

Form 7 | Notice of change of registered office

Sections 18 and 121, Companies Act 2012

For office use only

Document number

Place barcode here

Notes

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

Company name

Company number

1. New address of registered office

Must be a physical address in Vanuatu. Must not be a PO Box or Private Bag address.

Province or Municipality:

2. Director Authorisation

The directors confirm they authorise the change in registered office: Yes

No

Important information

- A company must have a registered office in Vanuatu.
- The registered office may be at the company's place of business or another place, but it must not be a PO Box or a Private Bag.
- If the registered office is at the office of any firm of chartered accountants, law practitioners, or any other person, you must also state the particulars of the location in any building of those offices in the address.

Note: A change in the registered office will be effective

- five working days after this notice is registered with the Registrar; or
- any date specified in the notice as the date on which the change is to be effective, so long as it is five working days after the date this notice is registered.

4. Effective date

The change in registered office of the company takes effect on (dd/mm/yyyy):

Must be at least 5 working days after this notice is registered

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):

For office use only

Document number

Place barcode here

6. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email :

7. Checklist

The following must accompany this form:

- The prescribed fee