

THE INDUSTRIAL AND PROVIDENT SOCIETIES ACT

REGULATIONS

(under section 64(2))

THE INDUSTRIAL AND PROVIDENT SOCIETIES REGULATIONS, 1903

G.N. 47/03
 Amdt: 381/70
 L.Nn. 407/69
 121/77
 138/85
 29G/92
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(Made by the Governor in Privy Council on the 20th day of February, 1903)

1. These Regulations may be cited as the Industrial and Provident Societies Regulations, 1903.

Applications to Register Societies or Amendments of Rules

2. Every application to register a society under the Act, shall be in Form "A" and shall be sent to the Registrar.

Form "A".

3. An amendment of the rules of a society may be either—

- (a) a partial amendment consisting of the addition of a new rule or rules, or part of a rule or rules, to the existing rules, or the substitution of a new rule or rules, or part of a rule or rules, for any of the existing rules, or any part thereof, or a rescission of any of the existing rules, or any part thereof, without any substitution, or more than one or all of these modes; or
- (b) a complete amendment consisting of the substitution of an entire set of rules for the existing set of rules and bearing at the beginning the words "all previous rules rescinded".

4. An application to register a partial amendment of rules must be made by the secretary of the society in Form "B" and must be sent to the Registrar accompanied by a statutory declaration in Form "C" and by a printed copy of the existing rules marked to show where the alterations occur and what they are, and by the following documents—

Form "B".

Form "C".

- (a) if the partial amendment consists of the addition or substitution of a new rule or rules, two copies of such new rule or rules each copy being marked "O" and signed by three members and the secretary;

- (b) if the partial amendment consists of the rescission of any of the rules without any substitution, two copies of the resolution for such rescission, each copy being marked "O" and signed by three members and the secretary.

5. An application to register a complete amendment of rules must be made by the secretary of the society in Form "D" and must be sent to the Registrar accompanied by a statutory declaration in Form "C" and by a copy of the existing rules and by two copies of the new rules each copy being marked "P" and signed by three members and the secretary.

Form "D".
Form "C".

6. Rules or amendments of the rules shall be recorded by writing at the foot or end of each copy the word "recorded", and by affixing to the same the seal of the Registrar of Companies and the signature of the Registrar.

Cancellation and Suspension of Registry

7. Every request to cancel registry shall be sent to the Registrar in Form "F" and shall name some newspaper circulating in or about the locality in which the registered office of the society is situated, wherein it is desired that the cancelling of registry shall be published, and shall be accompanied by the sum requisite to defray the expense of such publication, and by a registration fee of one thousand dollars.

8. Where application is made to cancel registry under the compulsory powers of the Registrar, the Registrar may require such application to be made *in duplicate* in such form and to be supported by such statutory declaration as he may direct, and shall transmit one copy of such application to the Attorney-General for his consent.

9. Notice before cancelling or suspension of the registry shall be in Form "G".

Form "G"

10. The cancelling of registry shall be in Form "H" and the suspension or renewal of suspension of registry shall be in Form "I".

Form "H".
Form "I".

11. The advertisement of cancelling or suspension shall be in Form "J".

Form "J".

Registered Office

12. Every notice of a change in the situation of the registered office of a society shall be sent to the Registrar within fourteen days after every such change in Form "K". Notice of the situation of the registered office of a society on first registry shall be deemed to be given by the rules. Form "K"

Inspection of Books by Order of the Registrar

13. Every application to the Registrar to appoint an accountant or actuary to inspect the books of a society shall be in Form "L". Form "L"

Nominations

14. Every registered society shall keep a record or register of all nominations made by the members, and of all revocations and variations of the same, and for the recording or registering of every such nomination, revocation, or variation the rules of the society may require the member nominating to pay a sum not exceeding two cents.

Transfer of Stock

15. Every application to the Registrar to direct a transfer of stock shall follow as near as may be Form "M" and shall be accompanied by a statutory declaration in Form "N" or as near thereto as the facts admit, and by the certificate of the stock in respect of which the application is made. Form "M".
Form "N".

16. Before making the application the Society shall submit to the Registrar for examination a draft copy on foolscap paper, written on one side only, of the proposed application and declaration.

17. The Registrar, before directing the transfer, may require such further proof of any statement in the application as may seem to him to be necessary.

Form "O". 18. The Registrar shall give his direction in Form "O" so framed in each case as to suit the particular circumstances.

Disputes

Form "P". 19. Every reference of a dispute to the Registrar shall be written on foolscap paper *in duplicate* in Form "P".

20. The Registrar, upon receipt of the reference, shall transmit one copy of it to the Attorney-General for his consent.

Form "Q". 21. Every notice of hearing by the Registrar, and every requisition for the attendance of parties and witnesses, and the production of books and documents, shall be in Form "Q".

Form "R". 22. Where it is necessary to enforce the attendance of a particular witness, or the production of a particular document, notice shall be in Form "R".

Form "S". 23. If an order for discovery is necessary it shall be in Form "S".

Form "V". 24. The determination and order of the Registrar shall be in Form "V" or as near thereto as the circumstances of the case may in his judgment allow.

Inspectors and Special Meetings

Form "W". 25. An application for appointment of Inspectors or for calling a special meeting shall be sent to the Registrar written on foolscap paper *in duplicate*, in Form "W" and shall be accompanied by a statutory declaration in Form "X" signed by three at least of the applicants.

Form "X".

26. The Registrar may, immediately upon receipt of the application, transmit one copy to the Attorney-General for his consent, or may, before such transmission, give notice of the application to the Society, and send to the Attorney-General any answer the society may make.

Form "Y". 27. The appointment of Inspectors shall be in Form "Y" or as near thereto as circumstances may allow.

