

[LEGAL NOTICE NO. 107]

COMPANIES ACT 2015  
(ACT NO. 3 OF 2015)

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## Companies Regulations 2015

IN exercise of the powers conferred upon me under section 713 of the Companies Act 2015, I hereby make these Regulations—

*Short title and commencement*

- 1.—(1) These Regulations may be cited as the Companies Regulations 2015.
- (2) These Regulations shall come into force on 1 January 2016.

*Interpretation*

- 2.—(1) In these Regulations, unless the context otherwise requires, “Act” means the Companies Act 2015.
- (2) In these Regulations, words and phrases have the same meaning as under the Act unless the context otherwise requires.

*Prescribed forms*

3.—(1) A form specified in columns 3 and 4 of Schedule 1 and a copy of which is contained in Schedule 2 is prescribed for the provision of the Act specified in column 2 of Schedule 1 with such variations made by the Registrar or the Reserve Bank as the circumstances require.

- (2) A document that the Act requires to be lodged in a Prescribed Form must—
  - (a) if a form for the document is prescribed in these Regulations, be in that Prescribed Form; and
  - (b) if a form for the document is not prescribed in these Regulations but the Minister, the Registrar or the Reserve Bank has approved a form for the document, be in that approved form.

(3) In a form, unless the contrary intention appears, a reference to a Part, Division, section, subsection, paragraph or subparagraph is a reference to that Part, Division, section, subsection, paragraph or subparagraph of the Act.

(4) Subject to regulations 6 and 7, the lodgement fee payable upon Lodgement of each respective Prescribed Form is specified in column 5 of Schedule 1 for each Prescribed Form.

(5) If a form is lodged after the end of the period during which it is required to be lodged under the Act, a late fee must be paid upon lodgement of the form with the Registrar, Reserve Bank, Official Receiver or the Ministry of Justice, as the case may be, as specified in Schedule 3.

*Prescribed Registration Fee*

4. The Prescribed Registration Fee (being the Prescribed Registration Fee defined in section 3 of the Act and referred to in sections 24 and 603(2) of the Act) for each entity specified in column 2 of Schedule 4 is specified in column 3 of Schedule 4.

*Fee to inspect registers*

5.—(1) The Registrar, Reserve Bank, Official Receiver or the Ministry of Justice may require a fee to be paid in order to inspect, search or perform an act required under sections 714(2) or 716 of the Act in respect of information, documents or a register maintained under the Act.

(2) The fee required to be paid under subregulation (1) will be the fee specified in Schedule 5.

*Exemption for small and micro enterprises*

6.—(1) Subject to subregulation (2), any Individual or Small Private Company Carrying on Business as a small and micro enterprise with an annual gross turnover not exceeding \$500,000 is exempted from paying the Prescribed Registration Fee and any lodgement fee payable under these Regulations provided that the enterprise declares by way of a statutory declaration that it has a gross turnover not exceeding \$500,000 and lodges the statutory declaration with the Registrar.

(2) Subregulation (1) does not apply to the following fees—

- (a) fees payable under regulation 3(5); and
- (b) fees payable for Lodgement of Prescribed Forms A2 and A12.

*Fee exemption*

7. The Minister may, in writing and subject to such conditions as the Minister considers necessary, exempt a person or a state entity as defined in the Financial Management Act 2004 from payment of a fee under the Act.

*Fees to be paid into Consolidated Fund*

8. All fees, charges and expenses payable under the Act must be paid into the Consolidated Fund.

*Registration of a Company or a Business Name*

9. An application for registration of a Company pursuant to section 20 of the Act or a Business Name under section 34 of the Act must be accompanied by evidence of compliance with the Foreign Investment Act 1999, if applicable.

*Proper instrument of transfer for Specified Securities*

10. For the purpose of section 242 of the Act, a proper instrument of transfer contains the following details in relation to the Company concerned—

- (a) the full name of the Company;
- (b) a description of the class of Specified Securities being transferred;
- (c) the amount paid and unpaid on the Specified Securities being transferred;
- (d) the number of Specified Securities being transferred in words and numbers;
- (e) the consideration being paid for the Specified Securities being transferred;
- (f) a request to enter the transfer of Specified Securities in the Company's Register of Members;



- (g) whether the transferee will hold the Specified Securities beneficially or non-beneficially upon registration of the transfer;
- (h) the full name and address of the transferor and the transferee; and
- (i) execution clauses for the transferor and the transferee.

*Beneficial Ownership*

11. The Registrar or the Reserve Bank may require a person to disclose to the Registrar or the Reserve Bank, as the case may be, the name and current address of any person entitled to the beneficial interest of a Security.

*Revocation*

12. The Companies Regulations and the Registration of Business Names Regulations are revoked.

Made this 24th day of December 2015.

A. SAYED-KHAIYUM  
Attorney-General and Minister for Finance,  
Public Enterprises, Public Service and Communications

SCHEDULE 1

INDEX OF PRESCRIBED FORMS

<i>Item</i>	<i>Provision</i>	<i>Prescribed Form No.</i>	<i>Prescribed Form name</i>	<i>Lodgement fee (VEP)</i>
1.	Section 18 – Statement to be delivered to Registrar by Company on ceasing to be Private Company	A1	Statement by Company on ceasing to be Private Company	Nil
2.	Section 20 – Application for registration	A2	Application for registration as a Company	Private Company – \$45 Company Limited by Guarantee granted a licence under section 31 – \$45 Other Public Company – \$450
3.	Section 27 – Reserving a company name	A3	Application for reservation of a company name	\$50
4.	Section 27 – Reserving a company name	A4	Notice of reservation of a company name	Not applicable
5.	Section 21 – Certificate of registration	A5	Certificate of registration of Company	Not applicable
6.	Section 28 – Changing company name Section 46 – Memorandum and Articles of Association Section 76 – Change of company type Section 574 – Notice of resolution to wind up voluntarily	A6	Notification of resolution	Nil
7.	Section 28 – Changing company name Section 29 – The Registrar’s power to direct a Company to change its name	A7	Certificate of registration of Company on change of name	Not applicable

<i>Item</i>	<i>Provision</i>	<i>Prescribed Form No.</i>	<i>Prescribed Form name</i>	<i>Lodgement fee (VEP)</i>
8.	Section 31(1) – Power to dispense with “Limited” in the name of charitable and other Companies	A8	Application to dispense with “Limited” in the name of the Company	\$25
9.	Sections 31(1), 31(2) – Power to dispense with “Limited” in the name of charitable and other Companies	A9	Licence to dispense with “Limited” in the name of the Company	Not applicable
10.	Section 31(5) – Power to dispense with “Limited” in the name of charitable and other Companies	A10	Notice regarding the holder of a licence to dispense with “Limited” in the name of the Company	Not applicable
11.	Section 50 – Registered Office Section 51 – Place of business Section 89 – Notice of change to Member register Section 90 – Notice of change to Share structure Section 129 – Notice of name and address of Directors, alternate Directors and secretaries to the Registrar Section 211(1) – Notice to the Registrar of Share issue Section 212 – Notice to the Registrar of Share cancellation Section 223 – Acceptance of offer and transfer of Shares to the Company	A11	Change to Company details	Nil
12.	Section 34 – Application for registration (Business Name)	A12	Application for registration of a Business Name	Individual – \$10 Small Private Company – \$10 Other company or Firm – \$100
13.	Section 37 – Certificate of registration (Business Name)	A13	Certificate of registration of a Business Name	Not applicable
14.	Section 39 – Registration of changes (Business Name) Section 40 – Persons in default bringing action must be ordered by the Court to register (Business Name)	A14	Change to details of Business Name owner	Nil
15.	Section 43(1) – Removal of names from register if cease to Carry on Business (Business Name)	A15	Notice of ceasing to Carry on Business using a Business Name	Nil
16.	Sections 43(2), 43(3), 43(4) – Removal of names from register if cease to Carry on Business (Business Name)	A16	Notice regarding a Business Name	Not applicable
17.	Section 57 – Application for registration (Foreign Company)	A17	Application for registration as a Foreign Company	\$450
18.	Section 58 – Certificate of registration (Foreign Company)	A18	Certificate of registration of Foreign Company	Not applicable
19.	Section 59(1) – Changes to Foreign Company (Foreign Company)	A19	Change to details of Foreign Company	Nil
20.	Section 59(2) – Changes to Foreign Company (Foreign Company) Section 62 – Cessation of business etc. (Foreign Company)	A20	Notification of cessation, winding up or dissolution of a Foreign Company	Nil

<i>Item</i>	<i>Provision</i>	<i>Prescribed Form No.</i>	<i>Prescribed Form name</i>	<i>Lodgement fee (VEP)</i>
21.	Section 59(2) – Changes to Foreign Company (Foreign Company) Section 62 – Cessation of business etc. (Foreign Company)	A21	Application for extension of period to notify of cessation, winding up or dissolution of a Foreign Company	Nil
22.	Section 61 – Financial Statements (Foreign Company)	A22	Statement to verify financial statements of a Foreign Company	Nil
23.	Section 61 – Financial Statements (Foreign Company)	A23	Application for extension of period for lodgement of Financial Statements	Nil
24.	Section 62 – Cessation of business etc. (Foreign Company)	A24	Notice regarding a Foreign Company	Not applicable
25.	Section 64 – Notifying the Registrar about register kept under section 63 (Foreign Company)	A25	Notification of location of register	Nil
26.	Section 77 – Applying for change of type	A26	Application for change of company type	\$450
27.	Section 78 – Registrar changes type of Company	A27	Certificate of registration of Company on change of company type	Not applicable
28.	Section 86 – Right to inspect and get copies Section 175 – Members’ access to minutes Section 368 – Members’ access to minutes	A28	Application for extension of period to provide copies of registers or minutes	Nil
29.	Section 128 – Director, alternate Director or secretary may notify Registrar of resignation or retirement	A29	Notification by officeholder of resignation or retirement	Nil
30.	Section 131 – The Registrar’s power to ask for information about person’s position as Director, alternate Director or company secretary	A30	Notice requiring information about Officers	Not applicable
31.	Section 171 – Extension of time for holding AGM	A31	Application for extension of period to hold AGM	Nil
32.	Section 179 – Requirement for person to Lodge order Section 187 – Variation, cancellation or modification without unanimous support of class Section 197 – Court validation of issue Section 439 – Provisions for facilitating reconstruction and amalgamation of Companies Section 530 – Copy of order to be forwarded to the Registrar Section 553 – Power to stay winding up Section 571 – Deregistration of Company Section 585 – Final meeting and deregistration Section 596 – Final meeting and deregistration Section 609 – Reinstatement	A32	Cover page for copy of Court order or other order	Nil
33.	Section 189(1)(a), 189(1)(b) – Company must lodge documents and resolutions with the Registrar	A33	Notification of division or conversion of classes of Shares	Nil
34.	Section 189(1)(c) – Company must lodge documents and resolutions with the Registrar	A34	Notification of statement of special rights carried by Shares	Nil

