

# KPMG Regulatory & Compliance Services Limited (KPMG R&C)

**Corporate Regulatory and Compliance Services** 

## **Our legacy**

KPMG Regulatory & Compliance Services Limited (KPMG R&C) has been providing corporate secretarial and related services as part of the full service offering of KPMG Chartered Accountants of Jamaica, a related party, for over 50 years. We are among the top three providers of professionally delivered corporate secretarial services in the country. Our suite of services includes, but is not limited to, corporate secretarial services to both publicly listed and private limited companies, charities, and Industrial and Provident Societies.

## **Primary services**

Incorporation, making amendments to existing Constitutive Documents and Re Re-registration of Companies.

Searching public files at the Registrar of Companies to determine the status of the company in regards to statutory filings and making oral and written enquiries at that office on clients' behalf.

Preparing minutes of meetings, minutes of the annual general meeting and the directors' meeting approving the audited accounts each year.

- Attending meetings and recording minutes of said meetings.
- Preparing and filing annual returns

Setting up, updating Minute Books and Statutory Registers.

- Preparing share certificates.
- Trademark Registration.

Preparing and filing with the Registrar of Companies, returns of allotments of shares and particulars of contract relating to shares. Giving advice on company secretarial matters including the drafting of statutory resolutions and ensuring that clients comply with the requirements of the Companies Act, the Transfer Tax Act, the Stamp Duty Act, and the Securities Act.

- Preparing transfer forms to effect share transfers.
- Registration of Business Names.

Informing the Registrar of Companies of any changes in the company's directorate and in the location of the company's registered office. Preparing the necessary documents to increase a company's authorized share capital and register the increase with the Registrar of Companies.

#### **Secondary services**

At KPMG, we provide a comprehensive range of specialized solutions to cater to your business needs. Our expertise spans across registrar and liquidation services, offering you a seamless experience tailored to your requirements.

With a deep understanding of industry intricacies and a commitment to excellence, we ensure a smooth and efficient process throughout. Whether it's managing vital registrar functions or facilitating meticulous liquidation processes, our dedicated team is equipped to handle your unique circumstances with professionalism and care.

# **Contact us**



Elizabeth Henry Pottinger Senior Manager Regulatory and Compliance Services Limited E: ehenry@kpmg.com.jm

#### kpmg.com/socialmedia



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For more detail about our structure, please visit home.kpmg/governance.