



contact us

Companies Office
of Jamaica

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Document Standards

Your company records must meet the required standards

The Companies Rules have now become part of the legislation governing the procedures at the Companies Office of Jamaica. These rules are geared towards ensuring that information filed with the Companies Office is of the required standard, clear, and accurate.

Under the Companies Act, The COJ is the body charged with the responsibility of storing and maintaining company records. To effectively carry out our mandate, the COJ must ensure that incoming records meet the required standards.

By adhering to these standards when submitting your documents you will ensure that the information the COJ has about your company is of an acceptable standard.

DIMENSIONS

1. All documents must be filed on clean ISO 9000 quality white letter size paper with a 0.5 inch margin at the top and sides.
2. Where information required to be set out in a form furnished by the COJ is too long for the space provided or where a document is referred to in a form, the person completing the form may add the information or the document by using a schedule. If a schedule is to be attached, the phrase: *"The annexed Schedule is incorporated in this form"* should be set out in the space provided
3. A separate schedule is required in respect of each document that is incorporated in a form and where more than one schedule is used, the schedules should be numbered sequentially.
4. Typewritten documents should be in a minimum font size of 12. Where documents are handwritten, the information should be clearly printed in block capitals using blue or black permanent ink.

CORRECTIONS

1. Documents should be free of correction paper/fluid.
2. Where corrections have been made these should be struck through once and initialed by a person authorized to make such corrections or amendments.



COMPLETION AND SIGNING OF DOCUMENTS

1. **Every document filed with the Companies Office, should be signed and should clearly state the name and capacity of the signatory**
2. for documents consisting of more than one page, pages should be numbered sequentially.