<i>Item</i>	<i>Provision</i>	<i>Prescribed Form No.</i>	<i>Prescribed Form name</i>	<i>Lodgement fee (VEP)</i>
35.	Section 199 – Resolution to convert Shares into larger or smaller number Section 218(4) – Member approval Section 222(6) – Member approval Section 233(1) – Member approval Section 233(2) – Member approval Section 233(3) – Member approval	A35	Notification of resolutions regarding Shares	Nil
36.	Section 211(2) – Notice to the Registrar of Share issue	A36	Certificate of compliance with stamp duty law	Nil
37.	Section 213(1)(a) – Notice to Registrar of Substantial Interest	A37	Notice of initial Substantial Interest	Nil
38.	Section 213(1)(a) – Notice to Registrar of Substantial Interest	A38	Notice of ceasing to have a Substantial Interest	Nil
39.	Section 213(1)(b) – Notice to Registrar of Substantial Interest	A39	Notice of change in Substantial Interest	Nil
40.	Section 213(1)(c) – Notice to Registrar of Substantial Interest	A40	Notice of substantial interest – offer under a Registered Bidder’s Statement	Nil
41.	Section 218(7) – Member approval	A41	Notification of reduction in share capital details	Nil
42.	Section 222(5) – Buy-Back procedure - Member approval	A42	Notification of Buy-Back details	Nil
43.	Section 228(4) – Taking security over own Shares or Shares in Holding Company Section 230(2) – Company controlling entity that holds Shares in it	A43	Application for extension of period to cease holding Shares or Control	Nil
44.	Section 233(6) – Member approval	A44	Notification of financial assistance details	Nil
45.	Section 240(4) – Loss or destruction of title documents	A45	Application for extension of period to provide duplicate title document	Nil
46.	Section 256 – Requirement for a Bidder’s Statement Section 257 – Requirement for a Target’s Statement Section 260(1) – Amendment of Registered Bidder’s Statement or Registered Target’s Statement	A46	Application for registration of a takeover document	\$5,000 and for offers above \$5,000,000 an additional \$1 for every \$1,000 in excess of \$5,000,000
47.	Section 258 – Registration of Bidder’s Statement and Target’s Statement Section 260(2) to (6) – Amendment of Registered Bidder’s Statement or Registered Target’s Statement	A47	Certificate of registration of a takeover document or refusal to register	Not applicable
48.	Section 261(1)(a) – Suspension and cancellation of registration of Registered Bidder’s Statement or Registered Target’s Statement	A48	Notice of suspension of a takeover document	Not applicable
49.	Section 261(1)(b) – Suspension and cancellation of registration of Registered Bidder’s Statement or Registered Target’s Statement	A49	Notice of meeting to consider cancellation of a takeover document	Not applicable
50.	Section 261(1)(b) – Suspension and cancellation of registration of Registered Bidder’s Statement or Registered Target’s Statement	A50	Notice of cancellation of a takeover document	Not applicable

<i>Item</i>	<i>Provision</i>	<i>Prescribed Form No.</i>	<i>Prescribed Form name</i>	<i>Lodgement fee (VEP)</i>
51.	Section 261(5) to (7) – Suspension and cancellation of registration of Registered Bidder’s Statement or Registered Target’s Statement	A51	Order prohibiting advertisement	Not applicable
52.	Section 262 – Compulsory acquisition of Shares or Interests following a Takeover	A52	Notice of compulsory acquisition following a Takeover	Nil
53.	Section 263 – Compulsory acquisition of Shares or Interests other than following a Takeover Section 440 – Power to acquire Shares of Members dissenting from scheme or contract approved by majority	A53	Notice of compulsory acquisition other than following a Takeover	Nil
54.	Section 264 – Compulsory acquisition of Convertible Securities	A54	Notice of compulsory acquisition of Convertible Securities by 100% holder	Nil
55.	Section 267 – Orders following a declaration of unacceptable circumstances	A55	Order following a declaration of unacceptable circumstances	Not applicable
56.	Section 284 – Minimum content of Prospectus Section 286 – Minimum content of Offer Document	A56	Application for registration of a Prospectus or Offer Document	\$5,000 and for offers above \$5,000,000 an additional \$1 for every \$1,000 in excess of \$5,000,000
57.	Section 284 – Minimum content of Prospectus Section 286 – Minimum content of Offer Document Section 290 – Registration of Prospectus or Offer Document	A57	Certificate of registration of a Prospectus / Offer Document or refusal to register	Not applicable
58.	Section 303 – Duty to notify the Registrar of information related to trustee	A58	Notice appointing trustee for holders of Debentures	Nil
59.	Section 307 – Duty to give trustee and the Registrar quarterly reports	A59	Quarterly reports	Not applicable
60.	Section 313 – Trustee’s duties	A60	Notice of failure to comply with Part 27 of the Companies Act 2015	Nil
61.	Section 371 – Registration of Charges	A61	Notification of details of a Charge	Small Private Company – \$10 Company Limited by Guarantee granted a licence under section 31 – \$10 Listed company – \$500 Foreign Company– \$500 Other Company – \$100
62.	Section 371 – Registration of Charges	A62	Application for extension of period for notification of details of Charge	Nil
63.	Section 374 – Variation of Charges	A63	Notification of change of details of a Charge	Nil
64.	Section 375 – Satisfaction of and release of Property from Charges	A64	Notification of a discharge or release of property from a Charge	Nil

<i>Item</i>	<i>Provision</i>	<i>Prescribed Form No.</i>	<i>Prescribed Form name</i>	<i>Lodgement fee (VEP)</i>
65.	Section 398 – Reporting to the Registrar	A65	Notice of suspected contravention	Nil
66.	Section 3 – Interpretation (Proforma Financial Statements)	A66	Proforma Financial Statements	Nil
67.	Section 400(2)(b) – Annual reporting to Members	A67	Application for extension of period to provide an Annual Report to Members	Nil
68.	Section 403 – Lodgement of Annual Report with the Registrar Section 404 – Re-lodgement if Annual Report amended after Lodgement	A68	Copy of Annual Report or Proforma Financial Statements	Nil
69.	Section 403 – Lodgement of Annual Report with the Registrar	A69	Application for extension of period for lodgement of Annual Report or Proforma Financial Statements	Nil
70.	Section 409 – Notice to the Registrar	A70	Statement in relation to Company Solvency	Nil
71.	Section 410 – Application for registration as Auditor or liquidator Section 493 – Notice by liquidator of appointment	A71	Application or renewal of registration as an Auditor or a liquidator	Application – \$500
				Renewal – \$100
72.	Section 411 – Registration of Auditor or liquidator Section 417 – The Ministry of Justice may impose conditions on registration	A72	Certificate of registration of Auditor or liquidator	Not applicable
73.	Section 416(1)(a) – Notification of certain matters	A73	Notification of resignation, removal or cessation of auditor or liquidator	Nil
74.	Section 416(1)(b) – Notification of certain matters	A74	Notification of appointment of auditor or liquidator	Nil
75.	Section 416(1)(c) – Notification of certain matters Section 416(2) – Notification of certain matters	A75	Change to details of auditor or liquidator	Nil
76.	Section 417 – The Ministry of Justice may impose conditions on registration	A76	Notice of registration of Auditor or liquidator	Not applicable
77.	Section 418 – Cancellation at request of registered person Section 419 – Cancellation on certain grounds	A77	Notice of cancellation of registration as an Auditor or liquidator	Not applicable
78.	Section 428 – Resignation of auditors	A78	Application for consent to resign as an auditor	Nil
79.	Section 428 – Resignation of auditors	A79	Notice of consent to resignation as an auditor	Not applicable
80.	Section 428(6) – Notification of certain matters	A80	Notification of resignation or removal of auditor	Nil
81.	Section 430 – General requirement for auditor independence	A81	Notice of conflict of interest	Not applicable
82.	Section 450 – Provisions as to information where Receiver or Manager appointed Section 534 – Statement of Company's Affairs to be submitted to Official Receiver	A82	Report as to affairs	Nil



<i>Item</i>	<i>Provision</i>	<i>Prescribed Form No.</i>	<i>Prescribed Form name</i>	<i>Lodgement fee (VEP)</i>
83.	Section 452 – Delivery to the Registrar of accounts of Receivers and Managers Section 547 – Audit of liquidator’s accounts	A83	Report of receipts and payments	Nil
84.	Section 585(2) – Final meeting and deregistration Section 588(2) – Meeting of creditors Section 596(2) – Final meeting and deregistration	A84	Notice of meeting	Nil
85.	Section 578 – Statutory declaration of Solvency in case of proposal to wind up voluntarily	A85	Declaration of solvency	Nil
86.	Section 583 – Duty of liquidator to call creditors’ meeting in case of insolvency	A86	Notice of potential inability to pay debts within declaration period	Nil
87.	Section 584 – Duty of liquidator to call General Meeting at end of each year Section 595 – Duty of liquidator to call meetings of Company and of creditors at the end of each year	A87	Application for extension of period to hold a general meeting	Nil
88.	Section 588 – Meeting of creditors	A88	Notification of meeting convened by liquidator	Nil
89.	Sections 585(3), 585(4) – Final meeting and deregistration Sections 596(3), 596(4) – Final meeting and deregistration	A89	Notification of final meeting convened by liquidator	Nil
90.	Section 602(1) – Deregistration – voluntary	A90	Application for voluntary deregistration of a Company	Small Private Company – \$10 Company Limited by Guarantee granted a licence under section 31 – \$10 Listed company –\$1,000 Other Company – \$500
91.	Section 602(7) – Deregistration – voluntary Sections 603(4), 603(6) – Deregistration – initiated by the Registrar Section 604 – Deregistration – following amalgamation or winding up	A91	Notice of deregistration of a Company	Not applicable
92.	Section 609 – Reinstatement	A92	Notice of reinstatement of a Company	Not applicable
93.	Section 628 – Penalty notices	A93	Penalty Notice	Not applicable
94.	Section 690 – Notice requiring appearance for examination	A94	Notice requiring appearance for examination	Not applicable
95.	Section 701 – Notice to produce Books about Affairs of Company or Managed Investment Scheme Section 702 – Notice to produce Books about Securities Section 703 – Notice to produce documents in person’s possession	A95	Notice requiring the production of Books or documents	Not applicable
96.	Section 85 – Location of registers Section 718 – Location of registers	A96	Notification of location of register	Nil
97.	Annexure	A0	Annexure	Nil

SCHEDULE 2

PRESCRIBED FORMS

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A1  
Section 18  
of the Companies Act 2015

**STATEMENT BY COMPANY ON CEASING TO BE PRIVATE COMPANY**

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Date when the Company altered its Articles of Association in such a manner that they no longer include the provisions of the Articles of Association required under section 16 of the Companies Act 2015**

Date ... .. / ... .. / ... ..

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A2  
Section 20  
of the Companies Act 2015

**APPLICATION FOR REGISTRATION AS A COMPANY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Details of company**

Proposed Company name (including the legal elements below)  
.....

Reservation number (if any) .....

Tick the legal elements that apply

- Ltd
- Limited
- Pte Ltd
- Pte Limited
- An Unlimited Liability Company

Is the proposed name identical to a registered business name(s) in Fiji?

Yes  No

If yes, I declare that I own, or am registering the company for the owner(s) of the identical business name(s), the registration details of which are listed below.

Registered Business Name number	Registered Business Name

Type of company

- Private Company
- Public Company
  - Limited by Shares
  - Limited by Shares and Guarantee
  - Limited by Guarantee
  - Unlimited Liability

Tick if the company proposes to obtain a licence to dispense with the word "Limited" in its Company Name under section 31 of the Companies Act 2015.  
You must also lodge an application with the Minister.

**B. Governance of company**

- The company will adopt the Standard Form Articles of Association
- The company will adopt its own Articles of Association  
A Company which will adopt its own Articles of Association must lodge a copy of the Articles of Association with this application.

If the proposed company is to be a Company Limited by Guarantee, state the amount of the guarantee that each member agrees to in writing.  
The amount of the member's guarantee is \$ .....

**C. Registered Office**

Must not be a Post Office Box. Must be a street address.

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island .....

Does the company occupy the premises?

- Yes  No

If No, name of occupier

.....

- Occupier's consent (Select box to indicate the statement below is correct)

The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

Opening hours for Public Company

Each business day for at least 3 hours between 9 am and 5 pm.

