



FIXED DATE CLAIM FORM



**IN THE SUPREME COURT OF JUDICATURE OF JAMAICA
IN THE COMMERCIAL DIVISION
CLAIM NO. SU2021CD00291**

**IN THE MATTER OF THE COMPANIES ACT OF
JAMAICA**

AND

**IN THE MATTER OF AN APPLICATION FOR
DIRECTIONS PURSUANT TO SECTION 130(2) OF
THE COMPANIES ACT OF JAMAICA**

AND

**IN THE MATTER OF STATIONERY AND OFFICE
SUPPLIES LIMITED**

The Applicant, **ALLAN MCDANIEL**, Director of Stationery and Office Supplies Limited 21-25 Beechwood Avenue, Kingston 5 in the parish of Saint Andrew, seeks the following orders:

1. Notwithstanding the provisions of the Companies Act and the provisions of the Articles of Incorporation for Stationery and Office Supplies Limited, regarding the holding of Annual General Meetings ("AGMs") Stationery and Office Supplies Limited ("the Company") may call and conduct its 2021 and 2022 Annual General Meetings (which term includes Annual General Meetings conducted following an adjournment or postponement) in accordance with this order and any Annual General Meeting called or held in accordance with this order shall be valid.
2. Notwithstanding the provisions of the Companies Act and the provisions of the Articles of Incorporation for Stationery and Office Supplies Limited, regarding the holding of Extraordinary General Meetings ("EGMs"), the Company may call and conduct any Extraordinary General Meeting, which term includes Extraordinary General Meeting in 2021 and 2022 in accordance with this order and any Extraordinary General Meeting called or held in accordance with this order shall be valid.
3. The Company is permitted to conduct its Annual General Meeting or any Extraordinary General Meeting in 2021 and 2022 by either:

- a. Holding a meeting with one or more shareholders present at a physical venue with a live stream or broadcast of the meeting by electronic means or software (including webcasting, videoconferencing, teleconferencing, a combination of these and/or other electronic means) which allows all shareholders access to see and hear the proceedings, ask questions in such reasonable order and manner as the chairman may allow, and to vote electronically including before the meeting or by a proxy chosen from among the persons the company indicates will be physically present at the meeting; or
 - b. Holding a meeting entirely by live stream or broadcast of the meeting by electronic means or software (including webcasting, videoconferencing, teleconferencing, a combination of these and/or other electronic means) which allows all shareholders access to see and hear the proceedings, ask questions in such reasonable order and manner as the chairman may allow, and to vote electronically including before the meeting.
4. The Company is permitted to provide its shareholders with notices of its 2021 and 2022 Annual General Meetings or any Extraordinary General Meeting called in 2021 and 2022 and any resolutions, draft resolution proposed to be passed, circulars, proxy forms, financials including profit and loss accounts, balance sheets and auditor's reports and other documents necessary or relevant for the conduct of an Annual General Meeting or any Extraordinary General Meeting by one or more of the following means: electronic mail, pre-paid mail, posting links to access the documents on the Company's website.
5. A declaration that any notice or document delivered in accordance with this order shall satisfy all requirements for serving documents for the Annual General Meetings or any Extraordinary General Meeting notwithstanding any provision to the contrary in the Companies Act or the Company's articles of incorporation.
6. The failure or inability of a shareholder to attend or remain in an Annual General Meeting or Extraordinary General Meeting held in accordance with paragraph 3 above as a result of mistake or of events beyond the control of the Company shall not invalidate any resolutions passed or proceedings taken at the said meeting.
7. Liberty to apply.

8. Such further and other relief as this Honourable Court deems appropriate or which may be necessary to give effect to the orders sought.

The Claimant is seeking the orders on the following grounds:

1. Section 126(1) of the Companies Act provides that:

“Every company shall in each year hold a general meeting as its annual general meeting ...; and not more than fifteen months shall elapse between the date of one Annual General Meeting of a company and that of the next: Provided that, so long as a company holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year.”

2. Section 130(2) of the Companies Act provides that:

“if for any reason it is impracticable to call a meeting of a company in any manner in which meetings of that company may be called, or to conduct the meeting of the company in a manner prescribed in the company’s articles, the Court may, either of its own motion or on the application of any director of the company or of any member of the company who would be entitled to vote at the meeting, order a meeting of the company to be called, held and conducted in such manner as the Court thinks fit, and where any such order is made may give such ancillary or consequential directions as it thinks expedient, and any meeting called, held and conducted in accordance with any such order shall for all purposes be deemed to be a meeting of the company duly called, held and conducted”.