28. The notice of special meeting shall be in Form "Z".

Form "Z".

29. The chairman of the special meeting shall report to the Registrar as he may direct in Form "ZA".

Form "ZA".

Special Resolutions

30. Every application for approval of change of name must be made *in duplicate* in Form "AA" and must be sent to the Registrar accompanied by a statutory declaration in Form "AB". If approved of, the word "approved" shall be written at the foot or end of each such copy, and the same shall be signed by the Registrar.

Form "AA".

Form "AB".

31. Every application to register a special resolution for the amalgamation of societies must be made by each of the societies *in duplicate* in Form "AC" and must be sent to the Registrar, accompanied by statutory declarations from officers of each society in Form "AB". No acknowledgment of registry shall be given to either society until special resolutions in the like terms have been submitted for registry by the other or others.

Form "AC".

Form "AB".

32. Every application to register a special resolution for the transfer of the engagements of a society to another must be *in duplicate* in Form "AD" and must be sent to the Registrar accompanied by statutory declarations in Forms "AB" and "AE".

Form "AD".

Form "AE".

33. Every application to register a special resolution for converting a society into a company must be *in triplicate* in Form "AF" and must be sent to the Registrar accompanied by statutory declaration in Form "AB".

Form "AF".

34. An application for registry of a special resolution for amalgamation with a company, or for transfer of engagements to a company, shall be *in duplicate* in Form "AC" or "AD" as the case may be, with the necessary

42. The notice of a proceeding to set aside a dissolution shall be in Form "AY" and the notice of an order setting aside a dissolution in Form "AZ".

Form "AY".

Form "AZ".

Fees

43.—(1) Subject to paragraphs (2) and (3), the following fees shall be payable in advance for matters to be transacted and the inspection of documents under the Act—

Matter in respect of which fee is payable	Fee
For the acknowledgement of registry of every amendment of the rules	\$2,500.00
For the registry of a special resolution by any society (to include in the case of a change of name, the approval of the same)	\$2,000.00
For a direction to transfer stock	\$3,000.00
For every appointment of Inspectors, or calling of a special meeting by the Registrar	\$3,000.00
For the determination of the Registrar on a dispute, or his award for dissolution or distribution of funds	\$5,000.00
And if more than one hearing or adjournment becomes necessary, then for every hearing after the first, and for every adjournment	\$5,000.00
For every document (except as aforementioned) required to bear the seal of the Registrar of Companies not chargeable with any other fee to the Registrar	\$2,000.00

Matter in respect of which fee is payable	Fee
For a certified copy for a Certificate of Registration	\$1,000.00
For every inspection, on the same day, of documents (whether one or more) in the custody of the Registrar relating to one and the same society	\$200.00 per hour
For supplying information via facsimile (per page)	
U.S., Canada, Caribbean	\$500.00
Jamaica	\$100.00
other countries	\$600.00
For a certified copy of every page of any document in the custody of the Registrar	\$150.00 per page
For an uncertified copy or a page of any document	\$100.00
For the registration of the rules of the society ...	\$8,000.00
For the registration of any notice of change of office	\$2,000.00
For the registration of Annual Returns ...	\$3,000.00
To obtain copy of rules from a society ...	\$100.00 per page

Matter in respect of which fee is payable	Fee
<hr/>	
For services to Government Agencies/Public Bodies—	
Computer generated report	\$5,000.00
Database on diskettes	\$6,000.00
Database in print	\$10,000.00
Service of Summons	\$2,000.00
Letters/extract verifying records	\$2,000.00
Opinions/research	\$3,000.00
Attendance at Court by non-legal staff (one day or part thereof):	
Supreme Court	\$5,000.00
Resident Magistrate's Court	\$3,500.00
Attendance at Court - Legal Officer (one day or part thereof):	
Senior Counsel	\$52,000.00
Junior Counsel	\$12,000.00

*Scale of fees relating to Registration
of Declaration of Value Assets*

43A. In lieu of the provisions of the Third Schedule to the Act the following scale of fees shall have effect—

Description of Registered Society	Annual Fee Payable on or by 1/9/92
<hr/>	
Where the aggregate value of the assets does not exceed \$5,000	\$100.00
Where the aggregate value of the assets exceeds \$5,000 but does not exceed \$15,000	\$200.00
Where the aggregate value of the assets exceeds \$15,000 but does not exceed \$50,000	\$300.00
Where the aggregate value of the assets exceeds \$50,000 but does not exceed \$100,000	\$500.00
Where the aggregate value of the assets exceeds \$100,000 but does not exceed \$500,000	\$1,000.00

Description of Registered Society	Annual Fee Payable on or by 1/9/92
Where the aggregate value of the assets exceeds \$500,000 but does not exceed \$1,000,000 ...	\$1,400.00
Where the aggregate value of the assets exceeds \$1,000,000 but does not exceed \$5,000,000 ...	\$5,000.00
Where the aggregate value of the assets exceeds \$5,000,000 but does not exceed \$10,000,000 ...	\$7,000.00
Where the aggregate value of the assets exceeds \$10,000,000	\$10,000.00

Modification of Forms

44. The forms hereto annexed may be modified to suit particular cases, by authority of the Registrar.

45. The Registrar may dispense with the obligation to supply a duplicate of any document, where such obligation is imposed only by the Regulations.

46. The Registrar shall keep such books as records of matters dealt with by him under the Act, as with the approval of the Attorney-General he shall determine.

47. For the performance of his duties under the Act the Registrar may receive such remuneration as the Minister may from time to time determine.

NOTE—Where a provision is contained in more than one rule a reference should be made to each.

The Industrial and Provident Societies Act

APPLICATION TO REGISTER A SOCIETY

Name of Society.....Limited.

To the Registrar.