Open ..... am / pm Close ..... am / pm

**D. Principal Place of Business**

Must not be a Post Office Box. Must be a street address.

If the same as the Registered Office write 'As Above'.

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island .....

**E. Officeholders**

- Use this section to notify the name and address of each person who consents to become an officeholder.
- Please complete a separate section below for each officeholder and print additional copies if more officeholders are required.
- Address must not be a Post Office Box. Must be a street address.

**Officeholder**

Office held

- Director
- Company secretary

Surname .....

First name(s) .....

Former name .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory.....

Postcode .....

Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....

**Officeholder**

Office held

- Director
- Company secretary

Surname .....

First name(s) .....

Former name .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory.....

Postcode .....

Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....

**Officeholder**

Office held

- Director
- Company secretary

Surname .....  
 First name(s) .....  
 Former name .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory .....  
 Postcode .....  
 Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..  
 Place of birth .....  
 Country of birth (if not Fiji) .....

**F. Ultimate Holding Company**

Will the company have an Ultimate Holding Company upon registration?

- Yes  No

If Yes, name of Ultimate Holding Company

.....  
 Country of incorporation (if not Fiji) .....

**G. Share structure table**

Standard share codes

Share class code	Share class
A	Class A ordinary shares
B...etc.	Class B...etc. ordinary shares
ORD	Ordinary shares
RED	Redeemable shares
REDP	Redeemable preference shares

- Please show all details of Shares that the company has on issue at the time of this application.
- If you are using the standard share class codes you do not need to provide a full title for the Shares, just the share class code.
- If you are not using the standard share class code, enter a code of no more than 4 letters and then show the full title.

Share class code	Full title if not standard	Total number of Shares	Total amount paid on these Shares	Total amount unpaid on these Shares









**I. Foreign Investment Act 1999**

- The company is not required to hold a foreign investment registration certificate under the Foreign Investment Act 1999.
- The company has been granted a foreign investment registration certificate under the Foreign Investment Act 1999.  
If granted, a copy of the foreign investment registration certificate must be lodged with this application.

**J. Declaration by applicant**

I/we apply for registration of a Company on the basis of the information in this form and any attachments. I/we have the necessary written consents and agreements referred to in the application concerning the member and officeholders and I/we shall give the consents and agreements to the company after the company becomes registered. The information provided in this application and in any annexures is true and correct at the time of signing.

**Signature of applicant**

**Individual**

Surname .....  
 First name(s) .....  
 Former name .....

Signature .....  
 Date signed ... .. / ... .. / ... ..

**Company**

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Name .....  
 Capacity  
 Director  
 Company secretary

Signature .....  
 Date signed ... .. / ... .. / ... ..

**Agent for Individual or company**

Agent name .....

Signature .....  
 Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A3  
Section 27  
of the Companies Act 2015

**APPLICATION FOR RESERVATION OF A COMPANY NAME**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
 Contact name .....  
 Position description .....  
 Telephone number (during business hours) .....  
 Email address (optional) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island .....

**A. Details of proposed Company name**

Proposed Company name (including the legal elements below)  
 .....

Tick the legal elements that apply

- Ltd
- Limited
- Pte Ltd
- Pte Limited
- An Unlimited Liability Company

Is the proposed name identical to a registered business name(s) in Fiji?

- Yes  No

If yes, I declare that I own, or am registering the company for the owner(s) of the identical business name(s), the registration details of which are listed below.

Registered Business Name number	Registered Business Name

**B. Details of applicant**

Surname .....  
First name(s) .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

**Signature of applicant**

I/We apply for reservation of a Company name on the basis of the information in this form and any attachments. The information provided in this form and in any annexures is true and correct at the time of signing.

**Individual**

Surname .....  
First name(s) .....  
Former name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Company**

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Name .....  
Capacity  
 Director  
 Company secretary

Signature .....  
Date signed ... .. / ... .. / ... ..

**Agent for Individual or company**

Agent name .....

Signature .....  
Date signed ... .. / ... .. / ... ..



REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A4  
Section 27  
of the Companies Act 2015

**NOTICE OF RESERVATION OF A COMPANY NAME**

This is to certify that the Company name

(reserved Company name)

has been reserved under the Companies Act 2015 for

(applicant)

from the date of this notice until ... .. / ... .. / ... ..

The reservation number is .....

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A5  
Section 21  
of the Companies Act 2015

**CERTIFICATE OF REGISTRATION OF COMPANY**

Company No. (number)

This is to certify that

(Company name)

is a registered company under the Companies Act 2015.

The Company is a (insert type of company – Company Limited by Shares (Private Company) / Company Limited by Shares (Public Company) / Company Limited by Shares and Guarantee (Public Company) / Company Limited by Guarantee (Public Company) / Unlimited Liability Company (Public Company)).

The Members of the Company have the liability prescribed under the Companies Act 2015 for this type of Company.

The day of commencement of registration is ... .. / ... .. / ... .. .

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... .. .

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A6  
Sections 28, 46, 76, 574  
of the Companies Act 2015

**NOTIFICATION OF RESOLUTION**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....

Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**A. Type of resolution**

- |  |             |
|--|-------------|
| <input type="checkbox"/> Change of Company name            | Section 28  |
| <input type="checkbox"/> Change of Articles of Association | Section 46  |
| <input type="checkbox"/> Change of Company type            | Section 76  |
| <input type="checkbox"/> Winding up voluntarily            | Section 574 |

**B. Details of change of Company name**

Proposed company name (including the legal elements below)  
.....

Reservation number (if any) .....

Tick the legal elements that apply

- Ltd
- Limited
- Pte Ltd
- Pte Limited
- An Unlimited Liability Company

Is the proposed name identical to a registered business name(s) in Fiji?

- Yes  No

If yes, I declare that I own, or am registering the company for the owner(s) of the identical business name(s), the registration details of which are listed below.

Registered Business Name number	Registered Business Name

**C. Change to Articles of Association**

- The company will adopt the Standard Form Articles of Association
- The company will adopt its own Articles of Association  
 A Company which will adopt its own Articles of Association must lodge a copy of the Articles of Association with this application.

**D. Details of change of Company type**

- Private Company Limited by Shares** – convert to:
  - Public Company Limited by Shares
  - Unlimited Liability Company
- Public Company Limited by Shares** – convert to:
  - Private Company Limited by Shares
  - Unlimited Liability Company
- Unlimited Liability Company**– convert to:
  - Private Company Limited by Shares
  - Public Company Limited by Shares
- Company Limited by Guarantee** – convert to:
  - Private Company Limited by Shares
  - Public Company Limited by Shares
- Company Limited by Shares and Guarantee** – convert to:
  - Private Company Limited by Shares
  - Public Company Limited by Shares
  - Company Limited by guarantee

**Company name after resolution if change of Company type**

Proposed Company name (including the legal elements below)

.....

Reservation number (if any) .....

Tick the legal elements that apply

- Ltd
- Limited
- Pte Ltd
- Pte Limited
- An Unlimited Liability Company

Is the proposed name identical to a registered business name(s) in Fiji?

Yes  No

If yes, I declare that I own, or am registering the company for the owner(s) of the identical business name(s), the registration details of which are listed below.

Registered Business Name number	Registered Business Name

**E. Winding up voluntarily**

Resolution to wind up voluntarily

**F. Details of resolution**

Date of meeting or resolution ... .. / ... .. / ... .. . . .

The resolution

Set out below

In the attached annexure

was passed or agreed to (as required) as a special or ordinary resolution (as applicable) in accordance with the Companies Act 2015.

.....  
 .....  
 .....  
 .....  
 .....

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... .. . . .

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A7  
Sections 28, 29  
of the Companies Act 2015

**CERTIFICATE OF REGISTRATION OF COMPANY ON CHANGE OF NAME**

This is to certify that

(Company name)

with Company number (number) has changed its company name to

(new Company name)

and remains a registered Company under the Companies Act 2015.

The Company is a (insert type of company – Company Limited by Shares (Private Company) /  
Company Limited by Shares (Public Company) / Company Limited by Shares and Guarantee  
(Public Company) / Company Limited by Guarantee (Public Company) / Unlimited Liability  
Company (Public Company))

The Members of the Company have the liability prescribed under the Companies Act 2015 for  
this type of Company.

The date of the change of company name is ... .. / ... .. / ... .. .

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... .. .

Name .....

Signature .....



THE MINISTER RESPONSIBLE FOR COMPANIES  
THE REPUBLIC OF FIJI

FORM A8  
Section 31(1)  
of the Companies Act 2015

**APPLICATION TO DISPENSE WITH "LIMITED" IN THE NAME OF THE  
COMPANY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....

**A. Details of applicant**

Is the company incorporated?

- Yes
- No

Company name or proposed Company name.....  
Company number (if incorporated) .....

**B. Description of purpose for which the Company has been formed**

Description of business for which the Company has been formed  
.....  
.....  
.....

**C. Articles of Association**

You must lodge a copy of the Articles of Association of the Company with this form.

**D. Signature of applicant**

I/We apply for a licence to dispense with "Limited" in the name of the Company on the basis of the information in this form and any attachments. The information provided in this form and in any annexures is true and correct at the time of signing.

**Individual**

Surname .....  
First name(s) .....  
Former name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Company**

Company name .....  
Company number (if incorporated) .....

Name .....  
Capacity  
 Director  
 Company secretary

Signature .....  
Date signed ... .. / ... .. / ... ..

**Agent for Individual or company**

Agent name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

THE MINISTER RESPONSIBLE FOR COMPANIES  
THE REPUBLIC OF FIJI

FORM A9  
Sections 31(1), 31(2)  
of the Companies Act 2015

**LICENCE TO DISPENSE WITH "LIMITED" IN THE NAME OF THE COMPANY**

Licence No. (number)

This is to certify that

(Company name)

Company number (number)

is granted a licence to dispense with "Limited" in the name of the Company in accordance with the Companies Act 2015.

The day of commencement of the licence is ... .. / ... .. / ... .. .

(The following conditions are imposed on the registration: (insert conditions if applicable))

Issued by the Minister responsible for companies in the Republic of Fiji on ... .. / ... .. / ... .. .

Name .....

Signature .....

THE MINISTER RESPONSIBLE FOR COMPANIES  
THE REPUBLIC OF FIJI

FORM A10  
Section 31(5)  
of the Companies Act 2015

**NOTICE REGARDING THE HOLDER OF A LICENCE TO DISPENSE WITH  
"LIMITED" IN THE NAME OF THE COMPANY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Details of holder**

Company name .....  
Company number .....

**B. Notice of event**

The Company gives notice that the Company:

- has breached a condition of the licence
- pursued purposes that would have prevented it from being granted the licence
- applied profits if any, or other income in promoting purposes that would have prevented it from being granted the licence
- paid a dividend to its Members
- altered the provisions of its Articles of Association so that it no longer contains the restrictions required under section 31(1) of the Companies Act 2015.

**Date on which event occurred** ... .. / ... .. / ... ..

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A11  
Sections 50, 51, 89,  
90, 129, 211(1), 212, 223  
of the Companies Act 2015

**CHANGE TO COMPANY DETAILS**

Sections A, B or C may be lodged independently with this signed cover page to notify the Registrar of:

A1	Change of address	B1	Cease company officeholder	C1	Cancellation of Shares
A2	Change of name – officeholders and Members	B2	Appoint company officeholder	C2	Issue of Shares
A3	Change – Ultimate Holding Company			C3	Change to share structure
				C4	Changes to the register of Members

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....

Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this cover sheet and the attached sections of this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

**A1. Change of address**

This section allows a new address to be applied to one or more purposes (ie. Registered Office, Principal Place of Business, Company officeholder and/or Private Company Member). You must copy and attach another Section A1 for each new address.

