No.40 - 2013

I assent,

[L.S.]

(egd) P.L. Ollen
Governor-General.

30th December 2013

AN ACT to Amend the Companies Act to prescribe a single form for business registration; to make consequential amendments to other enactments; and for related matters.

[30th December 2013]

BE IT ENACTED by The Queen's Most Excellent Majesty, by and with the advice and consent of the Senate and House of Representatives of Jamaica, and by the authority of the same, as follows:---

1. This Act may be cited as the Companies (Amendment) Act, Short title and 2013, and shall be read and construed as one with the Companies Act (hereinafter referred to as the "principal Act") and all amendments thereto.

Amendment of section 2 of principal Act.

- 2. Section 2 of the principal Act is amended by inserting next after subsection (5) the following—
 - " (6) Where rules made under section 393(2)(b) require or permit articles of incorporation, forms, returns, notices or other documents to be sent to the Registrar, to be created, stored or communicated electronically, references in this Act to signing shall, in relation thereto, include the use of electronic signatures."

Amendment of section 3 of principal Act.

- 3. Section 3 of the principal Act is amended by deleting subsection (1) and substituting therefor the following—
 - (1) One or more persons may form a company by—
 - (a) signing and sending to the Registrar—
 - (i) articles of incorporation;
 - (ii) an application in the form set out as Form BRF 1 in the Sixteenth Schedule; and

Sixteenth Schedule.

(b) otherwise complying with the requirements of this Act in respect of registration.".

Repeal and replacement of section 13 of principal Act.

- 4. Section 13 of the principal Act is repealed and the following substituted therefor—
 - "Certificate of incorporation to be conclusive evidence.

 "Certificate of Region Con Region Con Con Clusive evidence."
- 13. A certificate of incorporation given by the Registrar in respect of any company shall be conclusive evidence that all the requirements of this Act in respect of registration and of matters precedent and incidental thereto have been complied with, and that the company is authorised to be registered and has been duly registered under this Act.".

Amendment of section 106 of principal Act.

- 5. Section 106 of the principal Act is amended—
 - (a) in subsection (1), by inserting next after the word "addressed" the words "and notice thereof shall be

included in the form set out as Form BRF1 in the Sixteenth Schedule": and

- (b) by deleting subsection (2) and substituting therefor the following-
 - (2) Notice of any change in the situation of a registered office, shall be given to the Registrar in the prescribed form within fourteen days of any change in such situation; and the Registrar shall record the change or cause the change to be recorded.
 - (2A) The inclusion in the annual return of a company of a statement as to the address of its registered office shall not be taken to satisfy the obligation imposed by subsection (2).".
- 6. Section 172 (6) of the principal Act is amended by deleting Amendment of the word "fifteen" and substituting therefor the word "fourteen".

section 172 of principal Act.

- 7. Section 183 of the principal Act is amended by deleting—
- Amendment of section 183 of principal Act.
- (a) paragraph (a) and substituting therefor the following— "(a) in the case of an individual—
 - (i) his Christian name:
 - (ii) his surname;
 - (iii) his usual address;
 - (iv) his nationality, and if that nationality is not the nationality of origin, his nationality of origin;
 - (v) his business occupation, if any, or, if he has no business occupation but holds any other directorship or directorships, particulars of that directorship or of some one of those directorships;"; and

- (b) subsection (3) and substituting therefor the following—
 - " (3) A company shall, within fourteen days of any change in the appointment of a director, give notice to the Registrar of the change in the prescribed form.
 - (3A) The inclusion in the annual return of a company of a statement of the names of a company's directors shall not be taken to satisfy the duty imposed by subsection (3).".

Insertion of new section 351A in principal Act. **8.** The principal Act is amended by inserting next after section 351 the following—

" Powers of Registrar re Form BRF 1. Sixteenth Schedule.