Application to register a society under the abovementioned Act, under the name of.....Limited, is made by the eight persons whose names are subscribed at the foot hereof.

1. The object, name, and registered office of the society are provided for in Rule No.....(state number).

2. The terms of admission of members, including any society or company investing funds in the society under the provisions of the Act, are provided for in Rule No.....(state number).

3. The mode of holding meetings and right of voting, and the manner of making, altering or rescinding rules, are provided for in Rule No.....(state number).

4. The appointment and removal of a Committee of Management (by the name of.....), of managers or other officers, and their respective powers and remuneration, are provided for in Rule No.....(state number).

5. The determination of the amount of interest, not exceeding \$400, in the shares of the society, which any member other than a registered society may hold, is provided for in Rule No.....(state number).

6. The determination whether the society may contract loans or receive money on deposit subject to the provisions of the Act, from members or others, and if so, under what conditions, on what security, and to what limits of amount, is provided for in Rule No..... (state number).

7. The determination whether the shares or any of them shall be transferable, and the form of transfer and registration of the shares and the consent of the committee thereto, and the determination whether the shares or any of them shall be withdrawable, and the mode of withdrawal, and the payment of the balance due thereon on withdrawing from the society, are provided for in Rule No.....(state number).

FORM "A", contd.

8. The audit of accounts and the appointment of auditors or a public auditor are provided for in Rule No.....(state number).

9. The determination whether and how members may withdraw from the society, and the claims of the representatives of deceased members or the trustees of the property of bankrupt members, and the payment of nominees, are provided for in Rule No.....(state number).

10. The mode of application of profits is provided for in Rule No.....(state number).

11. The custody and use of the seal of the society are provided for in Rule No.....(state number).

12. The determination whether and by what authority and in what manner any part of the capital may be invested is provided for in Rule No.....(state numbers).

13. The statutory duties of the society are set forth in Rule No.....(state number).

With this application are sent—

Two printed copies of the Rules, each marked "A", and signed by each of the applicants.

Signature of Member _____	Residence of Member _____
1
2
3
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	8Secretary.

Registered Office,

Date.....day of.....19.....

FORM "B"

(Regulation 4)

The Industrial and Provident Societies Act

APPLICATION TO REGISTER A PARTIAL AMENDMENT OF RULES

Name of Society.....Limited.

Register No.....

To the Registrar.....

Application to register a partial amendment of the Rules of the.....
.....Limited, is made by the person whose name
is subscribed at the foot hereof.

With this application are sent—

- (a) a printed copy of the registered rules marked to show where the alterations occur, and what they are;
(b) two printed (or written) copies of the amendment, each marked "O" and signed by the applicant and three members of the society;
(c) a statutory declaration of an officer of the society, that the amendment now submitted for registry has been duly made by the society, and that to the best of his knowledge and belief the same is not contrary to the provisions of the Act in that behalf;
(d) the fee of \$2.00 prescribed by the Regulations.

(Signed).....Secretary

Registered Office,

Date.....day of.....19.....

FORM "C"

(Regulations 4 and 5)

The Industrial and Provident Societies Act

DECLARATION IN SUPPORT OF AN AMENDMENT OF RULES

Name of Society.....Limited.

Register No.....

Jamaica.....to wit.

I.....of....., an officer of the
abovenamed Society, do solemnly and sincerely declare that the amendment
of the Rules of the said Society, a copy of which is hereto annexed, has been
duly made by the Society, and that to the best of my knowledge and belief the
same is not contrary to the provisions of the Act above referred to.

And I make this solemn declaration conscientiously believing the same to be
true, and by virtue of the provisions of the Voluntary Declarations Act.

Taken and received before me, one of Her Majesty's Justices } Signature
of the Peace.....at.....this }
.....day of.....19..... } of Declarant.

FORM "D"

(Regulation 5)

The Industrial and Provident Societies Act

APPLICATION TO REGISTER A COMPLETE AMENDMENT OF RULES

Name of Society.....Limited.

Register No.....

To the Registrar.....

Application to register a complete Amendment of the Rules of the.....
Limited, is made by the person whose name
 is subscribed at the foot hereof.

1. The object, name, and registered office of the society are provided for in
 Rule No.....(state number).

2. The terms of admission of members, including any society or company
 investing funds in the society under the provisions of the Act, are provided for
 in Rule No.....(state number).

3. The mode of holding meetings and right of voting and the manner of
 making, altering, or rescinding rules, are provided for in Rule No.....
 (state number).

4. The appointment and removal of a Committee of Management (by the
 name of.....), of managers and other officers,
 and their respective powers and remuneration, are provided for in Rule
 No.....(state number).

5. The determination of the amount of interest, not exceeding \$400, in the
 shares of the society, which any member other than a registered society may
 hold, is provided for in Rule No.....(state number).

6. The determination whether the society may contract loans or receive
 money on deposit, subject to the provisions of the Act, from members or others,
 and if so, under what conditions, on what security, and to what limits of
 amount, is provided for in Rule No.....(state number).

FORM "D", contd.

7. The determination whether the shares or any of them shall be transferable, and the form of transfer and registration of the shares and the consent of the committee thereto, and the determination whether the shares or any of them shall be withdrawable, and the mode of withdrawal, and the payment of the balance due thereon on withdrawing from the society are provided for in Rule No.....(state number).

8. The audit of accounts, and the appointment of auditors or a public auditor are provided for in Rule No.....(state number).

9. The determination whether and how members may withdraw from the society, and the claims of the representatives of deceased members or the trustees of the property of bankrupt members, and the payment of nominees, are provided for in Rule No.....(state number).

10. The mode of application of profits is provided for in Rule No.....(state number).

11. The custody and use of the seal of the society are provided for in Rule No.....(state number).

12. The determination whether and by what authority any part of the capital may be invested is provided for in Rule No.....(state number).