**New address**

Must not be a Post Office Box. Must be a street address.

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

Date of change ... .. / ... .. / ... ..

**Apply address to:**

You can apply the new address to one or more of the following – Registered Office, Principal Place of Business, etc.

 Registered Office

Does the company occupy the premises?

Yes  No

If No, name of occupier

Occupier's consent (Select box to indicate the statement below is correct)

The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

Opening hours for Public Company

Each business day for at least 3 hours between 9 am and 5 pm.

Open ..... am / pm Close ..... am / pm

 Principal Place of Business Company officeholder's address

Officeholder

Surname .....

First name(s) .....

Former name .....

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....



Private Company Member's address

Individual Member

Surname .....  
First name(s) .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

**A2. Change of name – officeholders and Members**

Use this section to notify a name change of an Individual or organisation with one or more roles (including Member of a Private Company) in the Company.

Tick one or more boxes to indicate an Individual or organisation's current role in Company

- Director
- Alternate Director
- Company secretary
- Member

**Personal name change**

Previous name

Surname .....  
First name(s) .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

New name

Surname .....  
First name(s) .....

Date of change ... .. / ... .. / ... ..

**Organisational name change**

When a Member of a Company is an organisation, not an Individual, and the organisation has changed its name.

**Previous details**

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

**New details**

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Date of change ... .. / ... .. / ... ..

**A3. Change – Ultimate Holding Company**

There is a new Ultimate Holding Company.

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

The Ultimate Holding Company has ceased operation as the Ultimate Holding Company.

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

The Ultimate Holding Company has changed its name.

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

**B1. Cease company officeholder**

- Use this section to notify if a company officeholder has ceased to be a company officeholder.
- You need to notify details separately for each ceased officeholder.

**Officeholder**

- Director
- Alternate Director
- Company secretary

Surname .....  
First name(s) .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

Date officeholder ceased ... .. / ... .. / ... ..

**Officeholder**

- Director
- Alternate Director
- Company secretary

Surname .....  
First name(s) .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

Date officeholder ceased ... .. / ... .. / ... ..

**Officeholder**

- Director
- Alternate Director
- Company secretary

Surname .....  
First names .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

Date officeholder ceased ... .. / ... .. / ... ..

**B2. Appoint company officeholder**

- Use this section to notify appointment of a Company officeholder.
- You need to notify details separately for each new officeholder.
- Address must not be a Post Office Box. Must be a street address.

**Officeholder**

Office held

- Director
- Company secretary

Surname .....

First name(s) .....

Former name .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory.....

Postcode .....

Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....

Date of appointment ... .. / ... .. / ... ..

**Officeholder**

Office held

- Director
- Company secretary

Surname .....

First name(s) .....

Former name .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory.....

Postcode .....

Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....

Date of appointment ... .. / ... .. / ... ..

**Officeholder**

Office held

- Director
- Company secretary

Surname .....  
First name(s) .....  
Former name .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

Date of appointment ... .. / ... .. / ... ..

## Section C. Completion Guide

Standard share codes

Share class code	Share class
A	Class A ordinary shares
B...etc.	Class B...etc. ordinary shares
ORD	Ordinary shares
RED	Redeemable shares
REDP	Redeemable preference shares

Use the table below to identify the sections of this form to complete (please indicate the sections that have been completed). Completion of this table is optional.

		C1 – Cancellation of Shares	C2 – Issue of Shares	C3 – Change to share structure table	C4 – Change to Members register
<input type="checkbox"/>	Issue of Shares	Not required	✓	✓	✓
<input type="checkbox"/>	Cancellation of Shares	✓	Not required	✓	✓
<input type="checkbox"/>	Transfer of Shares	Not required	Not required	Not required	✓
<input type="checkbox"/>	Changes to amounts paid	Not required	Not required	✓	✓
<input type="checkbox"/>	Changes to beneficial ownership	Not required	Not required	Not required	✓

- To notify the Registrar about a division or conversion of a class of shares, you must lodge a Form A33.
- To notify the Registrar about a conversion of Shares into larger or smaller numbers, you must lodge a Form A35.

**C1. Cancellation of Shares**

**Reason for cancellation**

Please indicate the reason that Shares have been cancelled (select one or more boxes).

- Redeemable preference shares
- Capital reduction
- Share Buy-Back
- Forfeited shares
- Other

Description

.....  
 .....  
 .....

**Details of cancelled shares**

List the details of shares cancelled in the following table.

Share class code	Number of shares cancelled	Amount paid (cash or otherwise)

Earliest date of change ... .. / ... .. / ... ..

**C2. Issue of Shares**

List details of new share issues in the following table.

Share class code	Number of Shares issued	Amount paid per Share	Amount unpaid per Share

Earliest date of change ... .. / ... .. / ... ..

If shares were issued for other than cash, were some or all of the shares issued under a written contract?

- Yes  
 You must lodge a copy of the contract in relation to the share issue.  
 You must also lodge a Form A36 certifying that all stamp duties have been paid.
- No

Details of the non-cash consideration

.....  
 .....  
 .....

**C3. Change to share structure**

Where a change to the share structure table has occurred (eg. as a result of the issue or cancellation of shares), please show the updated details for the share classes affected. Details of share classes not affected by the change are not required here.

Share class code	Full title if not standard	Total number of Shares (current after changes)	Total amount paid on these Shares	Total amount unpaid on these Shares

Earliest date of change ... .. / ... .. / ... ..



**C4. Changes to the register of Members**

- Use this section to notify changes to the register of Members for your Company (changes to the shareholdings of Members).
- If shares are jointly owned, you must also provide names and addresses of all joint owners on a separate sheet (annexure), clearly indicating the share class and with whom the shares are jointly owned.

**Member**

Surname .....  
 First name(s) .....  
 Former name .....

OR

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

- Complete each column for each share class the above member has agreed, in writing, to take up.
- Beneficially held usually means that the owner of the Shares is entitled to the direct benefit from the Shares. For example, benefits could include the entitlements to payments in relation to any dividends. Shares held by a person as trustee, nominee or on account of another person are non-beneficially held.

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	Total \$ paid on these Shares	Total \$ unpaid on these Shares	Fully paid (Y/N)	Beneficially held (Y/N)

Earliest date of change ... .. / ... .. / ... ..

**Member**

Surname .....  
 First name(s) .....  
 Former name .....

OR

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

- Complete each column for each share class the above member has agreed, in writing, to take up.
- Beneficially held usually means that the owner of the Shares is entitled to the direct benefit from the Shares. For example, benefits could include the entitlements to payments in relation to any dividends. Shares held by a person as trustee, nominee or on account of another person are non-beneficially held.

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	Total \$ paid on these Shares	Total \$ unpaid on these Shares	Fully paid (Y/N)	Beneficially held (Y/N)

Earliest date of change ... .. / ... .. / ... ..

**Member**

Surname .....  
 First name(s) .....  
 Former name .....

OR

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

- Complete each column for each share class the above member has agreed, in writing, to take up.
- Beneficially held usually means that the owner of the Shares is entitled to the direct benefit from the Shares. For example, benefits could include the entitlements to payments in relation to any dividends. Shares held by a person as trustee, nominee or on account of another person are non-beneficially held.

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	Total \$ paid on these Shares	Total \$ unpaid on these Shares	Fully paid (Y/N)	Beneficially held (Y/N)

Earliest date of change ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A12  
Section 34  
of the Companies Act 2015

**APPLICATION FOR REGISTRATION OF A BUSINESS NAME**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory .....

**A. Business Name**

Proposed Business Name  
.....

Is the proposed name identical to a registered Company Name(s)?  
 Yes  No

If yes, I declare that I own, or am registering the Business Name for the owner(s) of the identical Company Name(s), the registration details of which are listed below.

Registered Business Name number	Registered Business Name

Date on which the business commenced or intends to commence business under the proposed Business Name  
... .. / ... .. / ... ..

**B. Existing Business Names**

Does the applicant carry on business under any other registered Business Name(s)?

Yes  No

If yes, list the registration details below.

Registered Business Name number	Registered Business Name	Do you wish to cancel the registration?

**C. Details of applicant**

Surname .....  
 First name(s) .....  
 Former name .....  
 Nationality .....

OR

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

OR

Details of Firm

First names and surname of every Individual who is, and the corporate name of every corporation which is, a partner in the Firm	Any former name of a partner in the Firm	The nationality of every Individual who is, or country of incorporation of every corporation which is, a partner in the Firm

**D. Principal Place of Business**

Must not be a Post Office Box. Must be a street address.

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

**E. Description of Business**

Description of business carried on or proposed to be carried on under the Business Name  
.....  
.....  
.....

**F. Foreign Investment Act 1999**

- The applicant is not required to hold a foreign investment registration certificate under the Foreign Investment Act 1999.
- The applicant has been granted a foreign investment registration certificate under the Foreign Investment Act 1999.  
If granted, a copy of the foreign investment registration certificate must be lodged with this application.

**G. Signature of applicant**

I/We apply for registration of a Business Name on the basis of the information in this form and any attachments. The information provided in this form and in any annexures is true and correct at the time of signing.

**Individual**

Surname .....  
First name(s) .....  
Former name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Company**

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Name .....  
Capacity  
 Director  
 Company secretary

Signature .....  
Date signed ... .. / ... .. / ... ..

**Firm**

Each partner of the Firm (including both Individuals and companies) must sign this form.  
Signatures may be annexed to this form.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

**Agent for Individual or company or Firm**

Agent name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A13  
Section 37  
of the Companies Act 2015

**CERTIFICATE OF REGISTRATION OF A BUSINESS NAME**

Business Name No. (number)

This is to certify that the business name

(name)

is a registered Business Name of

(holder of business name)

for the conduct of the business of (insert business details)

with the principal place of business of (address).

The day of commencement of registration is ... .. / ... .. / ... .. .

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... .. .

Name .....

Signature .....



REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A14  
Sections 39, 40  
of the Companies Act 2015

**CHANGE TO DETAILS OF BUSINESS NAME OWNER**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Business Name details**

Business Name .....  
Business Name number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....

**A. Change of address of Principal Place of Business**

Must not be a Post Office Box. Must be a street address.

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Date of change ... .. / ... .. / ... ..

**B. Organisational name change**

When the organisation that is the Business Name holder has changed its name.

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Date of change ... .. / ... .. / ... ..

**C. Change of Business Name holder**

When the organisation that is the Business Name holder changes by way of transfer of a Business Name, provide details of the new holder.

Individual

Surname .....  
 First name(s) .....  
 Former name .....

OR

Company

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

OR

Firm

First names and surname of every Individual who is, and the corporate name of every corporation which is, a partner in the Firm	Any former name of a partner in the Firm	The nationality of every Individual who is, or country of incorporation of every corporation which is, a partner in the Firm	Date of change and comments regarding change

**D. Extension application for notification of changes**

We apply to extend the period for notification of changes from a period ending on  
 ... .. / ... .. / ... .. (being 28 days after the change occurred) to a period ending on  
 ... .. / ... .. / ... .. . The reasons for this extension application are as follows:

.....  
 .....  
 .....  
 .....  
 .....

**Signature of applicant**

If this form records the transfer of a Business Name, the current Business Name holder or a current officeholder of the current Business Name holder must sign.

I certify that the information in this form is true and complete.

**Individual**

Surname .....  
First name(s) .....  
Former name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Company**

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Name .....  
Capacity  
 Director  
 Company secretary

Signature .....  
Date signed ... .. / ... .. / ... ..

**Firm**

Each partner of the Firm (including both Individuals and companies) must sign this form.  
Signatures may be annexed to this form.