3. Given the restrictions imposed by the Government of Jamaica arising from the outbreak of the SARS-CoV2 (Coronavirus COVID-19) on the island and in particular the measures under the Disaster Risk Management (Enforcement Measures) Order 2021, it is impracticable for the Company to call and hold its Annual General Meeting by way of fully face to face meeting in the usual manner.
4. In the absence of an order of the court allowing Annual General Meetings or Extraordinary General Meetings by electronic means, the Company would either be forced to hold an AGM or EGM in breach of the Disaster Risk Management (Enforcement Measures) (Order) 2021 and/or at risk to the health of their shareholders and officers who attend or to not hold a meeting which would breach the Companies Act.

5. The relief sought in this claim is therefore appropriate and necessary so that the Company may comply with both the relevant Orders made under the Disaster Risk Management Act and the requirements of the Companies Act to hold Annual General Meetings or Extraordinary General Meetings.

I certify that all facts set out in this Fixed Date Claim Form are true to the best of my knowledge, information and belief.

Dated the 28th day of June 2021



ALLAN MCDANIEL
APPLICANT



MAYHEWLAW
ATTORNEY-AT-LAW FOR THE APPLICANT

FILED by: MAYHEWLAW, Attorneys-at-Law, (Attention: Lesley – Ann Stewart, Atty #5771) of Unit 11 Seymour Park, 2 Seymour Avenue, Kingston 6, Telephone numbers 927-8505/927-8663 Email: mayhewlaw@gmail.com, Attorneys-at-Law for and on behalf of the Applicant herein whose address for service is that of the said Attorneys-at-Law.

NOTICE TO THE DEFENDANT

The first hearing of this claim will take place at The Supreme Court, Public Buildings, King Street, Kingston on the 29th day of Sept 2021, at 10:30 a.m./p.m.

If you do not attend at the hearing, judgment may be entered against you in accordance with the claim.

If you do attend, the judge may

- (a) deal with the claim, or
- (b) give directions for the preparation of the case for a further hearing.

A Particulars of Claim or an Affidavit giving full details of the Claimants' claim should be served on you with this Claim Form. If this has not been done and there is no order permitting the Claimant not to serve the Particulars of Claim or Affidavit you should contact the court immediately.

You should complete the form of Acknowledgment of Service served on you with the Claim Form and deliver it to the registry (address below) so that they receive it within FOURTEEN (14) DAYS of the service of this Claim Form on you. The form of Acknowledgment of Service may be completed by you or your Attorney-at-Law, acting for you. See Rules 9.3(1) and 9.4(3).

You should consider obtaining legal advice with regard to this claim. See notes in form 2A served with this Claim Form.

This Claim Form has no validity if it is not served within six months of the date below unless it is accompanied by an order extending that time. See Rule 8.14(1).

The Registry is at King Street, telephone numbers (876) 922-8300 - 9, fax (876) 967-0669. The office is open between 9:00 a.m. and 4:00 p.m. Mondays to Thursdays and 9:00 a.m. to 3:00 p.m. on Fridays except on Public Holidays.

Dated 04th the day of August 2021

The Claimant's address for service is that of its Attorney-At-Law. **MAYHEWLAW**, Attorneys-At-Law Unit 11, Seymour Park, 2 Seymour Avenue Kingston 6. Telephone: 876-927-8505 Facsimile: 876 - 927 - 8663.

Filed by **MAYHEWLAW** (Attention: Lesley - Ann Stewart, #5771) Unit 11, Seymour Park, 2 Seymour Avenue, Kingston 6, Saint Andrew Telephone number 876927-8505 Facsimile 876 927-8663 email: mayhewlaw@gmail.com, Attorney-at-law for and on behalf of the Applicant herein whose address for service is that of its said Attorney-at-Law.



ACKNOWLEDGEMENT OF SERVICE OF FIXED DATE CLAIM FORM
FORM 4 Rule (8.16 (1) (a))

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WARNING: This form should be completed and returned to the registry at the address Below within FOURTEEN days of service of the Claim Form on you. See Rule 9.3(1). However, the Claimant will not be entitled to have judgment entered against you except at the first or subsequent hearing of the claim.

- 1 Have you received the Claim Form with the above claim number? YES/NO

- 2 If so, when did you receive it?

