

INSTRUCTIONS FOR COMPLETION OF BN 1

This form is to be used for registration by an individual wishing to register or renew his/her business as a sole proprietor.

GENERAL INFORMATION:

All the fields on the form are to be filled out with the relevant information except where not applicable, the words “NONE” or “N/A” should be written. If the space provided is insufficient to contain all the required information, the remaining information must be set out in a schedule. Each schedule should be numbered sequentially.

Any document lodged with the Registrar must:

- Be on clean, white, good quality letter size paper 8.5 in. x 11in with 0.5 in. margins at the top, bottom and both sides.
- Be typewritten in minimum font size 12 or handwritten clearly in block capital with black or blue permanent ink.
- Be fastened securely at the top left hand corner.
- Free of correction fluid. Any errors should be struck through once and initialled by the applicant.

SECTION A: PARTICULARS OF BUSINESS

In this section, set out particulars relating to the business.

1. **The proposed business names:** The Registrar will refuse to register any name that is identical or similar to another name used by an individual/ trader registered under the Business Name Act or company registered under the Companies Act. Additionally if the name is profane, undesirable, offensive or uses obscene words, or infringes on a registered trademark, it may also be refused by the Registrar.
- 1A. **Other names under which the business is carried out:** If the business is carried out under a different name this should be presented.
2. **Date of commencement:** A business is required to be registered within 14 days after the individual has commenced any business. NOTE: It should not be a future date
Registration # : Where an individual is requesting renewal of a business name registration, the registration number should be provided. This is the number assigned by the Registrar of Companies and can be found on issued Certificate of Registration.
NOTE: Every registration and every renewal for registration is valid for three years after the issued date on the Certificate of Registration. An application for renewal of registration should be made at least fourteen (14) days before the expiration of the current period of registration.
3. **Justification of proposed business names:** The use of certain words that suggests a connection with the Crown or members of the Royal patronage, for example “Royal”, “King”, “Princess”, “Prince” or “Crown”, or suggests a connection with a Government Department, Statutory undertaking, local authority or with Commonwealth or foreign Government must be justified to the satisfaction of the Registrar prior to registration.
- 4A. **General nature of the business:** e.g. *sales of computers and accessories, wholesale of dry goods.*
- 4B. **General nature of the business:** e.g. *catering services, courier services.*
5. **Principal address** must include a street/district/ plaza & shop #, post office and parish.
6. **Contact number – telephone and fax number**
7. **A business may form one or more branches. The particulars of the first branch should be written in at 7A & 7B.** You are required to provide the information regarding each additional branch by annexing schedule.

SECTION B: CERTIFICATION

The use of certain words in a proposed business name which refer to a profession, occupation or other activities may require the applicant to produce evidence of certification from the relevant professional or regulatory body upon submission of application. These words include but are not limited to: “Engineer” “Medical” “Dental” “Bank” “Cambio” “Pharmacy” “University”. In the case of an individual who is registered under another enactment as a prerequisite to practicing his profession or conducting of his trade, proof of such registration must be supplied with the prescribed form.

SECTION C: PARTICULARS OF APPLICANTS

Set out the particulars in respect to the individual:

1. **Applicant’s full name:** *include Christian name and middle name and surname*
- 1A. **Any former Christian or surnames.**
2. **Residential address:** must include a street/district, post office and parish. Every applicant must submit a document verifying his current place of address. Verification may be made by way of a valid drivers’ license, passport or utility bill.
3. **Contact number-** home & mobile
4. **Taxpayer Registration Number (TRN)**
5. **Occupation (if other than business owner)**
6. **Present nationality:** Where non-Jamaica national is making an application under these rules, he must furnish, in addition to satisfying the other provisions of these rules, a permit from the Ministry of Labour indicating he is allowed to engaged in work within the country. This however does not apply to Nationals of the Caricom Single Market and Economy members States.
- 6A. **Nationality of origin if different from above: Non- Jamaican must present Naturalization papers or Marriage Certificate.**
7. **The applicant is required to certify that the information provided in the form is accurate.**

This form must in all cases (whether new or renewal) be signed by the individual applying for registration and must be sent by post, electronic means or delivered along with supporting documents and prescribed fees to:

Companies Office of Jamaica
1 Grenada Way
Kingston 5
www.orcjamaica.com