Name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

Name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

Name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A15  
Section 43(1)  
of the Companies Act 2015

**NOTICE OF CEASING TO CARRY ON BUSINESS USING A BUSINESS NAME**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Business Name details**

Business Name .....  
Business Name number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

Notice is given that registered holder of the abovementioned Business Name has ceased to Carry on Business using the Business Name.

**Date of ceasing to Carry on Business using the Business Name**

... .. / ... .. / ... ..

**Signature of applicant**

If this form records the transfer of a Business Name, the current Business Name holder or a current officeholder of the current Business Name holder must sign.

I certify that the information in this form is true and complete.

**Individual**

Surname .....  
First name(s) .....  
Former name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Company**

Company name .....

Company number (if incorporated in Fiji) .....

Country of incorporation (if not Fiji) .....

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

**Firm**

Each partner of the Firm (including both Individuals and companies) must sign this form.

Signatures may be annexed to this form.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A16  
Sections 43(2), 43(3), 43(4)  
of the Companies Act 2015

**NOTICE REGARDING A BUSINESS NAME**

**To:**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

OR

Firm name .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

This is a notice in relation to:

Business Name .....  
Business Name number .....

The Registrar:

- has removed the Business Name from the register of Business Names following receipt of a Prescribed Form under section 43(1) of the Companies Act 2015 (section 43(2))
- has reasonable cause to believe that the Firm or person to whom this Business Name is registered is not Carrying on Business under that Business Name and intends to remove the Business Name from the register of Business Names if a response to this notice which is satisfactory to the Registrar is not received within 3 months of the date of the notice (section 43(3))
- has removed the Business Name from the register of Business Names because the Registrar:
  - considers that the Business Name should not have been registered (section 43(4)(a))

- has not received a response which is satisfactory to the Registrar within 3 months of the date of the notice issued under section 43(3) of the Companies Act 2015 (section 43(4)(b))
- received a response to the notice issued under section 43(3) of the Companies Act 2015 from a Firm or person to whom a Business Name is registered to the effect that the Firm or person has ceased to Carry on Business under the Business Name (section 43(4)(c)).

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A17  
Section 57  
of the Companies Act 2015

**APPLICATION FOR REGISTRATION AS A FOREIGN COMPANY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Application**

I apply for registration of the company as a Foreign Company under the Companies Act 2015 as it applies under Part 6 of the Companies Act 2015.

**B. Details of current registration**

Company name .....  
Company number in place of origin (if any) .....  
Date of incorporation ... .. / ... .. / ... ..  
Place of incorporation/origin .....



Has a name reservation been lodged to reserve the body's name?

Yes

If yes, provide name reservation number .....

No

If no, is the proposed name identical to a registered business name(s) in Fiji?

Yes  No

If yes, I declare that I own, or am registering the company for the owner(s) of the identical business name(s), the registration details of which are listed below.

Registered Business Name number	Registered Business Name

**C. Details of the Foreign Company**

**Registered office or principal place of business in Fiji**

Must not be a Post Office Box. Must be a street address.

Registered office

Principal place of business

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

Does the company occupy the premises?

Yes  No

If No, name of occupier

.....

Occupier's consent (Select box to indicate the statement below is correct)

The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

Opening hours

Each business day for at least 3 hours between 9 am and 5 pm.

Open ..... am / pm Close ..... am / pm

**Registered office in place of incorporation**

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory.....

Postcode .....

Country .....

**D. Details of Local Agent**

Surname .....  
First name(s) .....  
Former name .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**E. Details of directors or equivalent officers**

- Please complete a separate section below for each officeholder and print additional copies if more officeholders are required.
- Address must not be a Post Office Box. Must be a street address.

**Officeholder**

Surname .....  
First names .....  
Former name .....  
Company name .....

Office held

.....

Date of appointment ... .. / ... .. / ... ..

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....

**Officeholder**

Surname .....  
First name(s) .....  
Former name .....  
Company name .....

Office held .....  
Date of appointment ... .. / ... .. / ... ..

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

**Officeholder**

Surname .....  
First name(s) .....  
Former name .....  
Company name .....

Office held .....  
Date of appointment ... .. / ... .. / ... ..

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

**F. Documents lodged with this application**

The following documents must be lodged with this application.

- Certified copy (or if a certified copy cannot be obtained, a copy of the instrument and a statutory declaration confirming it is a true and correct copy) of the charter, statutes or memorandum and articles of the foreign company or other instrument constituting or defining the constitution of the foreign company.
  - If the instrument is not written in the English language, a certified translation of the document.
- A statement of all subsisting Charges excluding Charges in relation to Property solely situated outside Fiji.
- A copy of the foreign investment registration certificate granted to the foreign company under the Foreign Investment Act 1999.

**G. Declaration by applicant**

I/we apply for registration of a Foreign Company on the basis of the information in this form and any attachments. The information provided in this application and in any annexures is true and correct at the time of signing.

**Signature of applicant**

Name .....

Capacity

- Director (or equivalent) of the foreign company
- Secretary of the foreign company
- Duly appointed local agent of the foreign company

Signature .....

Date signed ... .. / ... .. / ... ..

**H. Declaration by local agent**

I have been appointed as the local agent of the foreign company named in this application.

**Signature of local agent**

Name .....

Date of appointment ... .. / ... .. / ... ..

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A18  
Section 58  
of the Companies Act 2015

**CERTIFICATE OF REGISTRATION OF FOREIGN COMPANY**

Foreign Company No. (number)

This is to certify that

(Foreign Company name)

is a registered Foreign Company under the Companies Act 2015.

The liability of the Members of the Foreign Company is (Limited by Shares / Limited by Shares and Guarantee / Limited by Guarantee / Unlimited).

The day of commencement of registration is ... .. / ... .. / ... ..

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A19  
Section 59(1)  
of the Companies Act 2015

**CHANGE TO DETAILS OF FOREIGN COMPANY**

Sections A, B, C or D may be lodged independently with this signed cover page to notify the Registrar of:

A	Change of charter, statutes or memorandum and articles	B1	Cease company officeholder	C1	Cease Local Agent	D	Change of address – Registered Office or principal place of business in Fiji
		B2	Appoint company officeholder	C2	Appoint Local Agent		
		B3	Change of name – officeholders	C3	Change of name – Local Agent		
		B4	Change of name – officeholders	C4	Change of name – Local Agent		

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Foreign Company details**

Foreign Company name .....  
Foreign Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Signature**

I certify that the information in this cover sheet and the attached sections of this form is true and complete.

Name .....

Capacity

- Director (or equivalent) of the Foreign Company
- Secretary of the Foreign Company
- Duly appointed local agent of the Foreign Company

Signature .....

Date signed ... .. / ... .. / ... ..

**A. Change of charter, statutes or memorandum and articles**

Date of change ... .. / ... .. / ... .. . . .

If there is a change, the following documents must be lodged with this form.

- Certified copy (or if a certified copy cannot be obtained, a copy of the instrument and a statutory declaration confirming it is a true and correct copy) of the charter, statutes or memorandum and articles of the Foreign Company or other instrument constituting or defining the constitution of the Foreign Company.
  - If the instrument is not written in the English language, a certified translation of the document.



**B. Change of officeholders****B1. Cease company officeholder**

Use this section to notify if a company officeholder has ceased to be a company officeholder. You need to notify details separately for each ceased officeholder.

**Officeholder**

Surname .....

First name(s) .....

Company name .....

Office held .....

Date officeholder ceased ... .. / ... .. / ... ..

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....

**Officeholder**

Surname .....

First name(s) .....

Company name .....

Office held .....

Date officeholder ceased ... .. / ... .. / ... ..

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....

**Officeholder**

Surname .....

First name(s) .....

Company name .....

Office held .....

Date officeholder ceased ... .. / ... .. / ... ..

Date of birth ... .. / ... .. / ... ..

Place of birth .....

Country of birth (if not Fiji) .....

**B2. Appoint company officeholder**

- Use this section to notify appointment of a Company officeholder.
- You need to notify details separately for each new officeholder.
- Address must not be a Post Office Box. Must be a street address.

**Officeholder**

Surname .....  
 First name(s) .....  
 Former name .....  
 Company name .....

Office held .....  
 Date of appointment ... .. / ... .. / ... ..

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..  
 Place of birth .....  
 Country of birth (if not Fiji) .....

**Officeholder**

Surname .....  
 First name(s) .....  
 Former name .....  
 Company name .....

Office held .....  
 Date of appointment ... .. / ... .. / ... ..

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..  
 Place of birth .....  
 Country of birth (if not Fiji) .....

**Officeholder**

Surname .....  
First name(s) .....  
Former name .....  
Company name .....

Office held .....  
Date of appointment ... .. / ... .. / ... ..

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

**B3. Change of name – officeholders**

**Previous name**

Surname .....  
First name(s) .....  
Company name .....

Office held .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

**New name**

Surname .....  
First name(s) .....  
Company name .....

Date of change ... .. / ... .. / ... ..

**B4. Change of address – officeholders**

Must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....  
Company name .....

Office held .....  
Date of appointment ... .. / ... .. / ... ..

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

**Previous address**

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**New address**

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**C. Change of details of Local Agent**

**C1. Cease Local Agent**

Surname .....  
First name(s) .....  
Former name .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

Date of change ... .. / ... .. / ... ..

**C2. Appoint Local Agent**

Address must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

Date of change ... .. / ... .. / ... ..

**C3. Change of name – Local Agent**

**Previous name**

Surname .....  
First name(s) .....

**New name**

Surname .....  
First name(s) .....

Date of change ... .. / ... .. / ... ..

**C4. Change of address – Local Agent**

Must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....

**Previous address**

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**New address**

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

Date of change ... .. / ... .. / ... ..

**C5. Declaration by local agent**

I have been appointed as the local agent of the Foreign Company named in this application.

**Signature of local agent**

Name .....  
Date of appointment ... .. / ... .. / ... ..

Signature .....

**D. Change of address – Registered Office or principal place of business in Fiji**

Must not be a Post Office Box. Must be a street address.

- Registered office
- Principal place of business

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

Does the company occupy the premises?

- Yes  No

If No, name of occupier

.....

- Occupier's consent (Select box to indicate the statement below is correct)

The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

Opening hours

Each business day for at least 3 hours between 9 am and 5 pm.

Open ..... am / pm Close ..... am / pm

Date of change ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A20  
Sections 59(2), 62  
of the Companies Act 2015

**NOTIFICATION OF CESSATION, WINDING UP OR DISSOLUTION OF A FOREIGN COMPANY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Foreign Company details**

Foreign Company name .....  
Foreign Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of event**

- The Foreign Company ceased to carry on business.

Date of change ... .. / ... .. / ... ..

- The Foreign Company ceased to carry on business in Fiji.

Date of change ... .. / ... .. / ... ..

- The Foreign Company was dissolved/deregistered in its place of origin.

Date of change ... .. / ... .. / ... ..

- Proceedings commenced to wind up the Foreign Company in its place of origin.

Date of change ... .. / ... .. / ... ..



**Signature**

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director (or equivalent) of the Foreign Company
- Secretary of the Foreign Company
- Duly appointed local agent of the Foreign Company

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A21  
Sections 59(2), 62  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD TO NOTIFY OF CESSATION,  
WINDING UP OR DISSOLUTION OF A FOREIGN COMPANY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Foreign Company details**

Foreign Company name .....  
Foreign Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Extension application for notification of cessation, winding up or dissolution of a Foreign Company**

We apply to extend the period for notification of cessation, winding up or dissolution of a Foreign Company from a period ending on ... .. / ... .. / ... .. (being 28 days after the change occurred) to a period ending on ... .. / ... .. / ... .. . The reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....

**Signature**

I certify that the information in this form is true and complete.

