

Form 13 | Notice of location or change in location of company records

Section 113, Companies Act 2012

Notes

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

For office use only

Document number

Place barcode here

Company name

Company number

1. Address of company records

Section 113 of the Companies Act provides:

- (1) A company must keep the following documents at its registered office*:
 - (a) the rules of the company;
 - (b) minutes of all meetings and resolutions of shareholders within the last 7 years;
 - (c) minutes of all meetings and resolutions of directors and directors' committees within the last 7 years;
 - (d) a consent by each person named as a director to act as a director of the company in the prescribed form as well as the full names and physical and postal addresses of the current directors;
 - (e) copies of all written communications to all shareholders or all holders of the same class of shares during the last 7 years, including annual reports;
 - (f) the accounting records required under section 124 for the current accounting period and for the last 7 completed accounting periods of the company;
 - (g) copies of all financial statements required to be completed under section 125 for the last 7 completed accounting periods of the company; and
 - (h) the share register.
- (2) The references in paragraphs (1)(b), (c), and (e) to 7 years and the references in paragraphs (1)(f) and (g) to 7 completed accounting periods, include any lesser periods that the Registrar may approve by notice in writing to the company.
- (3) The company records referred to in this section may be kept at a place in Vanuatu other than the company's registered office, provided that notice of that place is given to the Registrar in accordance with subsection (4).
- (4) If any company records are not kept at the registered office of the company, or the place at which they are kept is changed, the company must ensure that within 10 working days of their first being kept elsewhere or moved, as the case may be, the Registrar must be given notice of the place where the records are kept.
- (5) If a company fails to comply with subsection (1) or (4), the company commits an offence and is liable on conviction to a fine not exceeding VT25,000.

* If the company stores its company records in a location other than its registered office, attach a sheet to this form that sets forth the particulars of the location.

2. New Location of Company Records:

Note: the company must be kept in Vanuatu. The address provided must be physical and adequate to identify the office or firm at which the records are kept. A PO Box address is not sufficient.

3. Date company records were stored in a location other than the registered office

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4. Signed by director or authorised person

I certify that the information in this form is true and correct

Name:

Signature:

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

Designation: Director

Authorised person

Date (dd/mm/yyyy):

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5. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

6. Checklist

The following must accompany this notice:

The prescribed fee