13. The statutory duties of the society are set forth in Rule No.....(state number).

With this application are sent—

- (a) a printed copy of the registered rules, marked "A";
- (b) two printed copies of the new rules proposed by way of complete amendment, each marked "P" and signed by the applicant and three members of the society;
- (c) a statutory declaration of an officer of the society, that the amendment now submitted for registry has been duly made by the society, and that to the best of his knowledge and belief the same is not contrary to the provisions of the Act in that behalf;
- (d) the fee of \$2.00 prescribed by the Regulations.

Registered Office, Signed.....Secretary.

Date.....day of.....19.....

[The inclusion of this page is authorized by L.N. 144/1995]

FORM "F"

(Regulation 7)

The Industrial and Provident Societies Act

REQUEST TO CANCEL REGISTRY

Name of Society.....Limited.
 Register No.....
 To the Registrar.

1. The abovementioned Society desires that its registry under the Industrial and Provident Societies Act may be cancelled on the following ground, viz., (state reason for desiring cancelling of registry), and at a general meeting duly held on the.....day of.....19..... it was resolved as follows—

“That the Registrar be requested to cancel the registry of this Society”.

2. This request is made by the Society accordingly.

3. It is desired that notice of such cancelling be published in the (naming some newspaper) circulating in the.....of (naming.....) in which the registered office of the Society is situated.

4. The sum of....., being the cost of publishing such notice in the said newspaper, and the further sum of.....for the cost of publishing the same in the *Gazette*, are herewith transmitted.

Seal of the Society.

()Secretary.
 Registered Office,

Date.....day of.....19.....

FORM "G"

(Regulation 9)

The Industrial and Provident Societies Act

NOTICE BEFORE CANCELLING OR SUSPENSION OF REGISTRY

Name of Society.....Limited.
 Register No.....

Notice is hereby given to the abovementioned Society, that it is the intention of the Registrar to proceed on the.....day of.....19....., to cancel (or suspend for any term not exceeding three months) the registry of the Society, unless cause be shown to the contrary in the meantime.

The ground for such proposed cancelling (or suspension) is that the number of members of the society is reduced to less than seven or that the acknowledgment of registry has been obtained by fraud (or issued in mistake, or that the Society exists for an illegal purpose, or has wilfully and after notice from the Registrar violated the provisions of the Act or has ceased to exist. The facts should be briefly specified where practicable).

(Seal of the Registrar of Companies)

Date.....day of.....19.....

FORM "H"

(Regulation 10)

The Industrial and Provident Societies Act

CANCELLING OF REGISTRY

Name of Society.....Limited
Register No.....

The registry of the abovementioned Society is hereby cancelled at its request (or as the case may be. The Registrar may, if he thinks fit, add a statement, as in Form "G," of the ground of the cancelling.)

(Seal of the Registrar of Companies)

Dated the.....day of.....19.....

FORM "I"

(Regulation 10)

The Industrial and Provident Societies Act

SUSPENSION OR RENEWAL OF SUSPENSION OF REGISTRY

Name of Society.....Limited.
Register No.....

The registry of the abovementioned Society is hereby (further) suspended for (any term not exceeding) three months from this date on the ground that (here state the ground of suspension as in Form "G").

(Seal of the Registrar of Companies)

Date.....day of.....19.....

FORM "J"

(Regulation 11)

The Industrial and Provident Societies Act

ADVERTISEMENT OF CANCELLING OF SUSPENSION

Notice is hereby given that the Registrar has, pursuant to the Industrial and Provident Societies Act, this day Cancelled (or Suspended for) (state the term) the Registry of the.....Limited, (Register No.....), held at.....in the Parish of.....

(Here state the ground for Cancelling or Suspension.)

The Society (subject to the right of appeal given by the said Act) ceases to enjoy (during such suspension) the privileges of a registered society, but without prejudice to any liability incurred by the Society, which may be enforced against it as if such cancelling (or suspension) had not taken place.

Dated the.....day of....., 19.....

Signature of Registrar.

FORM "L", *contd.*

<u>Signature of Member</u>	<u>Residence of Member</u>
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Address to which communications for the applicants are to be sent.

Date.....day of.....19.....

FORM "M"

(Regulation 15)

The Industrial and Provident Societies Act
APPLICATION FOR DIRECTION TO TRANSFER STOCK
 (To be accompanied by Form "N")

Name of Society.....Limited
 Register No.....

Application for a direction to transfer stock is made by the four persons whose names are subscribed at the foot hereof, being the Secretary and three members of the abovementioned Society.

1. On the.....day of.....the sum ofwas invested in the purchase of.....stock in the names (state exactly in what names the stock stands), of.....as trustees for the Society, and the same is still standing in their names.

2. The said.....is absent from Jamaica (or became bankrupt, on the.....day of....., or filed a petition (or executed a deed) for liquidation of his affairs by assignment or arrangement or for composition with his creditors, on theday of....., or has become a lunatic, or died on theday of), or has not been heard of for.....years, and it is not known whether he is living or dead).

3. On the.....day of....., the saidwas removed from his office of trustee, and(give full name and description) was appointed in his place.

4. Since such removal application has been made in writing to the said (removed trustee) to join in the transfer of the said stock into the names of the said.....(here give the names of the other trustees, and of the new trustee appointed in the place of the one removed) as trustees for the said Society, but he has refused to comply (or has not complied) with such application. (This paragraph may be omitted, or varied, as the facts require).