Name .....

**Capacity**

- Director (or equivalent) of the Foreign Company
- Secretary of the Foreign Company
- Duly appointed local agent of the Foreign Company

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A22  
Section 61  
of the Companies Act 2015

**STATEMENT TO VERIFY FINANCIAL STATEMENTS OF A FOREIGN COMPANY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Foreign Company details**

Foreign Company name .....  
Foreign Company number .....  
Financial year ended ... .. / ... .. / ... ..

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Signature**

I verify that the copies of financial statements annexed to this form are true copies of those financial statements and that the information in this form is true and complete.

Name .....

Capacity

- Director (or equivalent) of the Foreign Company
- Secretary of the Foreign Company
- Duly appointed local agent of the Foreign Company

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A23  
Section 61  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD FOR LODGEMENT OF FINANCIAL STATEMENTS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Foreign Company details**

Foreign Company name .....  
Foreign Company number .....  
Financial year ended ... .. / ... .. / ... ..

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Extension application for lodgement of Financial Statements**

We apply to extend the period for lodgement of the Financial Statements from a period ending on ... .. / ... .. / ... .. to a period ending on ... .. / ... .. / ... .. (being 6 months after the end of the Financial Year). The reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....

**Signature**

I certify that the information in this form is true and complete.

Name .....

**Capacity**

- Director (or equivalent) of the Foreign Company
- Secretary of the Foreign Company
- Duly appointed local agent of the Foreign Company

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A24  
Section 62  
of the Companies Act 2015

**NOTICE REGARDING A FOREIGN COMPANY**

**To:**

Surname .....

First name(s) .....

OR

Company name .....

Company number (if incorporated in Fiji) .....

Country of incorporation (if not Fiji) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory .....

Postcode .....

Country (if not Fiji) .....

**Details of notice**

This is a notice in relation to

Foreign Company name .....

Foreign Company number .....

The Registrar:

- has reasonable cause to believe that the Foreign Company has ceased to carry on business in Fiji and is enquiring whether the company is maintaining a place of business in Fiji (section 62(3))
- intends to remove the Foreign Company from the register of Foreign Companies
- has removed the Foreign Company from the register of Foreign Companies because:
  - the Registrar has not received a response which is satisfactory to the Registrar within 3 months of the date of the notice issued under section 62(3) of the Companies Act 2015 (section 62(4))
  - the Registrar received a response to the notice issued under section 62(3) of the Companies Act 2015 to the effect that the Foreign Company has ceased to carry on business in Fiji (section 62(4))

- the Foreign Company has been wound up, dissolved or deregistered in its place of incorporation or formation (section 62(11)).

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....



REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A25  
Section 64  
of the Companies Act 2015

**NOTIFICATION OF LOCATION OF REGISTER**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Foreign Company details**

Foreign Company name .....  
Foreign Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

This form gives notice of the location of the register of a Foreign Company.

**Details of change**

Date of change ... .. / ... .. / ... ..

**Previous address**

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**New address**

Must not be a Post Office Box. Must be a street address.

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Signature**

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director (or equivalent) of the Foreign Company
- Secretary of the Foreign Company
- Duly appointed local agent of the Foreign Company

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A26  
Section 77  
of the Companies Act 2015

**APPLICATION FOR CHANGE OF COMPANY TYPE**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....

Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**Change of type required**

Please indicate the change of type required and complete the Attachments which you are required to complete for that change of type.

- Private Company Limited by Shares** – convert to:
  - Public Company Limited by Shares (sign the form)
  - Unlimited Liability Company (sign the form and complete Attachment 1)
- Public Company Limited by Shares** – convert to:
  - Private Company Limited by Shares (sign the form and complete Attachment 4)
  - Unlimited Liability Company (sign the form and complete Attachment 1)
- Unlimited Liability Company**– convert to:
  - Private Company Limited by Shares (sign the form and complete Attachment 4)
  - Public Company Limited by Shares (sign the form)
- Company Limited by Guarantee** – convert to:
  - Private Company Limited by Shares (sign the form and complete Attachment 2 and 3)
  - Public Company Limited by Shares (sign the form and complete Attachment 2 and 3)

- Company limited by Shares and Guarantee** – convert to:
  - Private Company Limited by Shares (sign the form and complete declaration only at Attachments 2 and 3)
  - Public Company Limited by Shares (sign the form and complete declaration only at Attachments 2 and 3)
  - Company Limited by Guarantee (sign the form and complete declaration only at Attachment 2)

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this cover sheet and the attached sections of this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

**Attachment 1**

**Assent of Member**

A separate section must be completed by each Member of the Company or their authorised agents.

I assent to the Company's application to become an Unlimited Liability Company.

Surname .....  
First name(s) .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Assent of Member**

A separate section must be completed by each Member of the Company or their authorised agents.

I assent to the Company's application to become an Unlimited Liability Company.

Surname .....  
First name(s) .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Assent of Member**

A separate section must be completed by each Member of the Company or their authorised agents.

I assent to the Company's application to become an Unlimited Liability Company.

Surname .....  
First name(s) .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory .....  
Postcode .....  
Country (if not Fiji) .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Declaration**

I am a current officeholder of the Company.

The persons by whom or on whose behalf the form of assent has been signed constitute the whole membership of the Company.

Where the form has been signed on behalf of a member, I have taken reasonable steps to satisfy myself that the person who signed the form was lawfully empowered to do so.

I certify that the information in this attachment is true and complete.

Name .....

- Capacity  
 Director  
 Company secretary

Signature .....  
Date signed ... .. / ... .. / ... ..

**Attachment 2**

The following statement is made in support of an application for the Registrar to allow the company to convert:

- from being a Company Limited by Guarantee to being a Company Limited by Shares; or  
(The directors state that the company’s creditors will not be materially prejudiced by the change of this company from being a Company Limited by Guarantee to being a Company Limited by Shares)
- from being a Company Limited by Shares and Guarantee to being a Company Limited by Shares or a Company Limited by Guarantee.  
(The directors state that the Company’s creditors will not be materially prejudiced by the change of this Company from being a Company Limited by Shares and Guarantee to being a Company Limited by Shares or a Company Limited by Guarantee.)

The reasons for this view being formed are as follows:

.....

.....

.....

.....

.....

All current directors must sign this declaration. If there is insufficient space, provide details in an annexure.

Name of director .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name of director .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name of director .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name of director .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name of director .....

Signature .....

Date signed ... .. / ... .. / ... ..

**Attachment 3**

**Issue of shares**

The Company has prepared a list that sets out the following details about each person to whom the Shares will be issued when the change of type becomes effective:

- (a) name and address of each person listed;
- (b) number and class of the Shares that the person will take up;
- (c) the amount (if any) that will be paid for the Shares; and
- (d) the amount (if any) that will be unpaid for the Shares.

**Share structure table**

Details of shares issued by the Company. Please show all the shares that the Company will have on issue at the time of its conversion.

Share class code	Full title if not standard	Total number of Shares (current after changes)	Total amount paid on these Shares	Total amount unpaid on these Shares

If Shares will be issued for other than cash, will some or all of the Shares be issued under a written contract?

Yes

You must lodge a copy of the contract in relation to the Share issue.  
 You must also lodge a Form A36 certifying that all stamp duties have been paid.

No

Details of the non-cash consideration

.....  
 .....  
 .....







**Member**

Surname .....  
 First name(s) .....  
 Former name .....

OR

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory .....  
 Postcode .....  
 Country (if not Fiji) .....

- Complete each column for each share class the above member has agreed, in writing, to take up.
- Beneficially held usually means that the owner of the Shares is entitled to the direct benefit from the Shares. For example, benefits could include the entitlements to payments in relation to any dividends. Shares held by a person as trustee, nominee or on account of another person are non-beneficially held.

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	Total \$ paid on these Shares	Total \$ unpaid on these Shares	Fully paid (Y/N)	Beneficially held (Y/N)

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this attachment is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..





**Member**

Surname .....  
 First name(s) .....  
 Former name .....

OR

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

- Complete each column for each share class the above Member has agreed, in writing, to take up.
- Beneficially held usually means that the owner of the Shares is entitled to the direct benefit from the Shares. For example, benefits could include the entitlements to payments in relation to any dividends. Shares held by a person as trustee, nominee or on account of another person are non-beneficially held.

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	Total \$ paid on these Shares	Total \$ unpaid on these Shares	Fully paid (Y/N)	Beneficially held (Y/N)

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this attachment is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A27  
Section 78  
of the Companies Act 2015

**CERTIFICATE OF REGISTRATION OF COMPANY ON CHANGE OF COMPANY  
TYPE**

This is to certify that

(Company name)

with company number (number) has changed its Company type from (insert type of company – Company Limited by Shares (Private Company) / Company Limited by Shares (Public Company) / Company Limited by Shares and Guarantee (Public Company) / Company Limited by Guarantee (Public Company) / Unlimited Liability Company (Public Company)) to (insert type of company – Company Limited by Shares (Private Company) / Company Limited by Shares (Public Company) / Company Limited by Shares and Guarantee (Public Company) / Company Limited by Guarantee (Public Company) / Unlimited Liability Company (Public Company)) and remains a registered company under the Companies Act 2015.

The Members of the Company have the liability prescribed under the Companies Act 2015 for this type of Company.

The date of the change of Company type is ... .. / ... .. / ... ..

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A28  
Sections 86, 175, 368  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD TO PROVIDE COPIES OF  
REGISTERS OR MINUTES**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Details of Company or Trustee / Manager of a Managed Investment Scheme**

Name of Company or Trustee /Manager of a Managed Investment Scheme  
.....

Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**Extension application for period to provide copies of registers or minutes**

We apply to extend the period for providing:

copies of registers

minutes

from a period ending on ... .. / ... .. / ... .. to a period ending on  
... .. / ... .. / ... .. The reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....



**Signature**

This form must be signed by a current officeholder of the Company or Trustee of a Managed Investment Scheme.

I certify that the information in this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A29  
Section 128  
of the Companies Act 2015

**NOTIFICATION BY OFFICEHOLDER OF RESIGNATION OR RETIREMENT**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Resignation or retirement details**

Office held (tick all roles from which the officeholder is ceasing)

- Director
- Alternate Director
- Company secretary

Surname .....  
First names .....

Date of birth ... .. / ... .. / ... ..  
Place of birth .....  
Country of birth (if not Fiji) .....

Date officeholder ceased ... .. / ... .. / ... ..

**Signature**

This form must be signed by the retiring or resigning officeholder.

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A30  
Section 131  
of the Companies Act 2015

**NOTICE REQUIRING INFORMATION ABOUT OFFICERS**

**To:**

Surname .....

First name(s) .....

**Details of the notice**

The Registrar has reason to suspect that there may have been:

a contravention of the Companies Act 2015

a contravention of another law of Fiji

The general nature of the suspected contravention is as follows:

.....  
.....  
.....  
.....  
.....

You are required to inform the Registrar of the following by ... .. / ... .. / ... .. .:

(a) whether you are a Director, alternate Director or company secretary of (Company name)  
with company number (number)

(b) if you are no longer a Director, alternate Director or Company secretary of the Company, the  
date on which you ceased to be a Director, alternate Director of company secretary.

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... .. .

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A31  
Section 171  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD TO HOLD AGM**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Extension application for period to hold AGM**

We apply to extend the period for holding an AGM from a period ending on  
... .. / ... .. / ... .. to a period ending on ... .. / ... .. / ... .. The  
reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A32  
Sections 179, 187, 197, 439,  
530, 553, 571, 585, 596, 609  
of the Companies Act 2015

**COVER PAGE FOR COPY OF COURT ORDER OR OTHER ORDER**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / person details**

Company name .....  
Company number .....

