FORM 17
INSTRUCTIONS ON THE REVERSE

JAMAICA

THE COMPANIES ACT

NOTICE OF ADDRESS OF REGISTERED OFFICE
OR
NOTICE OF CHANGE OF ADDRESS OF REGISTERED OFFICE

(Pursuant to section 106)

1. NAME OF COMPANY

1A. COMPANY NUMBER

1B. COMPANY TAXPAYER REGISTRATION NUMBER

1C. COMPANY FAX NUMBER

1D. TYPE OF COMPANY:

PRIVATE ☐ PUBLIC ☐

2. LOCATION OF REGISTERED OFFICE

STREET	
TOWN	
POST OFFICE	
PARISH	

2A. MAILING ADDRESS

STREET	
TOWN	
POST OFFICE	
PARISH	

3. EFFECTIVE DATE OF CHANGE (if applicable)

4. **PREVIOUS ADDRESS OF REGISTERED OFFICE (if applicable)**

STREET	
TOWN	
POST OFFICE	
PARISH	

5.

DATE	PRINTED NAME	SIGNATURE	CONTACT #

CAPACITY:

- ☐ DIRECTOR
- ☐ SECRETARY
- ☐ AUTHORIZED OFFICIAL

6. FILED BY:

NAME:		
ADDRESS:	STREET	
	TOWN	
	POST OFFICE	
	PARISH	
E-MAIL ADDRESS:		
CONTACT NUMBER:		
FAX NUMBER:		

"FOR OFFICIAL USE ONLY"

COMPANY NUMBER: _____

FILED: _____ / _____ / _____

DAY MONTH YEAR

JAMAICA

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

FORM 17

INSTRUCTIONS

GENERAL

This document 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, 2, 5 and 6 for new companies.
Complete Items 1 – 6 for changes in the address of the registered office of existing companies.

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

- 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 registered office.
- Set out Company Taxpayer Registration Number if it is a change of the registered office. (The Company Taxpayer Registration Number will be photocopied by the Registrar of Companies and returned. Individuals may, instead of bringing the Taxpayer Registration Card into the Offices of the Registrar of Companies, provide a certified copy of the same). An Attorney –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 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.

ITEM 2 & 2A

(i) Set out in full the location at which the registered office is situated or to which it has been changed, including the name of the street, and if located in a multi- office building, the relevant room number. The registered office must be an actual physical location and might include the relevant district and parish. 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.

(ii) The mailing address may include a post office box number, if the mailing address is same as the registered office, state 'SAME AS ABOVE AT ITEM 2'

ITEM 3

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

ITEM 4

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

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

ITEM 5

- **FOR NEW COMPANIES**

  If this form is filed with Articles of Incorporation in the prescribed form, the director 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 notice.

- **FOR EXISTING COMPANIES**

  A director, secretary or authorized officer of the company must sign the notice.

The form must be dated.

ITEM 6

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

NOTE:

This form must be filed at date of incorporation or within 7 days of any change of registered office.

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

****** **A LATE FEE SHALL ALSO BE APPLICABLE PURSUANT TO THE 15th 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)**