

Companies Office of Jamaica Overview



WEBSITE www.orcjamaica.com
TELEPHONE **876-908-4419-24**
KEY CONTACT **Customer Service**
EMAIL **info@orcjamaica.com**

SERVICES OFFERED AT THE CONFERENCE

The Companies Office of Jamaica (COJ) will be offering the following services:

- 1) New Business Names Registration via its Electronic Business Registration Form
- 2) Renewal of Business Names Registration (Online)
- 3) New Company Incorporation
- 4) Filing of Annual Returns and other company documents
- 5) Certified and Uncertified Copies
- 6) Search for details for registered Companies and Businesses
- 7) Forms (fees may apply)
- 8) Free advice and general information on services, Business Registration, Company Incorporation **and existing Companies and Registered Businesses**

Requirements for processing:

1. New Business Names Registration:

- Completed BRF 1 Form (for Sole Proprietor and Partnership registration),
- Sole Proprietor: \$2,500.00
- Partnerships of 2-5: \$2,500.00
- For partnerships of 6-20 persons: \$5,000.00
- Government issued ID, Taxpayer Registration Number
- Proof of address (e.g. utility bill, letter from Justice of the Peace)
- Work Permit (where applicable)

2. Renewal of Business Names Registration

- Completed BN1 Form (for Sole Proprietor), cost \$2,500.00
- BN2 (for Partnership registration) cost \$2500.00 for 2-5 partners, \$5,000.00 for 6-20 partners
- BN3 (Firm registering a Business) cost \$3,000.00 (company seal required)
- Please note that a late registration fee will be applicable for documents being registered after the expiration date.
- Government issued Identification, Taxpayer Registration Number
- Proof of home address (e.g. utility bill, letter from Justice of the Peace)
- Work Permit (where applicable)

3. New Company Incorporation

- Completed Articles of Incorporation Company Limited by Shares (Form 1A) or Articles of Incorporation Company Limited by Guarantee (Form 1B) (cost \$24,500.00)
- Declaration of Compliance (Form 2)
- Registered Office Notice (Form 17) (Cost \$3,000.00)
- TRN for each Director and the Company Secretary (where resident in Jamaica)
- Company Seal (where director(s)/shareholder is a company **Filing of Annual Returns and other Company Documents**)
- Signed Form 19A (Company Limited by Shares) cost (\$5,000.00) or Form 19B (Company limited by Guarantee) \$2,000.00 (**late fees may apply**)
- Company TRN, Director and Secretary TRN

ACCEPTABLE METHODS OF PAYMENT: DEBIT AND CREDIT CARD.

We look forward to serving you.