



**Tax Administration Jamaica**  
Working together to serve you **EVEN** better

# STEPS IN STARTING A BUSINESS



## › REGISTER

- ◆ With the Companies Office of Jamaica using the **“SUPER FORM” - (BRF 1)**.
- ◆ The **“SUPER FORM” - (BRF 1)** allows for -
  - **Business Name**
  - **TRN**
  - **GCT**
  - **NIS**

## › BENEFITS OF THE SUPER FORM

- *Convenience*
- *Saves Time*
- *Cost Reduction*
- *Tax Compliance Certificate (TCC) would be made*

### ◆ THE CERTIFICATE OF INCORPORATION

The Companies Office of Jamaica will issue the Certificate of Incorporation bearing all relevant numbers (NIS, TRN, GCT)

## ➤ REQUIREMENTS FOR REGISTRATION

- **The Business Registration form (BRF 1) “ Super Form”**  
*(Forms are available - Website: [www.orcjamaica.com](http://www.orcjamaica.com) or visit the Companies Office Of Jamaica)*
- **The Articles of Incorporation (Form 1A, 1B,1C or 1D) Stamp Duty** applies to this document
- An original valid government issued identification of the Principal Director and the person declaring to the accuracy of the form
- Arrival documents for **TCC** applicants ( *eg. Bill of Lading*)

### ◆ ADDITIONAL TRN NUMBERS IF REQUIRED

Will be issued by Tax Administration Jamaica upon receipt of **Certificate of Incorporation.**

#### ◆ APPLY FOR A TRADE LICENCE

A Trade licence is issued to retail and wholesale dealers with a designated place of business with liberty to store in and deliver out of public and other warehouses, also to persons carrying on the business of (a) an auctioneer or commission agent, (b) proprietor of newspaper. The licence fees applicable are based on an approved band for retailers determined by their annual turnover, and specified rates for those licenced to carry on a business.

**FOR FURTHER DETAILS CALL: 1-888 TAX-HELP (829-4357)/1-888-GO-JA-TAX(465-2829)**

Email: [jamaicatax.gov.jm](mailto:jamaicatax.gov.jm) or

Website: [www.jamaicatax.gov.jm](http://www.jamaicatax.gov.jm) /[www.jamaicatax-online.gov.jm](http://www.jamaicatax-online.gov.jm) or

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visit any tax office nearest you