[The inclusion of this page is authorized by L.N. 112/1978]

FORM "M", *contd.*

5. This application to the Registrar is made pursuant to the Act and to the Trustee Act, that he may direct the said stock to be transferred into the names of the said.....as trustees for the Society by(this blank should be filled by the names of the surviving or continuing trustees (if any), and if they be willing and able to make the transfer; but if there be no such trustee, or if any such trustee refuse or be unable to make the transfer, then by the name of the person appointed for the purpose by the Registrar under the authority of section 29 of the Act, and a full statement of the facts and of the grounds of such refusal or inability should be made).

6. With this application is sent the fee of \$4.00 prescribed by the Regulations.

.....Secretary.

 } Members

Registered Office

Date.....day of.....19.....
 To the Registrar.

FORM "N"

(Regulation 15)

The Industrial and Provident Societies Act

DECLARATION VERIFYING STATEMENTS IN AN APPLICATION FOR DIRECTION TO
 TRANSFER STOCK

Jamaica.....to wit.....
 Name of Society.....Limited
 Register No.....

I.....of....., in the parish
 of.....do solemnly and sincerely declare that I am
 the Secretary of the abovementioned Society.

That.....and....., whose
 names are subscribed at the foot of the application hereto annexed, are members
 of the said Society.

That on the.....day of.....19.....,
 the sum of.....was invested in the purchase
 of.....stock, in the names of.....
 (state as in Form "M") as trustees for the Society, and the declarant believes
 that it is still standing in their names, as follows:—

That the said.....is absent from Jamaica.

That on the.....day of....., 19....., the
 said.....was removed from his office of
 trustee, and.....was appointed in his place.

That since such removal application has been made in writing to the said
to join in the transfer of the said stock into
 the names of the said.....as trustees for the said
 Society but he has refused to comply (or has not complied) with such application.
 (This paragraph may be omitted, or varied, as the facts require).

And I make this solemn declaration conscientiously believing the same to be
 true, and by virtue of the provisions of the Voluntary Declarations Act.

Taken and received before me, one of Her Majesty's } Signature
 Justices of the Peace for the Parish of..... } of
 this.....day of.....19..... } Declarant.

FORM "O"

(Regulation 18)

The Industrial and Provident Societies Act

DIRECTION BY THE REGISTRAR TO TRANSFER STOCK

Whereas it has been made to appear to me that.....
 stock, is now standing in the names of.....and
as trustees for.....
 Limited, a Society registered under the Act;

And that the said.....is absent from Jamaica
 (or as the case may be);

And that.....has been appointed trustee of
 the said Society in place of the said.....:

(a) I, as Registrar under the said Act, hereby direct, pursuant to section 29
 of the said Act that the said sum of.....so standing in
 the names of the said.....
 be transferred by the said.....
 into the names of the said.....
 or.....;

(b) And that there is no surviving or continuing trustee for the said
 Society, or that the surviving and continuing trustees refuse or are
 unable to transfer the said stock in pursuance of my direction.

I, as Registrar under the said Act, hereby direct pursuant to section 29 of
 the said Act, that the said sum of.....be transferred by A. B.
 appointed by me for the purpose under the authority of section 29 of the said
 Act, into the names of the said.....

Signature.....

Address.....

Date.....day of.....19.....

FORM "P"

(Regulation 19)

The Industrial and Provident Societies Act

REFERENCE OF A DISPUTE

(To be signed in duplicate)

Dispute between.....and (.....
 an officer of) the.....Limited.
 Register No.....

The abovenamed parties, by consent, refer the dispute between them to the
 Registrar.

(Signed)

.....Claimant.

.....Officer of Society.

The said.....states as follows—

FORM "P", contd.

1. That he is (or has within six months been) a member (or claims through a member, or person aggrieved who, within six months, has been a member or under the rules) of the said Society.

2. That he claims to be entitled as follows (give particulars of the claim).

3. That the claim is proposed to be supported by the evidence of the following witnesses, and by the production of the following books and documents (give list).

Signature.....

Address.....

Date.....day of.....19.....

The said Society (or the said.....as an officer of the said Society) states as follows—

1. That the Society (or he) disputes the claim of the said.....on the following grounds (state grounds of dispute).

2. That the case of the Society (or his case) is proposed to be supported by the evidence of the following witnesses, and by the production of the following books and documents (give list).

(Seal of Society or Signature of the Officer)

Registered Office.....

Dated the.....day of.....19.....

With the reference is to be sent the fee of \$4.00 prescribed by the Regulations.

FORM "Q"

(Regulation 21)

The Industrial and Provident Societies Act

NOTICE AND REQUISITION

Register No.....

Dispute between.....and (.....

.....an officer of) the..... Limited.

To.....

Take notice that I shall proceed to hear and determine the matter in dispute, which has been referred to me pursuant to the said Act, on the..... day of.....next, at.....o'clock, at

And that I shall require the attendance there of all parties concerned, and of the witnesses named, and the production of the books and documents specified in the statement made by you in the reference of the dispute.

Signature.....

Registrar.

Date.....day of.....19.....

FORM "R" (Regulation 22)

The Industrial and Provident Societies Act

SPECIAL REQUISITION TO WITNESS

Dispute between.....and (.....
an officer of) the.....Limited.

Register No.....
To.....

Pursuant to section 44 of the Act, you are required to attend at.....
.....on.....
the.....day of.....next, at.....
o'clock, to give evidence relating to the matter in question, and to produce the
following books and documents (state them).....

Signed.....
Registrar

Date.....day of.....19.....

FORM "S" (Regulation 23)

The Industrial and Provident Societies Act

ORDER FOR DISCOVERY

In the matter of a dispute between.....and
(.....an officer of) the.....Limited
Register No.....referred to me pursuant to the Act.

I,.....Registrar, order and direct as follows—

1. That within 14 days from the service of this order.....do
deposit at my office (state where) for inspection by the parties the following
documents (state the documents).