- 351A.—(1) Where the Registrar receives an application in the form set out as Form BRF 1 in the Sixteenth Schedule, the Registrar shall—
 - (a) use such of the information on the form BRF 1 as is relevant to the functions of the Registrar under the Companies Act or Registration of Business Names Act; and
 - (b) transmit the relevant portions of the information to each public body that is by law required to perform the function for which the applicant is applying, as is indicated on the duly completed Form BRF 1.
- (2) The delivery to the Registrar of the duly completed Form BRF 1 shall be an application for such of the following as is required by the applicant in the Form—
 - (a) a taxpayer registration number under the Revenue Administration Act or any subsidiary legislation made thereunder;

- (b) registration under the General Consumption Tax Act or any subsidiary legislation made thereunder to facilitate the payment of general consumption tax;
- (c) registration under the National Insurance Act;
- (d) registration under the National Housing Trust Act as an employer;
- (e) a tax compliance certificate for a new company under the Revenue Administration Act; and
- (f) such other application as may be made under the Form.
- (3) Except as may be required under any other law or as provided for in paragraph (b) of subsection (1), the Registrar shall not disclose the information referred to in that paragraph in any other circumstance.".
- 9. Section 393 of the principal Act is amended in subsection (2) Amendment of by---

section 393 of principal Act.

- (a) re-lettering paragraphs (b) and (c) as paragraphs (c) and (d), respectively; and
- (b) inserting next after paragraph (a) the following—
 - "(b) requiring or permitting articles of incorporation, forms, returns, notices or other documents required to be sent to the Registrar, to be created, stored or communicated electronically;".
- 10. The principal Act is amended by inserting next after the Insertion of Fifteenth Schedule the heading and form set out in the First Schedule new Sixteenth Schedule in to this Act, as the Sixteenth Schedule.

principal Act.

First Schedule. Validation and indemnity.

Second Schedule.

- 11.—(1) Notwithstanding anything to the contrary in any other enactment, the making and use, in good faith, of the forms set out as Forms 2 and 17 in the Second Schedule to this Act by the Registrar of Companies, and the collection of the prescribed fees in connection therewith, during the period commencing from the 1st day of February, 2005 and ending on the date of commencement of this Act, without the same having been made or done in the manner required by law, are declared to have been validly, properly and lawfully made and done with the effect as if made and used in accordance with the procedure prescribed by law.
- (2) Every person liable to be legally proceeded against on the ground of any illegality in relation to the making and use of the forms set out as Forms 2 and 17 in the Second Schedule to this Act, and the collection of the prescribed fees in connection therewith, which was done in good faith is hereby freed, acquitted, discharged and indemnified against The Queen's Most Excellent Majesty, Her Heirs and Successors as well as against all other persons whatsoever from liability.

Amendment of enactments.

Third Schedule.

12. The provisions of the enactments referred to in the first column of the Third Schedule are amended in the manner specified in the second column of the Third Schedule.

FIRST SCHEDULE

(Section 10)

FORM BRF1

SIXTEENTH SCHEDULE

(Sections 3, 106, 183 and 351A)

Business Registration Form

lo: BRF1

Application for : New Companies, New Business Names, TRN, NIS TCC, GCT, HEART/NTA & NHT
Under THE REGISTRATION OF BUSINESS NAMES ACT, THE REVENUE ADMINISTI JON ACT, NATIONAL INSURANCE ACT,
COMPANIES ACT P THE GENERAL CONSUMPTION TAX ACT