- 3 Did you also receive the Claimant's Particulars of Claim or Affidavit in Support? YES/NO

- 4 If so, on what date did you receive them?

- 5 Are your names properly stated on the Claim Form? YES/NO
If not, what are your full names?

- 6 Do you intend to defend the whole claim? YES/NO
If you should file a Defence or Affidavit in answer within 28 days of the service Of the Claim Form on you. See Rule 8.8 (2)

If you dispute the whole claim or the amount of damages and wish to call evidence regarding the amount, you must file a defence within 42 days of the service of this claim on you. See Rules 10.2 (1); 10.3 (1)

7 Do you admit the whole of the claim? YES/NO

8 Do you admit any part of the claim? YES/NO

9. If so, what do you admit?

10. What is your own address?

11. What is the address for service?

If you are acting in person you must give an address to which documents may be sent either by other parties or from the court. You should also give your telephone number and fax number if any

Dated day of 2021

Signed:

Filed by (specify name and address of Attorney-at-Law or firm of Attorneys-at-Law filing the Acknowledgement of Service.)



DEFENCE

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I dispute the claim on the following grounds –

I certify that all the facts set out in my Defence are true to the best of my knowledge information and belief.

Dated day of 20

Signed

Defendant

COUNTERCLAIM

I claim against the Claimant (Set out details of the remedy or relief sought) on the following grounds

I certify that all the facts set out in my counterclaim are true to the best of my knowledge, information and belief and that I am entitled to the remedy claimed

Signed

Defendant

Dated day of 20

Filed by (specify name and address of Attorney-at-Law or firm of Attorneys-at-Law filing the Defence) **NOTES:**

(a) The Defendant may set out his defence in any way he chooses - it is not necessary to use this form.

(b) The Defendant must state-

- which allegations in the claim he admits
- which he denies

- which he neither admits or denies because he does not know whether they are true

- identify any documents which he considers necessary to his case

(c) The Defendant must give his reasons for denying any allegations made by the Claimant.

(d) The Defendant must set out clearly all the facts on which he relies to dispute the Claim and must set out any different version of the events on which he relies.

(e) The Defendant may not be allowed at the trial to give evidence about any fact which is not set out in the defence.

(f) If the Defendant wishes to counterclaim he must-

- specify any remedy that he seeks against the claimant
- include a short statement of all facts on which he relies
- identify any documents which he considers necessary to his case

(g) Where the Defendant is represented by an attorney-at-law, he must also sign the Form and give his address for service.

(h) A Defendant who defends in a representative capacity must say:-

- what that capacity is and
- whom he represents.



PRESCRIBED NOTES FOR DEFENDANT

FORM 2A [Rule 8.16(1)(c)]

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This Form is important.

When you get this document you should consider getting legal advice.

The Claimant is seeking an order from the court as set out in the Claim Form on the basis of the facts or evidence set out in the Particulars of Claim or Affidavit which was served with it. The Claimant will not be entitled to enter judgment against you without a hearing.

You may:

A. Admit the Claim

If so, you should complete and return the form of Acknowledgement of Service to the registry within FOURTEEN DAYS stating this. You may attend the first hearing if you wish to do so.

B. Dispute the Claim

If so, you should complete and return the form of Acknowledgement of Service as under A. You should also file at the registry and serve on the Claimant's Attorney-at-Law (or the Claimant if he has no Attorney-at-Law):

- (a) a Defence if the Claim Form was accompanied by the Claimant's Particulars of Claim, or
- (b) an Affidavit in answer if the Claim Form was accompanied by an Affidavit sworn by or on behalf of the Claimant. See Rule 10.2(2)

within FORTY-TWO DAYS of the day on which the Claim Form was served on you.

Your Defence or Affidavit must set out briefly ALL the facts on which you will rely to dispute the claim made against you.

You should also attend the first hearing. **If you do not the judge may deal with the claim in your absence.**

C. Make a claim against the Claimant

If so, you should complete and return the form of Acknowledgement of Service as under A. You must file a Particulars of Claim (a counterclaim) setting out full details of what you claim against the Claimant and the facts on which you will rely. This must be done within FORTY-TWO DAYS of the date on which the claim form was served on you. The Particulars of Claim should set out ALL the facts on which you rely in disputing any part of the Claimant's claim against you.

You should also attend the first hearing. If you do not the judge may deal with the claim in your absence.

Copies of forms may be obtained from the registry or at www.sc.gov.jm