Cover

KNS Financial Reporting & Consulting Ltd

Jamaican Entity Setup Guide
Essential Steps for Registering Your Business and Securing Statutory Compliance in Jamaica

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Introduction

Starting a business in Jamaica requires proper registration, tax compliance, and record keeping. This guide provides a practical roadmap for entrepreneurs.

Step 1 – Choose Your Business Structure

Decide whether to operate as a Sole Trader, Partnership, or Limited Liability Company. Consider liability protection, tax implications, and growth plans.

Step 2 – Register Your Business

Register your business with the Companies Office of Jamaica (COJ). Reserve your business name, complete registration forms, and obtain your registration documents.

Step 3 – Obtain a TRN

Ensure the business and owners have valid Tax Registration Numbers (TRNs).

Step 4 – Register with Tax Administration Jamaica

Determine your obligations for income tax, payroll taxes, statutory deductions, and GCT registration if applicable.

Step 5 – Set Up Payroll Compliance

Register for NIS, NHT, HEART/NSTA Trust and prepare systems for S01 and S02 filings where required.

Step 6 – Open a Business Bank Account

Open a dedicated business account and separate personal and business transactions.

Step 7 – Implement Record Keeping

Maintain invoices, receipts, bank records, payroll records, contracts and supporting documents.

Step 8 – Financial Reporting & Compliance

Prepare financial statements, monitor filing deadlines, and remain compliant with statutory obligations.

Business Setup Checklist

■ Business Name Registered
■ TRN Obtained
■ Bank Account Opened
■ Payroll System Established
■ Record Keeping System Implemented
■ Compliance Calendar Created

How KNS Can Help

Business Registration Support
Bookkeeping Services
Financial Reporting
Compliance Services
Payroll Support
Audit Coordination

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