instructions/information ige: This form should be used by all customers when creat following forms when creating a New Company ONLY: rm 20 - Notice of Appointment of/Change of Company z_{∞} ziary Form 2 - Robber of Appointment of Change of Orrectors Form 25 - Notice of Appointment of/Change of Directors Form 17 - Notice of Address of Registered Office or Notice of Change of Registered Office Form 17 - Notice of Address of Registered Office or Notice of Change of Registered Office k also substitutes for the following forms when creating a New Busin + BN1 - Application for Registration by Sole Proprietor (individual) + BN2 - Application for Registration by Partnership + BN3 - Application with the proprietor Application for TRN, NS, GCT, TCC, HEART-NTA and NHT will be done automatically for New Companies Only. application for TRM, NRS, HEART-NTA and NHT will be done automatically for New Busin The form is broken down as follows: + Section A - Dusiness/Company information (Basic information required to create new company or business names) + Section A - Dusiness/Company information - Individuals (Data on the individual directory/proprietors) for the new entity) + Section C - Directors/Proprietors information - Companies (When a company is a directory/proprietor for the new entity) + Section C - Particulars of Company Secretary (Applicable only to New Companies and when a director is not the secretary) + Section E - OCT Registration (Request for specific data for a successful registration (OCT. Applicable ONLY to New Company + Section F - Tax Compliance Cartificate (Applicable to New Company registration Only) + Section T - Declaration (To be signed by the Principal Officer for Authorised Official) of the new company or business name) + Section I - Piled By (To be completed by the person submitting the form at the COU) + Section I - Directors/Proprietors TRM (The TRM for each director/proprietor is required in this section) Please PRINT or TYPE the required information. Use blue or black ink pen only Tick the appropriate box where required and write in bold capitals in all fields Underlined prompts indicate mandatory data entry is required When entering bletphone numbers the area code is required Complete Form 2 if the new Business name or company will have a branch n creating a New Company: One of the following forms must also be submitted with this form: + Form 1.4 - Articles of incorporation -Company limited by Shares + Form 1.6 - Articles of incorporation -Company limited by Shares + Form 1.6 - Articles of incorporation -Company limited by Guarantee Without a Share Capital + Form 1.0 - Articles of incorporation -Company limited by Guarantee with Share Capital + Form 1.0 - Articles of incorporation -Unlimited Company Also complete the following sections: + Section A, Section B, Section C, Section D, Section F, Section G, Section H & Section I - where app Complete Form 2 if Branches will be registered When creating a New Business Name: ise complete the following sections: Section A, Section B, Section C, Section G, Section H & Section I - where ap noiete Form 2 if Branches will be registered istration for General Consumption Tax(GCT) - Only Applicable to New Company: OCT Registration is determined by a person's business activity. i.e., depending on a person's "Noture of Business". Businesses will be registered as Registered Person and issued with a Notice of Registration. When the business starts to operate if gross soles is above the threshold TAL is to be informed so that the registration status can be changed in that of Registered Taupayer. Registered Taupayers are issued Registration Certificates which authorizes them to collect and account for the last. Registration for Tax Compliance Certitioste (TCC) - Only Applicable to New Company: Tax Compliance Certificate is a document issued to a company as proof that payments of tax liabilities and wage-related statutory deductions are up-to-date. Applying for TCC using this form will only be facilitated for new companies, that is companies registered under the Companies Act. TCC will have a tenure of a maximum of 90 days.

PLEASE SEE OVERLEAF FOR CONTINUATION OF FORM

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Only to be completed by applicants required to present certifications from our of the beginning from the present continues.	the free o Brahadaan		
occupation form part of the business (Banquis "Medical", "Ing	inne/Sugineering", "Days	err", "Accounting", "Dante", stel	as rejerting to a trude, projection or, . Ser complete list an pages 12 818
Field or Profession		Explicy Date	
Certifying Body		=	44/mm/7777
		Cartification #	
Have you provided the relevant certification as part		🗆 Yes 🔲 No	N
To add more directors/proprietors, \$60 to \$4	hadale I and attach it to y	e handreffeligheren is School	lule Attached? Yes No
SECTION C. Directors/Proprietors Information	Company of the	The Case of Street, Square	
Principal - Director/Proprietor Only 🔲 Yes 📋 No	(Only one Individual or	Corporate Director/Proprietor mass	t be indicated. See Page 2)
13a Company Name	7.1 12.1		
Company	Date		Classification Private
Number TRN.	Incom	dd/mm/yyyy	of Company Public
Building/Complex/Suits	Tel1.		Tel2
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Name(1)	1	(If Required By The Company's	Articles/Constitution)
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Town/District	
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Parish Code	By The Company's Articles/Constitution)
Country	
Two Officers are required to sign as behalf of the economy	Two Officers are required to sign on behalf of the company of Required by the Company's Articles/Constitution) Name(2)
Last	Leet
First	Fiest
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Canacity Director Secretary Authorized Official	Capacity Director Secretary Authorized Official
Signature	Signature
Date. Signed	Cente. Siened
To add more company directors/propriesors, fill-in Schoolsle 2 and a	in the two the bush of this flow is Schedule Attached? Yes No
SECTION U - Perioders of Company Sacretary	The second of th
Type of Secretary Individual Company	
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Job Title/ Occupation	
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Company Name	
Individual Address	Company's Registered Address
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Street	Street
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City/Town/District Post Office P. O. Box	Post Office P. O. Box
Parish Postal	Parish
Code	Code \
Country	Country

