

## Who normally needs these documents?

The Titles Office requires this document before a Company will be allowed to transfer land held by it.

## Why is it necessary?

The Titles Office requires confirmation that the company still exists as a legal entity before any land transaction involving the company can be completed. A company that has been struck off the register no longer exists in law and as such, does not have the power to hold assets and cannot effect a transfer. Such a company must be restored to the register before it can complete a transaction such as the sale of land.

## Extracts from the Records

In some cases, what the customer needs, rather than copies is a letter indicating that a particular document or documents have been filed or confirm a particular piece of information. Such a letter may also be obtained.

## What you can't get at the COJ

- The COJ is not authorized to issue Copies of TRN numbers
- Copies of correspondence between any company and the COJ do not form a part of the public record, and copies will not be provided.
- Copies of documents for companies which have been struck from the Register: once a company is removed from the Register of Companies, copies of the various documents which it may have lodged are no longer available .
- Uncertified copies of Certificates of Incorporation, Business Name Registration Certificates, and Copies of Expired Business Name Registration Records.

***N.B. Documents to be certified by the COJ must be copied by the COJ from the original record. The COJ will not certify copies presented by a customer.***

## contact us

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**DOCUMENTS**  
issued by the COJ

Documents registered with the COJ are often required to substantiate vital information about the Company

# WHAT DOCUMENTS CAN I GET FROM THE COJ?

## Certificates of Incorporation and Registration

### What are Certificates of Incorporation and Registration?

These are the most important documents supplied by the Companies Office of Jamaica.

For companies, the certificate of incorporation brings the company into existence and proves that it was created.

For Business Names, the Certificate of Registration of Business Name shows that you have registered your business and your ownership of that business.

### Who requires these documents?

Banking and other financial institutions, Government bodies and other persons / organizations wishing to enter into business with companies will request these documents to verify the registration of your company or business.

### Why are they necessary?

A Certificate of Incorporation of a Company or the Certificate of Registration of a Business is proof of the existence of and registration of your Company or Business. For Business Names, the Certificate of Registration also proves ownership.

## Certified copies

### What is a certified copy?

A certified copy is a copy of a document certified to have been filed with the Companies Office of Jamaica.

### Who requires these documents?

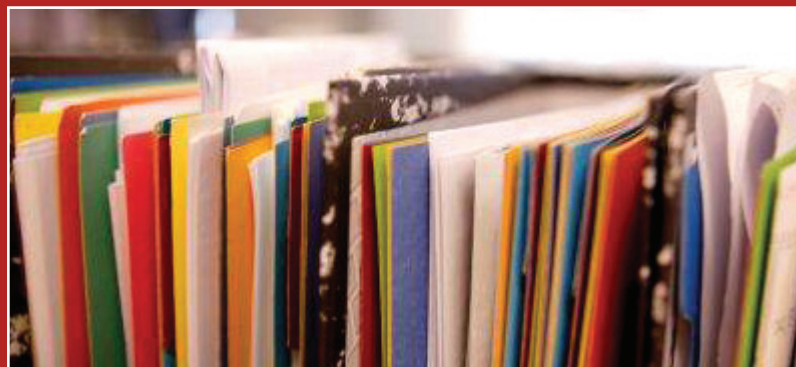
Banking and other institutions, Other Government bodies and persons wishing to enter into business with companies often request these documents.

### Why are they necessary?

Copies of documents registered with the COJ are required to substantiate important information about the Company e.g. the persons authorized to act as Directors or other officers of the company

## How are these documents certified.?

The Companies Office began using security paper in 2005. Certified copies of documents are now printed on this paper. The paper has a number of validation features, including a tampersafe hologram which changes when viewed at differed angles and touchsafe which causes the word valid to appear when touched.



## Uncertified Copies

From time to time, persons may want copies of documents filed at the COJ but do not need for these copies to be certified (for example, where someone has lost their file copy of a document submitted by them, or needs information for their own use). Uncertified copies may be obtained from the COJ.

***NB. The COJ does not issue uncertified copies of Incorporation and Business Registration Certificates.***

## Letters of Good Standing

### What is a Letter of Good standing?

A letter of Good standing is a document that certifies that a company is compliant with the Companies Act, having satisfied all the filing requirements.

### Who normally needs these documents?

Banking and other institutions, and persons wishing to enter into business with companies often request these documents.

### Why are they necessary?

These documents show that the company is current with its filings at the Companies Office . Compliance with statutory requirements is often part of due diligence checks done on potential borrowers or business associates.

## Confirmation for Titles Office

### What is a Confirmation for Titles Office?

This is a certificate indicating that the Company is a registered company and has not been struck from the Register of Companies