2. That on the.....day of.....next, at
.....o'clock.....(*an officer of the
Society) do appear before me at my office above-named, and make discovery
upon oath of all things within his knowledge (*as such officer) relative to the
following matters (state the matters as to which discovery is granted).

Given under my hand this.....day of.....
19.....

Signature.....
Registrar.

*These words will be omitted if the discovery is to be made by the other party to
the dispute.

FORM "V" (Regulation 24)

The Industrial and Provident Societies Act

DETERMINATION AND ORDER

In the matter of a dispute between.....and
.....(.....officer of)
the.....Limited, Register No.....
referred to me pursuant to the Act:—

FORM "V", *contd.*

I,....., Registrar, determine as follows:

The said.....(or the Society) shall, on or before the.....day of.....next, pay to.....the sum of.....(or the Society) (or name of party) shall, on or before the.....day of.....next, reinstate the said..... as a member (or whatever the act may be that the Registrar thinks ought to be done by the party. Other provisions may here be added if necessary, and the payment of a sum of money by way of damages may be provided for as an alternative to the doing of any act); (or) The Society is not indebted to (name of party, or as the case may require).

The expenses hereof are ordered to be paid out of the funds of the Society (or as the case may be).

Given under my hand this.....day of.....19.....

Signature.....
Registrar

FORM "W" (Regulation 25)

The Industrial and Provident Societies Act

APPLICATION UNDER SPECIAL POWERS OF REGISTRAR

(To be sent *in duplicate*, accompanied by Form "X")

Name of Society.....Limited
Register No.....

Application made pursuant to section 45 of the Act.

1. The abovementioned Society has.....members.
2. This application is signed by one-tenth of the members (or by 100 members if the whole number exceeds 1,000).
3. The application is that the Registrar may appoint an Inspector or Inspectors (or may call a special meeting pursuant to the said section).
4. The grounds of the application are as follows: (state the grounds fully).
5. The applicants are prepared to support the application by the following evidence, for the purpose of showing that they have good reason for making the application, and are not actuated by malicious motives in doing so, viz., a statutory declaration hereto annexed by (names) three of the present applicants, and (here state the nature of the evidence proposed to be given.)
6. The applicants are prepared, if required, to give security for costs to the extent of (state amount). With this application is sent the fee of \$4.00 prescribed by the Regulations.

.....
Signatures of Applicants

.....
Address to which communications are to be sent

.....
Date.....day of.....19.....

FORM "X" (Regulations 25)

The Industrial and Provident Societies Act

DECLARATION IN SUPPORT OF APPLICATION UNDER SPECIAL POWERS OF REGISTRAR

Name of Society.....Limited.
 Register No.....
 Jamaica.....to wit.

We,....., and
three of the members of the abovenamed
 Society, do solemnly and sincerely declare that the persons whose signatures are
 appended to the application, a copy of which is hereto annexed, are to the best
 of our knowledge and belief, *bonā fide* members of the Society, and that we are
 not, nor to the best of our knowledge and belief is any person whose signature
 is appended to such application actuated by malicious motives, and that to the
 best of our knowledge and belief there is good reason for making such
 application.

And we make this solemn declaration, conscientiously believing the same to
 be true, and by virtue of the provisions of the Voluntary Declarations Act.

Taken and received before me, one of Her Majesty's Justices } Signatures
 of the Peace for the Parish of..... } of
 this.....day of.....19..... } Declarants.

FORM "Y" (Regulation 27)

The Industrial and Provident Societies Act

APPOINTMENT OF INSPECTORS

Name of Society.....Limited.
 Register No.....

Pursuant to section 45 of the Act, I hereby appoint.....
 (and.....) Inspector (or Inspectors) to examine
 into the affairs of the abovementioned Society and to report thereon.

One copy of the application for inspection is sent herewith for the guidance
 of the Inspector (or Inspectors).

He (or they) may require the production of all or any of the books and
 documents of the Society, and may examine on oath its officers, members,
 agents and servants in relation to its business, and may administer such oath.

The inspection is to commence on.....the.....
 day of.....next at.....o'clock, and to be
 held at.....

Signature.....
 Registrar.

Date.....day of.....19.....

FORM "Z"

(Regulation 28)

The Industrial and Provident Societies Act

NOTICE OF SPECIAL MEETING TO BE HELD BY THE REGISTRAR'S DIRECTION

(To be given either by letter addressed to every member, or by advertisement,

or in such other manner as the Registrar directs.)

Name of Society..... Limited.

Register No.....

Notice is hereby given that a special meeting of the abovementioned Society will be held by direction of the Registrar pursuant to section 45 of the Act, on.....the.....day of..... next, at.....o'clock, at.....which meeting shall appoint its own Chairman, and shall then proceed to discuss and determine on the following matters (state them).....

Signature.....

Registrar.

Date.....day of.....19.....

FORM "ZA"

(Regulation 29)

The Industrial and Provident Societies Act

REPORT BY CHAIRMAN OF SPECIAL MEETING

Address.....

Date.....

To the Registrar.

I have to report that at the special meeting of the..... Limited, held by your direction at.....on..... the.....day of.....the following resolution was (or resolutions were) passed (state resolution or resolutions, and any other matters which the writer may think proper to report.)

Signed.....

Chairman of Special Meeting.

FORM "AA"

(Regulation 30)

The Industrial and Provident Societies Act

(To be sent in duplicate accompanied by Form AB)

APPLICATION FOR APPROVAL OF CHANGE OF NAME AND REGISTRY OF SPECIAL RESOLUTION

Name already Registered..... Limited.

Register No.....

To the Registrar.