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SECTION E - GCT REGISTRATION	Physician for GCT is CHEY applicable for the	
15. Applying for GCT	(If Ma, step to SECTION F)	
16. Gross Income/Sales Monthly GCT:	Projected Sales Inflore Stynassof Annual	17. Projected Start Date of Tambin Activities GCT:
18. GCT Taxable Activities		
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SECTION TAX COMPLIANCE CERTIF		
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23. Certificate is required for (Select one) Custom Clearance Plans complete Select		
Only 34-36	26. Document Type 27.Docume	ent Number
☐ Multi-Purpose	☐ Airway Bill	
Other (Specify)	C Bill of State	ption of Goods
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Administration Act, National Insurance / business name and incorporation of a co	f, all the requirements of the Companie ct & General Consumption Tax Act, in re expeny here been compiled with.	s Act, Registration of Business Name Act, The Revenue spect of mothers precedent to the formation of a
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SECTION H -	FRED BY Please indicate who sall he superhilly this decree	nest on behalf of the Company or Business How	• 13 Maria
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	- DIRECTORS/PROPRIETORS/RECRETARY TRIAL (Manual Inches)	Tamener Berlehrei	
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Name (Cor	appry Secretary If Applicable)		Son Humber
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Customer	lervice Officer's Signature dat/mm/yyyy	_	
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			Page 9/11

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Hamover	- luste	 Where owners have become nationals by naturalization or marriage. The original/certificacy of the naturalization documents: or marriage earlificate is required. 	
(Ongolen	- Kingston	Where an inchildual's name has been changed by either manage or a deed poil a certificacy of this document must be attached.	
Mondastur	- Christians - Mundeville	copy of and accument ment on annumes.	
Australia .	- Roff Boy - Port Antonio		
St. Andrew	- Constant Spring - Cross Reads		
St Ann	- Brown's Town - Monosque - St. Anns Say		
St. Confession	- Undeed - Old Harbour - Spenish Town - Parlmany		
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Business Registration Form Schedule 1						
Under THI	Application for: New Companies, New Business Names, TRN, NIS, TCC, GCT & SCT, HEART/NTA & NHT Under THE REGISTRATION BUSINESS NAMES ACT, THE REVENUE ADMINISTRATION ACT, NATIONAL INSURANCE ACT, COMPANIES ACT & THE GENERAL CONSUMPTION TAX ACT					
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Vooga: *	This schedule should only be used once Section B on th One schedule for each added director/proprietor					
Director of						
32. Name						
Title/	Last	Addition Addition				
Occupation		Present Nationality				
14 Years &	Over?	Original Mationality, If Affirmat from present section (ity)				
Tel.	Cell	(If creating a new company, complete the following fields if applicable)				
Location		is this nersonal also the Company Secretary? Yes No Particulars of Any Other (Complete only Fishe director has				
	Building/Complex/Ret/Suite	Olivectorship held no other insulness occupation)				
Street	Photo:	Company Name				
Town/Distri		ıl <u> </u>				
	City/Town/District	Company				
Post Office	P. O. Box	Number				
<u>Parish</u>	Postal Code	Lacation				
Country		Bullding/Complex/Apt/Suite				
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Signature		Clty/Town/District				
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Field or Pro		Expiry Date				
Cartificion, B	orbe .	Gartification #				
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Business Registration Form Schedule 2												
Under THE	REGISTI	TATION E	KJSINESS F	NAMES.	New Business ACT, THE REV TION TAX ACT	ENL						
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New Business Names & Companies										
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SECOND SCHEDULE

(Section 11)

FURN 2 MISTRUCTIONS ON REVERSE



THE COMPANIES ACT DECLARATION OF COMPLIANCE (Pursuant to section 13 (2))

