

**FORM 20**  
**INSTRUCTIONS ON REVERSE**



**JAMAICA**  
**THE COMPANIES ACT**

**NOTICE OF APPOINTMENT OF/  
CHANGE OF COMPANY SECRETARY**

(Pursuant to section 172 (6))

**1. NAME OF COMPANY**

**1A. COMPANY NUMBER**

**1B. COMPANY TAXPAYER REGISTRATION NUMBER**

**1C. COMPANY FAX NUMBER**

**1D. TYPE OF COMPANY**

PRIVATE

PUBLIC

**2. NOTICE IS GIVEN THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ THE FOLLOWING PERSON CEASED TO HOLD OFFICE AS COMPANY SECRETARY**

|                             |                    |  |  |
|-----------------------------|--------------------|--|--|
| <b>NAME:</b>                |                    |  |  |
| <b>RESIDENTIAL ADDRESS:</b> | <b>STREET</b>      |  |  |
|                             | <b>TOWN</b>        |  |  |
|                             | <b>POST OFFICE</b> |  |  |
|                             | <b>PARISH</b>      |  |  |
| <b>E-MAIL ADDRESS:</b>      |                    |  |  |
| <b>OCCUPATION:</b>          |                    |  |  |
| <b>CONTACT NUMBER:</b>      |                    |  |  |
| <b>FAX NUMBER:</b>          |                    |  |  |

3. NOTICE IS GIVEN THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ THE FOLLOWING PERSON WAS APPOINTED AS COMPANY SECRETARY

|                             |                    |  |  |
|-----------------------------|--------------------|--|--|
| <b>NAME:</b>                |                    |  |  |
| <b>RESIDENTIAL ADDRESS:</b> | <b>STREET</b>      |  |  |
|                             | <b>TOWN</b>        |  |  |
|                             | <b>POST OFFICE</b> |  |  |
|                             | <b>PARISH</b>      |  |  |
| <b>E-MAIL ADDRESS:</b>      |                    |  |  |
| <b>OCCUPATION:</b>          |                    |  |  |
| <b>CONTACT NUMBER:</b>      |                    |  |  |
| <b>FAX NUMBER:</b>          |                    |  |  |

4.

| <b>DATE</b> | <b>PRINTED NAME</b> | <b>SIGNATURE</b> | <b>CONTACT #</b> |
|-------------|---------------------|------------------|------------------|
|             |                     |                  |                  |

**CAPACITY:**

**DIRECTOR**

**AUTHORIZED OFFICIAL**

5. FILED BY:

|                        |                    |  |  |
|------------------------|--------------------|--|--|
| <b>NAME:</b>           |                    |  |  |
| <b>ADDRESS:</b>        | <b>STREET</b>      |  |  |
|                        | <b>TOWN</b>        |  |  |
|                        | <b>POST OFFICE</b> |  |  |
|                        | <b>PARISH</b>      |  |  |
| <b>E-MAIL ADDRESS:</b> |                    |  |  |
| <b>CONTACT NUMBER:</b> |                    |  |  |
| <b>FAX NUMBER:</b>     |                    |  |  |

6. PARTICULARS OF INCOMING COMPANY SECRETARY

|                          |                                |
|--------------------------|--------------------------------|
| <b>NAME OF SECRETARY</b> | <b>TAX REGISTRATION NUMBER</b> |
|                          |                                |

|                                |   |              |
|--------------------------------|---|--------------|
| <b>“FOR OFFICIAL USE ONLY”</b> |   |              |
| <b>COMPANY NUMBER:</b> _____   |   |              |
| <b>FILED:</b> _____            | / | _____        |
| <b>DAY</b>                     |   | <b>MONTH</b> |
|                                | / | _____        |
|                                |   | <b>YEAR</b>  |

**JAMAICA**  
**THE COMPANIES ACT**  
**NOTICE OF APPOINTMENT OF/ CHANGE OF COMPANY SECRETARY**

**FORM 20**

**INSTRUCTIONS**

**GENERAL**

This document should indicate in its title its specific purpose and is required to be filed with the Office of the Registrar of Companies and must conform to the requirement under the Act. Where any provision required to be set out is too long for the space provided in the form, the form may incorporate the provisions by annexing a schedule in such manner as may be prescribed under the Act.

Complete Items 1, 1C, 1D, 3,4, 5 and 6 for new companies making first time appointments.  
Complete Items 1-6 for changes to the company secretary of existing companies.

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**ITEM 1, 1A, 1B, 1C & 1D**

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- Set out the full legal name of the company.
- Set out Company number assigned by the Registrar of Companies if it is a change of company secretary.
- Set out Company Taxpayer Registration Number if it is a change of company secretary. (The Company Taxpayer Registration Number will be photocopied by the Registrar of Companies and returned. Individuals may, instead of bringing the Tax Payer Registration Card into the Offices of the Registrar of Companies, provide a certified copy of the same)
- Set out, where applicable the company fax number.
- Indicate whether the company is a private or a public company.

**NOTE:** Once certified copies of the Taxpayer Registration Number have been supplied to the Registrar of Companies or the Registrar of Companies has seen the original Taxpayer Registration Card and made a copy of the same the company need only affix the number to any documents being subsequently filed.

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**ITEM 2**

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With respect to the outgoing company secretary,

- Set out full name,
- State residential address,
- Specify occupation,
- State contact numbers (include telephone and fax numbers)

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**ITEM 3**

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With respect to the appointed company secretary,

- Set out full name,
- State residential address,
- Specify occupation,
- State contact numbers (include telephone and fax numbers)

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**ITEM 4**

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A director or other authorized officer of the company, not being the secretary shall sign the notice. This form must be dated.

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**ITEM 5**

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Set out the name, residential address, telephone number and fax number of the person filing the form with the Registrar of Companies.

**ITEM 6**

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Set out the email address and Taxpayer Registration Number of the incoming company secretary. Individuals may, instead of bringing the Taxpayer Registration Card into the Offices of the Registrar of Companies, provide a certified copy of the same. (See instructions at Item 1 above in relation to Taxpayer Registration cards).

**NOTE:**

This form must be filed within 15 days of the Appointment of the Company Secretary or within 15 days of the change of the Company Secretary.

**THIS FORM AND THE PRESCRIBED FEE AT THE DATE OF FILING SHOULD BE DEPOSITED WITH THE REGISTRAR OF COMPANIES.**

**\*\* A LATE FEE MIGHT ALSO BE APPLICABLE PURSUANT TO THE 15<sup>th</sup> SCHEDULE OF THE COMPANIES ACT**

**\*\*\* EVERY OFFICER OF THE COMPANY IN DEFAULT OF THE PROVISIONS OF THE COMPANIES ACT IS LIABLE TO THE PRESCRIBED PENALTY AND WHERE NO PENALTY IS PRESCRIBED BY THE RELEVANT SECTION IN THE ACT TO A FINE NOT EXCEEDING \$50,000 (SECTION 384 COMPANIES ACT)**