

26 May 2025

**TO: ALL REGISTERED AGENTS OF LOCAL COMPANIES & GENERAL PUBLIC**

**Update of Registered Office address & Principal Place of Business**

Pursuant to Section 17 of the Companies Act No 25 of 2012:-

**17. Registered office and postal address**

1. A company must always have a registered office and postal address in Vanuatu
2. Subject to section 18,:
  - a. the registered office of a company at a particular time is the place that is described as its registered office on the Vanuatu register at that time; and
  - b. the postal address of a company at a particular time is the place that is described as its postal address on the Vanuatu register at that time.
3. The description of the registered office of a company must indicate the location of the registered office in enough detail to enable the registered office to be readily identified for the purposes of this Act.

Due to the past earthquake in Port Vila, registered office addresses have relocated and the Vanuatu Financial Service Commission requires all Company registered office to be updated on the VFSC Online Registry. In terms on assisting the general public with the locations of the new addresses, the Commissioner request that the updated address in formation be completed by July 31<sup>st</sup>. Furthermore, the Act

**Port Vila**  
Companies House  
Rue Bougainville  
PMB 9023, Port Vila  
Efate, Vanuatu

**Luganville**  
Millenium Building  
PMB 9005, Luganville  
Santo, Vanuatu

**Torba**  
c/o Torba Provincial  
Government Council  
Sola, Banks, Vanuatu

**Penama**  
c/o Vanuatu Post  
Saratamata  
East Ambae, Vanuatu

**Malampa**  
c/o Malampa Provincial  
Government Council  
PO Box 22, Lakatoro  
Malekula, Vanuatu

**Tafea**  
c/o Tafea Provincial  
Government Council  
PO Box 28, Lenakel  
Tanna, Vanuatu

provides the Commissioner the authority to request any registered company to disclose its registered office to carry its duties under Companies Act.

Please do not hesitate to contact my office for any clarification on the matter.