	(1)
NAME OF CO	MPANY
	•
COMPANY PA	I NUMBER 1R. TYPE OF ORMIPANY:
	IB. ATTS OF CONCART:
	PRAVATE PHELAC
i,	
	(PRINT MAME)
	(STATE FULL RESIDENTIAL / BUSINESS ADDRESS)
do sole	maly and sincerely declare as follows:
	I am an Attorney -at - Law of the Supreme Court of Jamaica engaged in the fermation of the company
	named becain;
	I am a person named in the Articles of Incorporation as a director or secretary of the company named bereix or
	I am a member of the Institute of Chartered Secretaries & Administrators engaged in the formation of the company named herein.
	(MDICATE CAPACITY)
	COMPANY PA

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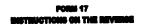
To the best of my knowledge and belief, all the requirements of the Companion Act, in respect of matters precedent to the Sermation and Incorporation of a company have been compiled with and I make this soleum declaration councionisusly believing the same to be true and by virtue of the Voluntary Beslavations Act.

TAXEN AND ACKNOWLEDGED by)	
the said)	
at)	
in the parish of)	
this day of)	
Before ms:)	
JUSTICE OF THE PRACE for the parish of:		
NOTARY PUBLIC COMMISSIONER OF GATES		

NAME:		
ADDRESS:	STREET	
	70101	
	POST OFFICE	
	PARSE	
B-MAIL ADDRESS:		
CONTACT NUMBER:		
PAX NUMBER:	1	

TAXPAYER REGISTRATION NUMBER (TRN)	

	"FC	R OFFICIAL U	SE ONLY"	
COMPANY NUMBER:				
PILED:		·		
	DAY	MONTE	TRAR	





THE COMPANIES ACT

NOTICE OF ADDRESS OF REGISTERED OFFICE

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18.	COMPANY STREET,		12. COMPANY TATPATER RESISTRATION HOUSE.
		i	
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		STREET	
		1988	
	1	PAST AFFICE	
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24.	STATES ADDRESS.		
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PAX NUMBER:	

"FOR OFFICIAL USE ONLY"					
COMPANY NUMBER:			-		
FILED:			/		
	DAY	MONTE	TEAR		

JAMAICA

THE COMPANIES ACT NOTICE OF ADDRESS OF REGISTERED OFFICE OR NOTICE OF CHANGE OF ADDRESS OF RESISTERED OFFICE

INSTRUCTIONS

GENERAL

This document is required to be filed with the Office of the Registers of Companies and must conform to the requirement under the Act. Where any provision sequired to be set out is too long for the space provided in the form, the form any incooporate the provisions by assessing a schedule in such assesses as may be prescribed under the Act.

Complete Items 1, 1C, 1D, 2, 5 and 6 for new companies.

Complete Items 1 – 6 for changes in the address of the registered office of existing companies.

FTEM I, IA, IB, IC & ID

- Set out the full legal name of the company.

 Set out Company member assigned by the Registrer of Companies if it is a change of segisteemd office.

 Set out Company Taxpayer Registration Number if it is a change of the registered office. (The Companiey Taxpayer Registration Number will be photocopied by the Registrar of Companies and setuened. Individuals may, instead of bringing the Taxpayer Registration Card into the Offices of the Registrar of Companies, provide a certified copy of the name). An Attacessy—at Law, a justice of the Peace, or a Notary Public may certify the copy of the Taxpayer Registration Number. Where the copy is certified by a justice of the Peace or a Notary Public they must affix the relevant seal of their office.
- Set out, where applicable the company for mumber.

 Indicate whether the company is a private or a public company.

NOTEs: Once certified copies of the Taxpayer Registration Number have been supplied to the Registrat of Companies or the Registrat of Companies has even the original Taxpayer Registration Card and made a copy of the same the company need only affect the number to any documents being subsequently filed.

ITEM 2 & 2A

- Set out in full the location at which the registered office is sinused or to which it has been changed, including the name of the street, and if located in a multi-office building, the relevant soon member. The registered office must be an actual physical location and might include the relevant district and patish. However it cannot be a post office box. Upon any change in the location of the registered office a new notice will have to be filed.
- The mailing address may include a post office bost number, if the mailing address is same as the registered office, state SAMK AS ABOVE AT ITEM 2'

FITEM 3

State the date when the change of registered office is to take effect.

