

Form 12 | Notice of change of directors and particulars of directors

Section 85 Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

For Section 1 (Notice of change of directors) complete only the subsections that apply. In all cases, complete section 2 (Change in particulars of directors).

There is **no fee** to file this notice with the Registrar.

For office use only	
Document number	<input type="text"/>
<i>Place barcode here</i>	

Company name

Company number

Section 1—Notice of change of directors

1. Director(s) ceasing to hold office:

Note: A change in directors must be notified to VFSC within 20 working days of the appointment or resignation of the director, or the company first becoming aware of the change if the director dies, changes names, or changes physical or postal addresses.

Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
Postal address:	Gender (if a natural person):
Mobile Phone:	Nationalities/jurisdictions:

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Physical address:	Email:
Postal address:	Gender (if a natural person):
Mobile Phone:	Nationalities/jurisdictions:

**Please provide information in BLOCK letters.*

2. Appointment of new director(s)

The following persons have consented to be directors of the company as at the date of appointment.

Note: Director's consent forms are not required to be sent to the Registrar of Companies, but must be held in the company's records and be produced if requested by the Registrar.

Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
Postal address:	Gender (if a natural person):
Mobile Phone:	Nationalities/jurisdictions:

Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
Postal address:	Gender (if a natural person):
Mobile Phone:	Nationalities/jurisdictions:

Section 2—Change in particulars of the existing directors

3. Change of director's name

Complete the below information if an existing director has changed their name.

Director's former surname

Director's new surname

Former given name(s) (if applicable)

New first name(s) (if applicable)

4. Change of director's physical or postal address

Complete the below information if an existing director has changed their physical or postal address.

Name of director

Former physical address:

New physical address:

Former postal address (eg PO Box):

New postal address (eg PO Box):

Section 3—Full statement of particulars of the current directors

Set out below are the names, physical and postal addresses of the directors of the abovenamed company at the date on which this notice is signed. Print the information in BLOCK letters.

Note: If there are more than three directors, attach a separate sheet containing the information set out in the prescribed format.

Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
Postal address:	Gender (if a natural person):
Mobile Phone:	Nationalities/jurisdictions:

Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
Postal address:	Gender (if a natural person):
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Mobile Phone:	Nationalities/jurisdictions:

Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
Postal address:	Gender (if a natural person):
Mobile Phone:	Nationalities/jurisdictions:

***Note: A change in directors must be notified to VFSC within 20 working days of the appointment or resignation of the director, or the company first becoming aware of the change if the director dies, changes names, or changes physical or postal addresses.**

5. Signed by director or authorised person

Name: Signature:

Print first name(s) followed by surname in BLOCK letters.

Designation: Director Authorised person Date* (dd/mm/yyyy):

** Must be no more than 10 working days after the date of transfer of the shares.*

6. Lodged by

Name:
Address:

Other contact details:

Telephone:

Email:

7. Checklist

The following must accompany this notice:

- Identification of directors (who are natural persons)

- The prescribed fee