Application for approval of a change of name of the abovementioned Society, and for registry of a special resolution to that effect is made by the Society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

FORM "AA", *contd.*

The following is a copy of a special resolution passed by the votes of three-fourths of the members present and entitled to vote at a general meeting of the Society, of which notice was duly given, held on the.....day of19....., and confirmed by a majority of the members present and entitled to vote at a subsequent general meeting, of which notice was duly given, held on the.....day of.....19....., pursuant to section 46 of the Act.

(The resolution to be copied at length).

With this application is sent the fee of \$2.00, prescribed by the Regulations.

Seal of Society.

(.....) Secretary.
 Chairman of the first general meeting.
 Chairman of the subsequent general meeting

Registered Office,

Date.....day of.....19..... .

FORM "AB" (Regulations 30, 31, 32, 33 and 34)

The Industrial and Provident Societies Act

DECLARATION TO ACCOMPANY APPLICATION FOR REGISTRY OF A SPECIAL RESOLUTION

Jamaica.....to wit.
 Name of Society.....Limited.
 Register No.....

I,.....of....., an officer of the abovenamed Society do solemnly and sincerely declare that in making the special resolution, application for registry of which is appended to this declaration, the provisions of section 46 of the Act have been duly complied with.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Voluntary Declarations Act.

Taken and received before me, one of Her Majesty's Justices } Signature
 of the Peace for the Parish of.....at..... } of
 this.....day of.....19..... } Declarant.

FORM "AC" (Regulations 31 and 34)

The Industrial and Provident Societies Act

(To be sent in duplicate by each Society, accompanied by Form "AB")

APPLICATION FOR REGISTRY OF SPECIAL RESOLUTION FOR AMALGAMATION OF SOCIETIES

Name of Society (A).....Limited.
 Register No.....

FORM "AC", *contd.*

Name of Society (B).....Limited.
 Register No.....
 (And so on if more than two).
 To the Registrar.

Application for the registry of a special resolution for the amalgamation of the abovementioned societies is made by the society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

1. The following is a copy of a special resolution passed by the votes of three-fourths of the members present and entitled to vote at a general meeting of theLimited, of which notice was duly given, held on the.....day of.....19....., and confirmed by a majority of the members present and entitled to vote at a subsequent general meeting, of which notice was duly given, held on theday of.....19....., pursuant to section 46 of the Act.

(The resolution to be copied at length)

2. With this application is sent the fee of \$2.00 prescribed by the Regulations.
 Seal of the Society.

(.....)
 Chairman of the first general meeting

.....
 Secretary of the first-named Society.

.....
 Chairman of the subsequent general meeting.

Registered Office (of the A),

Date.....day of.....19.....

FORM "AD" (Regulations 32 and 34)

The Industrial and Provident Societies Act

(To be sent in duplicate by each Society, accompanied by Forms AB and AE)

APPLICATION FOR REGISTRY OF A SPECIAL RESOLUTION FOR TRANSFER OF ENGAGEMENTS

Name of Society transferring its engagements.....Limited.
 Register No.....
 Name of Society undertaking to fulfil transferred engagementsLimited.
 Register No.....
 To the Registrar.

Application for registry of a special resolution for transfer of engagements of the first-named Society is made by the.....Societies whose seals and the three persons whose names are affixed and subscribed.

1. The following is a copy of a special resolution passed by the votes of three-fourths of the members present and entitled to vote at a general meeting of the first-named Society, of which notice was duly given, held on the.....day of.....19....., and confirmed by a majority of the members present and entitled to vote at a subsequent general meeting, of

FORM "AD", *contd.*

which notice was duly given held on the.....day of.....
19..... .

(The resolution to be copied at length.)

2. The last-named Society has (state in what manner) undertaken to fulfil the engagements of the first-named Society, as testified by the common seal and by the signature of the Secretary of the said last-named Society to this application, and by the declaration of an officer of the same sent with this application.

3. With this application is sent the fee of \$2.00 prescribed by the Regulations.
Seal of the first-named Society.

(.....)
Chairman of the first general meeting

.....
Secretary of the first-named Society

.....
Chairman of the subsequent general meeting.

Seal of the last-named Society.

(.....)
Secretary of the last-named Society.

Registered Office of transferring Society.

Date.....day of.....19..... .

FORM "AE"

(Regulation 32)

The Industrial and Provident Societies Act

DECLARATION BY OFFICER OF SOCIETY ACCEPTING TRANSFER OF ENGAGEMENTS

Jamaica.....to wit.

Name of Society.....Limited.

Register No.....

I,.....of....., an officer of the above-named Society, do solemnly and sincerely declare that by resolution of a meeting of the Society held on the.....day of....., 19....., at.....(or as the case may be, stating by what authority the transfer is accepted) the Society has undertaken to fulfil all the engagements of the.....Limited, Register No..... .

And I make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of the Voluntary Declarations Act.

Taken and received before me, one of Her Majesty's Justices of the Peace at.....this..... day of.....19..... .	} Signature of Declarant.
--	---------------------------------

FORM "AF"

(Regulation 33)

The Industrial and Provident Societies Act

(To be sent in triplicate, accompanied by Form "AB")

APPLICATION FOR REGISTRY OF SPECIAL RESOLUTION FOR CONVERSION INTO
A COMPANY

Name of Society.....Limited.
 Register No.....
 To the Registrar.

Application for registry of a special resolution for conversion of the above-mentioned Society into a company is made by the Society whose Seal and the three persons whose names are affixed and subscribed at the foot hereof.

The following is a copy of a special resolution passed by the votes of three-fourths of the members present and entitled to a vote at a general meeting of the said Society, of which notice was duly given, held on the..... day of....., 19....., and confirmed by a majority of the members present and entitled to vote at a subsequent general meeting, of which notice was duly given, held on the..... day of....., 19....., pursuant to section 49 of the Act.

(The resolution to be copied at length).

With this application is sent the fee of \$2.00 prescribed by the Regulations.