Surname .....  
First name(s) .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of the order**

Date of obtaining order ... .. / ... .. / ... ..  
Proceeding number .....  
Year.....

A copy of the order must be annexed

**Type of order**

- |  |             |
|--|-------------|
| <input type="checkbox"/> Remediating oppressive conduct                            | Section 179 |
| <input type="checkbox"/> Variation, cancellation or modification of class rights   | Section 187 |
| <input type="checkbox"/> Validating Shares issued                                  | Section 197 |
| <input type="checkbox"/> Facilitating reconstruction and amalgamation of Companies | Section 439 |
| <input type="checkbox"/> Winding up  | Section 530 |
| <input type="checkbox"/> Stay of winding up  | Section 553 |

- Deregistration Section 571
- Deregistration Section 585
- Deregistration Section 596
- Reinstatement Section 609
- Other Section .....

Brief description

.....  
.....  
.....  
.....  
.....

**Signature**

I certify that the information in this form is true and complete.

**Individual**

Surname .....  
First name(s) .....  
Former name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Company**

Name .....

Capacity

- Director
- Company secretary
- Liquidator

Signature .....  
Date signed ... .. / ... .. / ... ..



REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A33  
Sections 189(1)(a), 189(1)(b)  
of the Companies Act 2015

**NOTIFICATION OF DIVISION OR CONVERSION OF CLASSES OF SHARES**

Use this form to notify the Registrar of changes to existing Shares to another class or two or more different classes of shares. Do not use this form to notify of conversion of all or any Shares into a smaller or larger number – use Form A35.

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....

Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**Share class**

Standard share codes

Share class code	Share class
A	Class A ordinary shares
B...etc.	Class B...etc. ordinary shares
ORD	Ordinary shares
RED	Redeemable shares
REDP	Redeemable preference shares

- If you are using the standard share class codes you do not need to provide a full title for the Shares, just the share class code.
- If you are not using the standard share class code, enter a code of no more than 4 letters and then show the full title.
- Complete Sections A, B and C for a Share division and Sections A, C and D for a Share conversion.

**A. Share structure before division/conversion**

The total number of Shares should be the same before and after division or conversion. e.g.

- 200 'A' class shares are divided into 100 'B' class and 100 'C' class shares; or
- 500 'A class' shares become 500 'B class' shares,

and the amounts paid and unpaid after division/conversion must also be the same.

Share class code	Full title if not standard	Total number of Shares	Total amount paid on these Shares	Total amount unpaid on these Shares
Total amount paid and total amount unpaid for ALL share classes				

**B. Share structure after division**

Share class code	Full title if not standard	Total number of Shares	Total amount paid on these Shares	Total amount unpaid on these Shares
Total amount paid and total amount unpaid for ALL share classes				





**Member**

Surname .....  
 First name(s) .....  
 Former name .....

OR

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

Share class code	Number of Shares taken up	Amount agreed to pay per Share	Total \$ paid on these Shares	Amount unpaid per Share	Total \$ unpaid on these Shares	Fully paid (Y/N)	Beneficially held (Y/N)

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A34  
Section 189(1)(c)  
of the Companies Act 2015

**NOTIFICATION OF STATEMENT OF SPECIAL RIGHTS CARRIED BY SHARES**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Documents lodged**

Attach this form to each document (including an agreement, consent or resolution) required to be lodged under section 189(1)(c) that does any of the following:

Tick box

- Attaches rights to issued or unissued Shares
- Varies or cancels rights attaching to issued or unissued Shares
- Varies or cancels rights of members in a class of Members of a Company that does not have a share capital or binds a class of Members

Effective date ... .. / ... .. / ... ..

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A35  
Sections 199, 218(4), 222(6)  
233(1), 233(2), 233(3)  
of the Companies Act 2015

**NOTIFICATION OF RESOLUTIONS REGARDING SHARES**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....

Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**A. Subject(s) of the resolution**

- |   |                |
|---|----------------|
| <input type="checkbox"/> Convert Shares into larger or smaller number<br>(consolidation/subdivision)<br>Complete details of consolidation/subdivision at Attachment 1                 | Section 199    |
| <input type="checkbox"/> Selective reduction in share capital   | Section 218(4) |
| <input type="checkbox"/> Share Buy-Back   | Section 222(6) |
| <input type="checkbox"/> Financial assistance by a company for acquiring Shares in the Company<br>or Holding Company – approval by the Company’s own Members                          | Section 233(1) |
| <input type="checkbox"/> Financial assistance by a Company for acquiring Shares in the Company<br>or Holding Company – approval by members of Listed Holding<br>Company               | Section 233(2) |
| <input type="checkbox"/> Financial assistance by a Company for acquiring Shares in the Company<br>or Holding Company – approval by Members of the Ultimate Holding<br>Company in Fiji | Section 233(3) |



Other Section .....

Brief description  
.....  
.....  
.....  
.....  
.....

**B. Details of resolution**

Date of meeting or resolution ... .. / ... .. / ... ..

The resolution

Set out below

In the attached annexure

was passed or agreed to (as required) as a special or ordinary resolution (as applicable) in accordance with the Companies Act 2015.

.....  
.....  
.....  
.....  
.....

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this cover sheet and the attached sections of this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

**Attachment 1**

**Company details**

Company name .....  
 Company number .....

**Share class**

Standard share codes

Share class code	Share class
A	Class A ordinary shares
B...etc.	Class B...etc. ordinary shares
ORD	Ordinary shares
RED	Redeemable shares
REDP	Redeemable preference shares

- If you are using the standard share class codes you do not need to provide a full title for the Shares, just the share class code.
- If you are not using the standard share class code, enter a code of no more than 4 letters and then show the full title.
- Complete Sections A, B and D for a share division and Sections A, C and D for a share conversion.

**A. Share structure before consolidation/subdivision**

You are only required to show the share classes that are affected by the consolidation/subdivision. The total of all the amounts paid and unpaid should be the same before and after the consolidation/subdivision.

Share class code	Full title if not standard	Total number of Shares	Total amount paid on these Shares	Total amount unpaid on these Shares
Total amount paid and total amount unpaid for ALL share classes				

**B. Share structure after consolidation**

You are only required to show the share classes that are affected by the consolidation. The total of all the amounts paid and unpaid should be the same before and after the consolidation.

Share class code	Full title if not standard	Total number of Shares	Total amount paid on these Shares	Total amount unpaid on these Shares
Total amount paid and total amount unpaid for ALL share classes				

**C. Share structure after subdivision**

You are only required to show the share classes that are affected by the subdivision. The total of all the amounts paid and unpaid should be the same before and after the subdivision.

Share class code	Full title if not standard	Total number of Shares	Total amount paid on these Shares	Total amount unpaid on these Shares
Total amount paid and total amount unpaid for ALL share classes				







REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A36  
Section 211(2)  
of the Companies Act 2015

**CERTIFICATE OF COMPLIANCE WITH STAMP DUTY LAW**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Date of contract** ... .. / ... .. / ... ..

**Name(s) of contracting parties**

.....  
.....  
.....  
.....  
.....

**Details of the Shares issued, or deemed to have been issued under the contract**

Name and class .....  
Name and class .....  
Name and class .....

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the contract for the issue of Shares has been duly stamped, if so required and as required by any law of the Republic of Fiji relating to stamp duty on any such document.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..



REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A37  
Section 213(1)(a)  
of the Companies Act 2015

**NOTICE OF INITIAL SUBSTANTIAL INTEREST**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

**To:**

Company name / Name of Manager of the Managed Investment Scheme  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Details of the Substantial Interest holder**

If there are a number of Substantial Interest holders with similar or related Relevant Interests (eg. a Company and its Related Bodies Corporate), the names could be included in an annexure to the form. If the Relevant Interests of a group of persons are essentially similar, they may be referred to throughout the form as a specifically named group if the membership of each group, with the names and addresses of members is clearly set out in Section G of the form.

Name .....

The holder became a Substantial Interest holder on ... .. / ... .. / ... ..

**B. Details of voting power**

The total number of votes attached to all the voting Shares in the Company or voting interests in the Managed Investment Scheme that the Substantial Interest holder or a Related Body Corporate had a Relevant Interest in on the date the Substantial Interest holder became a Substantial Interest holder are as follows:

Class of Securities	Number of Securities	Person's votes	Voting power
The voting Shares of a Company constitute one class unless divided into separate classes.		The total number of votes attached to all the voting Shares in the Company or Managed Investment Scheme (if any) that the person or a Related Body Corporate has a Relevant Interest.	The person's votes divided by the total votes in the Company or Managed Investment Scheme multiplied by 100.

**C. Details of Relevant Interests**

The nature of the Relevant Interest the Substantial Interest holder or a Related Body Corporate had in the following voting securities on the date the Substantial Interest holder became a Substantial Interest Holder are as follows:

Holder of Relevant Interest	Nature of Relevant Interest	Class and number of Securities

**D. Details of present registered holders**

The persons registered as holders of the Securities referred to in section C above are as follows:

Holder of Relevant Interest	Registered holder of Securities	Person entitled to be registered as holder	Class and number of Securities
		If the Substantial Interest holder is unable to determine the identity of the person (eg. if the relevant interest arises because of an option) write "unknown".	

**E. Consideration**

The consideration paid for each Relevant Interest referred to in Section C above, and acquired in the 4 months prior to the day that the Substantial Interest holder became a Substantial Interest holder is as follows:

Holder of Relevant Interest	Date of acquisition	Consideration		Class and number of Securities
		Cash	Non-cash	

Details of the consideration must include any and all benefits, money and other, that any person from whom a Relevant Interest was acquired has, or may, become entitled to receive in relation to that acquisition. Details must be included even if the benefit is conditional on the happening or not of a contingency. Details must be included of any benefit paid on behalf of the Substantial Interest holder or its Related Body Corporate in relation to the acquisitions, even if they are not paid directly to the person from whom the Relevant Interest was acquired.

**F. Related Bodies Corporate**

The reasons the persons named in Section C above are Related Bodies Corporate of the Substantial Interest holder are as follows:

Name	Nature of relationship

**G. Addresses**

The addresses of persons named in this form are as follows:

Name	Address

**H. Agreements**

Details of any agreement through which an interest in voting Shares in the Company or voting interests in the Managed Investment Scheme are acquired. Alternatively, annex copies of the relevant agreements to this form.

.....  
 .....  
 .....  
 .....  
 .....

**Signature**

I certify that the information in this form and any annexures is true and correct at the time of signing.

**Individual**

Surname .....

First name(s) .....

Former name .....

Signature .....

Date signed ... .. / ... .. / ... ..

**Company**

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A38  
Section 213(1)(a)  
of the Companies Act 2015

**NOTICE OF CEASING TO HAVE A SUBSTANTIAL INTEREST**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

**To:**

Company name / Name of Manager of the Managed Investment Scheme  
.....

Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**A. Details of the Substantial Interest holder**

If there are a number of Substantial Interest holders with similar or related Relevant Interests (eg. a Company and its Related Bodies Corporate), the names could be included in an annexure to the form. If the Relevant Interests of a group of persons are essentially similar, they may be referred to throughout the form as a specifically named group if the membership of each group, with the names and addresses of members is clearly set out in Section D of the form.

Name .....

The holder ceased to be a Substantial Interest holder on ... .. / ... .. / ... ..

The previous notice was given to the company / manager on ... .. / ... .. / ... ..

The previous notice was dated ... .. / ... .. / ... ..

