.
ADDRESS					

NAME OF SHAREHOLDER	CLASS OF SHARES	NUMBER OF SHARES DISPOSED OF	OCCUPATION	NATIONALITY
ADDRESS				

\_\_\_\_\_ CONTINUATION PAGE(S) – CESSATION OF CURRENT SHAREHOLDERS(S)



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## PART II – COMMENCEMENT OF SHAREHOLDER

### 4B. CHANGE IN SHAREHOLDING – COMPANY WITH SHARE CAPITAL

NOTICE IS GIVEN THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ THE FOLLOWING PERSON(S) COMMENCED AS SHAREHOLDER(S) OF THE COMPANY.

This person is a nominee shareholder

NAME	CLASS OF SHARES	NUMBER OF SHARES ACQUIRED	OCCUPATION	NATIONALITY
ADDRESS				
COMPANY REGISTERED OFFICE ADDRESS/OTHER ADDRESS (CORPORATE SHAREHOLDER ONLY)				
COUNTRY OF INCORPORATION (CORPORATE SHAREHOLDER ONLY)				
DATE OF INCORPORATION (CORPORATE SHAREHOLDER ONLY)				

This person is a nominee shareholder

NAME	CLASS OF SHARES	NUMBER OF SHARES ACQUIRED	OCCUPATION	NATIONALITY
ADDRESS				
COMPANY REGISTERED OFFICE ADDRESS/OTHER ADDRESS (CORPORATE SHAREHOLDER ONLY)				
COUNTRY OF INCORPORATION (CORPORATE SHAREHOLDER ONLY)				
DATE OF INCORPORATION (CORPORATE SHAREHOLDER ONLY)				



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This person is a nominee shareholder

NAME	CLASS OF SHARES	NUMBER OF SHARES ACQUIRED	OCCUPATION	NATIONALITY
ADDRESS				
COMPANY REGISTERED OFFICE ADDRESS/OTHER ADDRESS (CORPORATE SHAREHOLDER ONLY)				
COUNTRY OF INCORPORATION (CORPORATE SHAREHOLDER ONLY)				
DATE OF INCORPORATION (CORPORATE SHAREHOLDER ONLY)				

\_\_\_\_ CONTINUATION PAGE(S) – COMMENCEMENT OF NEW SHAREHOLDERS(S)

## PART III – CHANGES IN SHAREHOLDING OF EXISTING SHAREHOLDER

### 5. CHANGES IN SHAREHOLDING OF EXISTING SHAREHOLDERS

Increases occurring from an allotment of shares shall **NOT** be stated here, the Form 9 should be used.

NOTICE IS GIVEN THAT ON THE \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ THE FOLLOWING PERSON(S) INCREASED OR DECREASED THEIR SHAREHOLDING IN THE COMPANY.

NAME OF SHAREHOLDER	NUMBER OF SHARES HELD BEFORE CHANGE	NUMBER OF SHARES HELD AFTER CHANGE	REASON FOR CHANGE

\_\_\_\_ Continuation page(s) attached



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## PART IV – GENERAL CHANGES TO THE COMPANY REGISTER

### 6A. PLEASE INDICATE NATURE OF CHANGE BELOW

<p>Change Of Name of Corporate Shareholder</p> <p><i>PROOF OF CHANGE OF NAME MUST BE SUBMITTED WITH FORM</i></p>	<p>Change Of Name of Shareholder</p> <p>INDICATE REASON FOR CHANGE OF NAME</p> <p>MARRIAGE CERTIFICATE DEED POLL</p> <p>PROOF OF CHANGE OF NAME MUST BE SUBMITTED WITH FORM.</p>		<p><b>ITEM 6:</b> Items 6A-B are to be completed where there are general changes to existing shareholders.</p> <p>Where there is a change to the First, Middle or Last name of a shareholder, it must be indicated. Once there is a change of name, proof of such change must be attached. The proof that must be attached is the legal document authorizing the change.</p> <p>Where there is a change to the occupation of a shareholder it must be indicated. For example, where the shareholder is listed as an electrician on the company records in the Register of Members, and the individual has changed his occupation that of a Dentist, this change must be indicated.</p> <p>Where there is a change to the address of a shareholder, it must be indicated.</p> <p>Where there is a change to the nationality of a shareholder, it must be indicated.</p>
<p>Change Of Occupation of Shareholder(s)</p>	<p>Change Of Address of Shareholder(s)</p>	<p>Change Of Nationality of Shareholder(s)</p>	

### 6B. PLEASE EXPLAIN THE DETAILS OF THE CHANGE BELOW

Provide a detailed description of the particulars you are changing, stating old information and the new information as well. For example, if the address is changed you should state from where to where. Address should be complete and include street/district, town, and parish.

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### 7. DECLARATION OF ACCURACY OF PRESENTED INFORMATION

To the best of my knowledge, information, and belief, I hereby certify the contents of this form to be accurate.

