



COMPANIES OFFICE OF JAMAICA

How to Reserve a Business Name and Start a business registration online.


Things you will need:

1. A device with access to the internet
2. An approved reserved name
 - i. To get an approved reserved name just follow Steps (1 and 4 – 7).
3. Proof of address
 - i. This is any recent document used to verify your current address. These documents may include (e.g. Utility Bill or Driver's License). If a utility bill is used, they should not be older than three (3) months.
 - ii. Any proof of address document used needs to be in a digital form so than it can be attached to the registration. Accepted digital copies include pdf versions of the utility bills or an image of satisfactory quality depicting CLEARLY the person's name and their address.
4. Identification (Driver's License, Passport or Voters Id)
 - i. Any identification document used needs to be in a digital form so than it can be attached to the registration. Accepted digital copies include pdf versions of the identification used or an image of satisfactory quality depicting CLEARLY the person's name, their image, the issuing country and identification number.

Step 1. Sign-In / Sign-Up

Navigate to <https://services.orcjamaica.com/fp/home>

If you have a username and password for the Companies Office of Jamaica website the enter them and click sign-in.




Sign-In Create Account


Username

Password

☐ Remember Me

 Sign-In

If you are new to the site, then click Create Account, fill out the fields on the form, and click Register



Sign-In Create Account

First Name

Last Name

Email Address


Confirm Email Address

Password

Confirm Password

sVq2CBF


Captcha Code




 Register

Step 2. Select the type of entity you wish to register

At the Dashboard screen, select which entity you would like to register.


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Dashboard


Hello Vhas. What are we doing today ?


Reserve a Name



Register a Business


Register a Company


Cart Items


My Preferences


 **Your Applications**


Reserved Name:  Status: All Page Size: 6

To register the following;

- Individual Sole Proprietor
- Corporate Sole Proprietor
- Partnerships

Click the icon displayed below.

Register a Business




To register the following;

- Company Limited by Shares
- Company Limited by Guarantee and not having a share capital

Click the icon displayed below.

Register a Company



Step 3. Select approved reserved name

If you already have, an approved reserved name for your business then select it from the list and click the register button

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Dashboard

Document Library

Cart


Receipts

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Dashboard

Reservation Menu

Company Name Submissions

Your Submitted Company Names

Reservation Period:

Status:

Page Size:

All

All

Names	Expires (Days)	Status	Actions
<div><div>UNDA TREE MECHANICS LIMITED</div><div>WRETCH AND SPANNER AUTO SERVICES LIMITED</div><div>TORQUE AUTO REPAIRS LIMITED (Approved)</div></div>	0	expired	<div>VIEW</div>
<div><div>TERAFORMA EARTHMOVERS LIMITED</div><div>JAMAICA HEAVY INDUSTRIES LIMITED</div><div>876KINGSTON STEEL LIMITED</div></div>	90	rejected	<div>VIEW</div>
<div><div>O PEIXE, TRES (Approved)</div></div>	4	approved	<div>VIEW</div> <div>REGISTER</div>
<div><div>VHASSVELL LIMITED (Approved)</div></div>	0	expired	<div>VIEW</div>
<div><div>MURDY'S BASEBALL SUPPLIES LIMITED</div><div>GREAT HITS AND CATCHES LIMITED</div><div>WORST INDIES SLAPPERS LIMITED</div></div>	2	rejected	<div>VIEW</div>

O PEIXE, TRES (Approved)