FTEM 4

Set out the previous address of the registered office, where applicable.

* NOTE THE INSTRUCTIONS SET OUT AT ITEM 2 (i) above.

FFBM 5

POR NEW COMPANIES

If this form is filed with Articles of Incorporation in the prescribed form, the dissector or secretary named in the Articles of Incorporation, the attorney – at – law or chartered secretary and administrator engaged in the formation of the company shall sign the notion.

THIRD SCHEDULE

(Section 12)

Amendment of Enactments

Provision

Amendment

Companies Act.

Companies (Forms) Rules, 2005. Insert in the Schedule in the appropriate numerical sequence as Form 17 the form set out as Form 17 in the Second Schedule to the Companies (Amendment) Act, 2013.

General Consumption Tax Act.

> New section 28A.

Insert next after section 28 the following—

to submit information.

" Requirement 28A. With effect from the date of commencement of the Companies (Amendment) Act, 2013, any person applying to register a company under the Companies Act or a business name under the Registration of Business Names Act shall, if the company will be or the person is required to register as a taxpayer under this Act (and, in the case of a person applying for registration of a business name, if the person is not already registered as a taxpayer under this Act), complete and submit to the Registrar of Companies the appropriate section of the form set out as Form BRF 1 in the Sixteenth Schedule to the Companies Act.".

National Housing Trust Act.

> New section 12A.

Insert next after section 12 the following-

" Requirement 12A. to submit information regarding employees.

With effect from the date of commencement of the Companies (Amendment) Act, Provision

Amendment

2013, any person applying to register a company under the Companies Act or a business name under the Registration of Business Names Act shall, if the company will be or the person is required to be registered with the Trust as an employer (and, in the case of a person applying for registration of a business name, if the person is not already registered with the Trust as an employer), complete and submit to the Registrar of Companies the appropriate section of the form set out as Form BRF 1 in the Sixteenth Schedule to the Companies Act.".

National Insurance Act.

New section 6A.

Insert next after section 6 the following-

to register employees.

"Requirement 6A. With effect from the date of commencement of the Companies (Amendment) Act, 2013, any person applying to register a company under the Companies Act or a business name under the Registration of Business Names Act shall if it is intended for the company or person to employ one or more persons (and, in the case of a person applying for registration of a business name, if the person is not already registered as an employer under this Act). complete and submit to the Registrar of Companies the appropriate section of the form se out as Form BRF 1 in the Sixteentl Schedule to the Companies Act."

Registration of **Business Names** Act.

> Registration of Business Names Rules, 1934.

Rule 11. Insert immediately after the word "Act" the words "so, however, that on or after the date of commencement of the Companies (Amendment) Act, 2013, the form set out as Form BRF 1 in the Sixteenth Schedule to the Companies Act shall be used for the purpose of registration of business names and the forms set out, respectively, as Form B.N.1, Form B.N. 2, and Form B.N. 3 shall be used, as appropriate, for the renewal of registration of business names".

Tax Administration of Jamaica Act.

> New section 170.

Insert next after section 17N the following-

to submit information regarding TŘN and TCC.

"Requirement 17O. With effect from the date of commencement of the Companies (Amendment) Act, 2013, any person applying to register a company under the Companies Act or a business name under the Registration of Business Names Act shall apply for a Taxpayer Registration Number, and may apply for a Tax Compliance Certificate, by completing and submitting to the Registrar of Companies the appropriate sections of the form set out as Form BRF 1 in the Sixteenth Schedule to the Companies Act.".

Passed in the House of Representatives this 17th day of December, 2013 with one (1) amendment.

> MICHAEL A. PEART Speaker.

Passed in the Senate this 19th day of December, 2013.

FLOYD E. MORRIS

President.

This printed impression has been carefully compared by me with the authenticated impression of the foregoing Act, and has been found by me to be a true and correct printed copy of the said Act.

Clerk to the Houses of Parliament.