NAME OF DECLARANT				<p><b>ITEM 7:</b> Item 7 is the Declaration section of the Form. By signing this section, the signatory is declaring that all the information stated on this Form is true to the best of his/her knowledge, information and belief.</p>	
CAPACITY	Director	Secretary	Authorised Official		Member
SIGNATURE OF DECLARANT			DATE (dd/mm/yyyy)		



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FILED BY

## 8. PARTICULARS OF INDIVIDUAL/COMPANY FILING THE FORM WITH THE COMPANIES OFFICE OF JAMAICA

FIRST NAME:		LAST NAME:		<b>ITEM 8:</b> Item 8 requires information on the person who files this form at the Companies Office. For example, if the company being registered on this form had the form prepared and filed by its Attorney then Item 7 would reflect the personal details of that Attorney.
ADDRESS:	STREET:			
	TOWN:			
	POST OFFICE:			
	PARISH:			
E-MAIL ADDRESS:				
CONTACT NUMBER:				
FAX NUMBER:				

## 9. ADDITIONAL PARTICULARS OF PERSON WHO SIGNED AS DECLARANT AT ITEM 7

NAME	TAXPAYER REGISTRATION NUMBER <small>(WHERE THERE IS NONE, USE OTHER GOVERNMENT ID NUMBER, VOTER'S ID NUMBER, PASSPORT NUMBER OR DRIVER'S LICENSE NUMBER)</small>	EMAIL ADDRESS	CONTACT NUMBER	<b>ITEM 9:</b> Item 9 requires further personal information on the person who signs at Item 7 of the Form as the Declarant.

## 10. ADDITIONAL PARTICULARS OF SHAREHOLDERS AT ITEM 4B

NAME OF SHAREHOLDER	TAXPAYER REGISTRATION NUMBER <small>(WHERE THERE IS NONE, USE OTHER GOVERNMENT ID NUMBER, VOTER'S ID NUMBER, PASSPORT NUMBER OR DRIVER'S LICENSE NUMBER)</small>	DATE OF BIRTH	<b>ITEM 10:</b> The Companies (Amendment) Act 2022 and the Companies Amendment Rules 2022 both require additional personal information on shareholders. Items 20 and 21 must be completed to satisfy the requirements of these laws.
1.			
2.			
3.			
4.			
5.			



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THE COMPANIES ACT OF JAMAICA  
NOTICE OF CHANGE IN REGISTER OF SHAREHOLDERS AND BENEFICIAL OWNERS FOR COMPANIES  
WITH SHARE CAPITAL - FORM 27

## INSTRUCTIONS

### GENERAL

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This document is required to be filed at the Companies Office of Jamaica and must conform to the requirements under the Companies Act of Jamaica and subsequent Amendments made thereto.

Where any provision required to be set out is too long for the space provided in the form, a schedule may be appended to the form. This schedule must be labeled appropriately, for example, 'Schedule A' or 'Schedule B' and where alphanumeric characters are used to label a schedule(s), same must be done in ascending order.

### ITEMS 1A – 1F

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**ITEM 1A:** The full name of the company should be stated at Item 1A. The name here must be completely consistent with the name on the company's Certificate of Registration or Incorporation, or, in the case of a name change, any Change of Name Certificate.

**ITEM 1B:** The company number of the company being removed should be stated at Item 1B. The number must be completely consistent with the company number on record at the COJ.

**ITEM 1C:** Item 1C must reflect the TRN of the company, as assigned to it by the Tax Administration of Jamaica.

**ITEM 1D and 1E:** Item 1D and 1E are not mandatory, however, if provided must be completed in full. For example, Item 1D must reflect a legitimate 10-digit telephone number and Item 1E must contain the relevant domain ending, such as 'gmail.com' or 'yahoo.com'.

**ITEM 1F:** Item 1F must be accurately indicated to show whether the company being removed is a publicly traded company or it is privately held.

### ITEM 2

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The change being made to the register should be indicated here. Based on the Act, registerable changes are:

- Changes in Shareholding
- Changes in the personal information of either a shareholder

### ITEM 3

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**ITEM 3:** Where a person is reflected as a shareholder on the company record, but the person ceases to be a shareholder, their information should be stated at Item 3A. If this person is also a beneficial owner of the company, it must be stated whether they will continue as beneficial owner or not.

Where a new shareholder is added their information must be stated at Item 3B. If they are also the beneficial owner of the shares, this must be indicated. If they are not, the beneficial owner should be stated.



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## ITEM 4

**ITEM 4:** Where an existing shareholder increases or decreases the amount shares s/he holds, without extinguishing his interest in the company, Item 5 should be completed.

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## ITEM 5

**ITEM 5:** Items 6A-B are to be completed where there are general changes to existing shareholders.

Where there is a change to the First, Middle or Last name of a shareholder, it must be indicated. Once there is a change of name, proof of such change must be attached. The proof that must be attached is the legal document authorizing the change.

Where there is a change to the occupation of a shareholder it must be indicated. For example, where the shareholder is listed as an electrician on the company records in the Register of Members, and the individual has changed his occupation that of a Dentist, this change must be indicated.

Where there is a change to the address of a shareholder, it must be indicated.

Where there is a change to the nationality of a shareholder, it must be indicated.

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## ITEM 7

**ITEM 7:** Item 7 is the Declaration section of the Form. By signing this section, the signatory is declaring that all the information stated on this Form is true to the best of his/her knowledge, information and belief.

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## ITEM 8 - 9

**ITEM 8:** Item 8 requires information on the person who files this form at the Companies Office. For example, if the company being registered on this form had the form prepared and filed by its Attorney then Item 7 would reflect the personal details of that Attorney.

**ITEM 9:** Item 9 requires further personal information on the person who signs at Item 7 of the Form as the Declarant.

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## ITEM 10

**ITEM 10:** The Companies (Amendment) Act 2022 and the Companies Amendment Rules 2022 both require additional personal information on shareholders. Items 20 and 21 must be completed to satisfy the requirements of these laws.