4

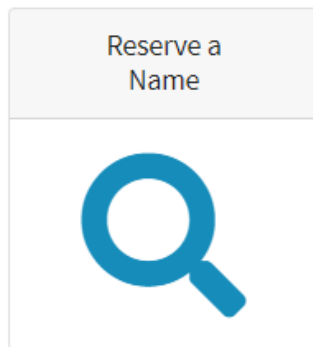
approved

VIEW

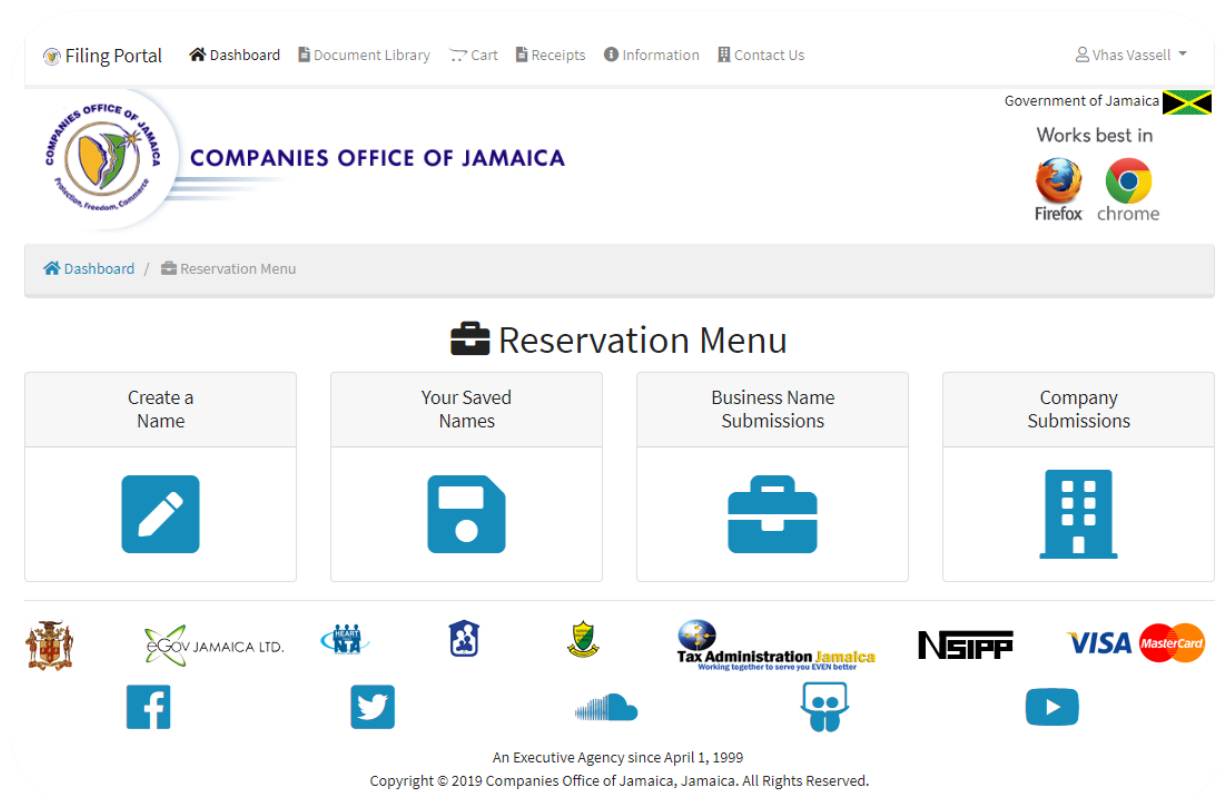
REGISTER

Step 4. Reserve a Name *(Skip this step if you completed Step 3)*

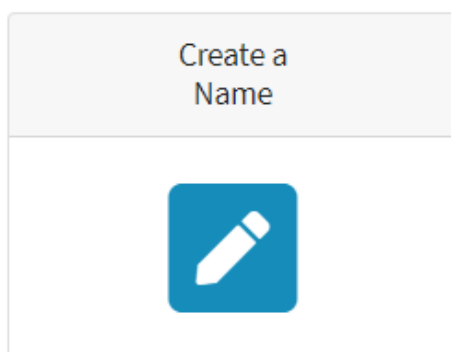
If you do not have, a name already approved click on the Reserve a Name icon displayed below



In the Reservation Menu, you will see four (4) icons, displayed below.




Click on the Create a Name icon displayed below




Step 5. Fill out Name Reservation form

Fill out the Name and Contact tabs of the form




 Names

 Contact


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[Dashboard](#) / [Reserve A Name](#) / [New Reservation](#)

 **Name Reservation Form**

 Names

 Contact

You are reserving*

☒ Business Name(s)  Company

How long would you like to reserve the name for?*

☐ 2 days ☒ 30 days


Name (Choice 1) *

Name (Choice 2)

Name (Choice 3)

Business activity summary*

What category of goods/services do you offer? (Primary)*

 **Reservation Tasks**

To-do list to proceed with submission.

X

Name Check Done

X

Name Choices Okay

X

Name Choices Unique

X


Business Natures Okay

X


Required Fields Supplied

Step 6. Add Name Reservation to cart

Click the Add to Cart button

 ADD TO CART


When all the Reservation Tasks have green ticks, beside them




 **Reservation Tasks**
To-do list to proceed with submission.

- ✓ **Name Check Done**
- ✓ **Name Choices Okay**
- ✓ **Name Choices Unique**
- ✓ **Business Natures Okay**
- ✓ **Required Fields Supplied**

At the Shopping Cart screen



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[Dashboard](#) / [Shopping Cart](#)






Shopping Cart

Description	Quantity	Price	Total	Actions
 Name Reservation request containing the following name(s): Vhas V	1	\$0.00JMD	\$0.00JMD	

Subtotal: \$0.00JMD
Shipping: \$0.00JMD
Total: \$0.00JMD








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Click the Checkout  button.



Step 7. Checkout \ Payment

At the Checkout screen, select a payment option if required


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[Dashboard](#) / [Shopping Cart](#) / [Checkout](#)

 **Checkout**

 **Review Cart Items**


These are all your reservation applications ready for checkout

Name Reservation request containing the following name(s): Vhas V **\$0.00JMD**

 **Order Summary**

Totals for your reservation checkout items


Subtotal:	\$0.00JMD
Shipping:	\$0.00JMD
Total:	\$0.00JMD


 **Payment Options**


Secure payment channel

Add a payment Method:
☐ COJ eBank
☒ No, I am done.

[PROCESS](#) [CANCEL](#)

POWERED BY






Click the Process button  to complete the name reservation process

If the transaction processes successfully, go to Step 4 to begin your business or company registration.