Seal of the Society.

(.....)

.....
Chairman of the first general meeting.....
Secretary......
Chairman of the subsequent general meeting.

Registered Office,

Date..... day of..... 19.....

FORM "AG"

(Regulation 34)

*The Industrial and Provident Societies Act*DECLARATION BY OFFICER OF COMPANY AMALGAMATING OR ACCEPTING TRANSFER
OF ENGAGEMENTS

Jamaica..... to wit.

Name of Company..... Limited.

I,....., of....., an officer of the above-named company, do solemnly and sincerely declare that by resolution of a special meeting of the company held on the..... day of....., 19....., at..... (or as the case may be, stating by what authority the amalgamation is agreed to or the transfer of engagements accepted), the company has agreed to an amalgamation with (or undertaken to fulfil the engagements of) the.....

..... Limited, Reg. No.

FORM "AG", *contd.*

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Voluntary Declarations Act.

Taken and received before me, one of Her Majesty's Justices } Signature
 of the Peace at.....this..... } of
 day of.....19..... } Declarant.

FORM "AH"

(Regulation 37)

The Industrial and Provident Societies Act

INSTRUMENT OF DISSOLUTION

(To be signed in duplicate, and accompanied by Form "AI")

Name of Society.....Limited.
 Register No.....

Instrument of dissolution of the.....Limited,
 made the.....day of....., 19....., pursuant
 to section 55 of the Act and signed by three-fourths of the members.

It is agreed and declared as follows:—

1. The liabilities and assets of the Society are the following (here set them forth in detail).
2. The number of members is....., and the nature of their interests in the Society respectively is as follows.
3. The Society has no creditors other than such members (or if there be any, state the amount due to them and the provision to be made for its payment).
4. The funds and property of the Society shall be appropriated and divided in the following manner (or in such manner as the Registrar may award. If left to the award of the Registrar add "The fee of \$4.00 prescribed by the Regulations is sent herewith").

(here insert any other provisions the Society desires to make as to the dissolution.)

Signature of members:.....
 Schedule.

List of members who have not signed the foregoing instrument—

N.B.—All signatures by mark only must be attested by a witness who does not sign as a member.

FORM "AI"

(Regulation 37)

The Industrial and Provident Societies Act

DECLARATION TO ACCOMPANY INSTRUMENT (OR ALTERATION OF INSTRUMENT)
 OF DISSOLUTION

Jamaica.....to wit.
 Name of Society.....Limited.
 Register No.....

We....., and....., three
 members and.....the Secretary of the abovenamed

FORM "AI", *contd.*

Society do solemnly and sincerely declare that in making the instrument of dissolution (or the alteration of the instrument of dissolution) appended to this declaration, the provisions of the Act have been complied with.

And we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Voluntary Declarations Act.

Taken and received before me, one of Her Majesty's Justices } Signatures
of the Peace at.....this..... } of
day of.....19..... } Declarants.

FORM "AK"

(Regulation 38)

The Industrial and Provident Societies Act

ACKNOWLEDGEMENT OF REGISTRY OF INSTRUMENT OF DISSOLUTION

Name of Society.....Limited.
Register No.....

The foregoing instrument of dissolution (or alteration of instrument of dissolution) is registered under the Industrial and Provident Societies Act, this.....day of....., 19.....

.....
Seal of Registrar.

FORM "AL"

(Regulation 40)

The Industrial and Provident Societies Act

ADVERTISEMENT OF DISSOLUTION BY INSTRUMENT

Notice is hereby given that the.....Limited,
Register No.....held at.....in Jamaica
is dissolved by instrument registered at this office, the.....day of
....., 19....., unless within three months
from the date of the *Gazette* in which this advertisement appears proceedings
be commenced by a member or other person interested in or having any claim
on the funds of the Society to set aside such dissolution, and the same is set
aside accordingly.

.....
Signature of Registrar.

The.....day of.....19.....

FORM "AP"

(Regulation 41)

The Industrial and Provident Societies Act

AWARD FOR DISTRIBUTION OF FUNDS

Name of Society.....Limited
Register No.....

FORM "AP", *contd.*

Pursuant to section 55 of the Act and to the instrument of dissolution of the above-named Society, registered on the.....day of....., 19..... I hereby award and direct that the assets of the Society shall be divided and appropriated in the following manner—

Signed.....
 Registrar.

Address.....

Date.....day of.....19.....

FORM "AY" (Regulation 42)

The Industrial and Provident Societies Act

NOTICE OF PROCEEDING TO SET ASIDE DISSOLUTION

Name of Society.....Limited.
 Register No.....
 To the Registrar.

Whereas, on the.....day of....., 19....., the abovenamed Society was dissolved or purported to be dissolved by an instrument of dissolution purporting to be duly registered.

I hereby give you notice that I intend after not less than seven days from the date hereof to take proceedings for setting aside such dissolution in the.....Court.

Date.....day of.....19.....

Signed.....

Address.....

FORM "AZ" (Regulation 42)

The Industrial and Provident Societies Act

NOTICE OF ORDER TO SET ASIDE DISSOLUTION

Name of Society.....Limited
 Register No.....
 To the Registrar.

Whereas, on the.....day of....., 19....., the abovenamed Society was dissolved or purported to be dissolved by an instrument of dissolution purporting to be duly registered.

The abovenamed Society hereby gives you notice that by an order of the.....Court, dated the.....day of....., 19....., copy whereof is hereto annexed the dissolution of the said Society was set aside.

FORM "AZ", *contd.*

Seal of the Society.

.....
Countersigned.

.....Secretary.

Registered Office,

Date.....day of....., 19..... .

(This notice must be sent within seven days after the order to set aside dissolution is made. A copy of the order is to be annexed).