**B. Changes in Relevant Interests**

Particulars of each change in, or change in the nature of, a Relevant Interest of the Substantial Interest holder or a Related Body Corporate in voting securities of the Company or Managed Investment Scheme, since the Substantial Interest holder was last required to give a Substantial Interest holding notice to the Company or Managed Investment Scheme are as follows:

Date of change	Person whose Relevant Interest changed	Nature of change	Consideration given in relation to change	Class and number of Securities affected	Peron's votes affected

- Details of the consideration must include any and all benefits, money and other, that any person from whom a Relevant Interest was acquired has, or may, become entitled to receive in relation to that acquisition. Details must be included even if the benefit is conditional on the happening or not of a contingency. Details must be included of any benefit paid on behalf of the Substantial Interest holder or its Related Body Corporate in relation to the acquisitions, even if they are not paid directly to the person from whom the Relevant Interest was acquired.
- The voting Shares of a Company constitute one class unless divided into separate classes.

**C. Changes in Related Bodies Corporate**

The persons who have become Related Bodies Corporate of, ceased to be Related Bodies Corporate of, or have changed the nature of their association with, the Substantial Interest holder in relation to voting interests in the Company or Managed Investment Scheme are as follows:

Date of change	Name	Nature of relationship

Give details, if appropriate, of the present association and any change in that association since the last substantial holding notice.

**D. Addresses**

The addresses of persons named in this form are as follows:

Name	Address

**E. Agreements**

Details of any agereement through which an interest in voting Shares in the Company or voting interests in the Managed Investment Scheme is disposed. Alternatively, annex copies of the relevant agreements to this form.

.....  
 .....  
 .....

**Signature**

I certify that the information in this form is true and complete.

**Individual**

Surname .....

First name(s) .....

Former name .....

Signature .....

Date signed ... .. / ... .. / ... ..

**Company**

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A39  
Section 213(1)(b)  
of the Companies Act 2015

**NOTICE OF CHANGE IN SUBSTANTIAL INTEREST**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

**To:**

Company name / Name of Manager of the Managed Investment Scheme

.....

Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**A. Details of the Substantial Interest holder**

If there are a number of Substantial Interest holders with similar or related Relevant Interests (eg. a Company and its Related Bodies Corporate), the names could be included in an annexure to the form. If the Relevant Interests of a group of persons are essentially similar, they may be referred to throughout the form as a specifically named group if the membership of each group, with the names and addresses of members is clearly set out in Section F of the form.

Name .....

There was a change in the interests of the Substantial Interest holder on

... .. / ... .. / ... ..

The previous notice was given to the Company / Manager of the Managed Investment Scheme

on ... .. / ... .. / ... ..

The previous notice was dated ... .. / ... .. / ... ..



## B. Previous and present voting power

The total number of votes attached to all the voting Shares in the Company or voting interests in the Managed Investment Scheme that the Substantial Interest holder or a Related Body Corporate had a Relevant Interest in when last required, and when now required, to give a Substantial Interest holding notice to the Company or Managed of the Managed Investment Scheme, are as follows:

Class of Securities	Previous notice		Present notice	
	Person's votes	Voting power	Person's votes	Voting power

- The voting Shares of a Company constitute one class unless divided into separate classes.
- A person's voting power is equal to the person's votes divided by the total votes in the body corporate or scheme multiplied by 100.

## C. Present Relevant Interests

Particulars of each Relevant Interest of the Substantial Interest holder in voting Securities after the change are as follows:

Holder of Relevant Interest	Registered holder of Securities	Person entitled to be registered as holder	Nature of Relevant Interest	Class and number of Securities	Person's votes
		If the Substantial Interest holder is unable to determine the identity of the person (eg. if the Relevant Interest arises because of an option) write "unknown".			

**D. Changes in Relevant Interests**

Particulars of each change in, or change in the nature of, a Relevant Interest of the Substantial Interest holder or a Related Body Corporate in voting Securities of the Company or Managed Investment Scheme, since the Substantial Interest holder was last required to give a Substantial Interest holding notice to the Company or Managed Investment Scheme are as follows:

Date of change	Person whose Relevant Interest changed	Nature of change	Consideration given in relation to change	Class and number of Securities affected	Peron's votes affected

Details of the consideration must include any and all benefits, money and other, that any person from whom a Relevant Interest was acquired has, or may, become entitled to receive in relation to that acquisition. Details must be included even if the benefit is conditional on the happening or not of a contingency. Details must be included of any benefit paid on behalf of the Substantial Interest holder or its Related Body Corporate in relation to the acquisitions, even if they are not paid directly to the person from whom the Relevant Interest was acquired.

**E. Changes in Related Bodies Corporate**

The persons who have become Related Bodies Corporate of, ceased to be Related Bodies Corporate of, or have changed the nature of their association with, the Substantial Interest holder in relation to voting interests in the Company or Managed Investment Scheme are as follows:

Date of Change	Name	Nature of relationship

Give details, if appropriate, of the present association and any change in that association since the last substantial holding notice.

**F. Addresses**

The addresses of persons named in this form are as follows:

Name	Address

**Signature**

I certify that the information in this form is true and complete.

**Individual**

Surname .....

First name(s) .....

Former name .....

Signature .....

Date signed ... .. / ... .. / ... ..

**Company**

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A40  
Section 213(1)(c)  
of the Companies Act 2015

**NOTICE OF SUBSTANTIAL INTEREST – OFFER UNDER A REGISTERED  
BIDDER'S STATEMENT**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

**To:**

Company name / Name of Manager of the Managed Investment Scheme  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Details of person making offer**

If there are a number of potential Substantial Interest holders with similar or related Relevant Interests (eg. a Company and its Related Bodies Corporate), the names could be included in an annexure to the form. If the Relevant Interests of a group of persons are essentially similar, they may be referred to throughout the form as a specifically named group if the membership of each group, with the names and addresses of members is clearly set out in Section G of the form.

Name .....

The holder made an offer under a Registered Bidder's Statement on ... .. / ... .. / ... ..  
...

You must attach a copy of the Registered Bidder's Statement to this form.

**B. Details of voting power**

The total number of votes attached to all the voting shares in the Company or voting interests in the Managed Investment Scheme that the potential Substantial Interest holder or a Related Body Corporate had a Relevant Interest in on the date the offer was made under a Registered Bidder's Statement:

Class of Securities	Number of Securities	Person's votes	Voting power
The voting Shares of a Company constitute one class unless divided into separate classes.		The total number of votes attached to all the voting Shares in the Company or Managed Investment Scheme (if any) that the person or a Related Body Corporate has a Relevant Interest in.	The person's votes divided by the total votes in the Company or Managed Investment Scheme multiplied by 100.

**C. Details of Relevant Interests**

The nature of the Relevant Interest of the potential Substantial Interest holder or a Related Body Corporate has in the following voting Securities on the date the offer was made under a Registered Bidder's Statement are as follows:

Holder of Relevant Interest	Nature of Relevant Interest	Class and number of Securities

**D. Details of present registered holders**

The persons registered as holders of the Securities referred to in section C above are as follows:

Holder of Relevant Interest	Registered holder of Securities	Person entitled to be registered as holder	Class and number of Securities
		If the Substantial Interest holder is unable to determine the identity of the person (eg. if the relevant interest arises because of an option) write "unknown".	

**E. Consideration**

The consideration paid for each Relevant Interest referred to in Section C above, and acquired in the 4 months prior to the day that the offer was made is as follows:

Holder of Relevant Interest	Date of acquisition	Consideration		Class and number of Securities
		Cash	Non-cash	

Details of the consideration must include any and all benefits, money and other, that any person from whom a Relevant Interest was acquired has, or may, become entitled to receive in relation to that acquisition. Details must be included even if the benefit is conditional on the happening or not of a contingency. Details must be included of any benefit paid on behalf of the potential Substantial Interest holder or its Related Body Corporate in relation to the acquisitions, even if they are not paid directly to the person from whom the Relevant Interest was acquired.

**F. Related Bodies Corporate**

The reasons the persons named in Section C above are Related Bodies Corporate of the potential Substantial Interest holder are as follows:

Name	Nature of relationship

**G. Addresses**

The addresses of persons named in this form are as follows:

Name	Address

**H. Agreements**

Details of any agreement through which an interest in voting Shares in the Company or voting interests in the Managed Investment Scheme are acquired. Alternatively, annex copies of the relevant agreements to this form.

.....

.....

.....

.....

.....

**Signature**

I certify that the information in this form and any annexures is true and correct at the time of signing.

**Individual**

Surname .....  
First name(s) .....  
Former name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Company**

Name .....

Capacity  
 Director  
 Company secretary

Signature .....  
Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A41  
Section 218(7)  
of the Companies Act 2015

**NOTIFICATION OF REDUCTION IN SHARE CAPITAL DETAILS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....

Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**Type of share capital reduction**

- Section 218(1) – Member approval for an equal reduction in share capital
- Section 218(2) – Member approval for a selective reduction in share capital

**Documents lodged with this form**

The following documents must be lodged with this form.

- Notice of the meeting
- Any documents relating to the reduction that will accompany the notice of the meeting

**Shareholders meeting**

Date of proposed meeting ... .. / ... .. / ... ..

If a resolution is to be passed by way of a circular to all members, the estimated date on which the last member will sign the resolution should be inserted.



**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this cover sheet is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A42  
Section 222(5)  
of the Companies Act 2015

**NOTIFICATION OF BUY-BACK DETAILS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Type of Buy-Back**

- Equal Buy-Back
- Selective Buy-Back

**Relevant date**

Relevant date ... .. / ... .. / ... ..

**Documents lodged with this form**

The following documents must be lodged with this form.

- Notice of the meeting
- Any documents relating to the reduction that will accompany the notice of the meeting

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this cover sheet is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A43  
Sections 228(4), 230(2)  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD TO CEASE HOLDING SHARES OR CONTROL**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company / Managed Investment Scheme name  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Type of application for extension**

- Section 228(4) – Application to extend the period for ceasing to hold Shares in itself or a Company that Controls it.
- Section 230(2) – Application to extend the period for ceasing to Control an entity that holds Shares in the Company.

**B. Extension application for period for ceasing to hold Shares in itself or a Company that Controls it**

We apply to extend the period for ceasing to hold Shares in itself from a period ending on ... .. / ... .. / ... .. (being 12 months after the Company acquired Shares in itself or a Company that Controls it because it exercised rights under a security permitted under section 228(2) or 228(3)) to a period ending on ... .. / ... .. / ... .. . The details of the acquisition of the Shares in the Company or the Company that Controls it, the shareholding in the Company held by the Company or the Company that Controls it and the reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....

**C. Extension application for period for ceasing to Control an entity that holds shares in the Company**

We apply to extend the period for ceasing to Control an entity that holds Shares in the Company from a period ending on ... .. / ... .. / ... .. (being 12 months after the Company obtained Control of an entity that holds Shares in the Company) to a period ending on ... .. / ... .. / ... .. . The details of the event giving Control of the entity to the Company, the name of entity, the details of Shares held by the entity and the reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A44  
Section 233(6)  
of the Companies Act 2015

**NOTIFICATION OF FINANCIAL ASSISTANCE DETAILS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....

Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**Details of financial assistance**

- Section 233(1) – Approval by Company’s own Members to give financial assistance
- Section 233(2) – Approval by Members of Listed Holding Company
- Section 233(3) – Approval by Members of Ultimate Holding Company in Fiji

**Documents lodged with this form**

The following documents must be lodged with this form.

- Notice of the meeting
- Any documents relating to the reduction that will accompany the notice of the meeting

**Shareholders meeting**

Date of proposed meeting ... .. / ... .. / ... ..

If a resolution is to be passed by way of a circular to all members, the estimated date on which the last member will sign the resolution should be inserted.

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this cover sheet is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A45  
Section 240(4)  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD TO PROVIDE DUPLICATE TITLE DOCUMENTS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Extension application for period to provide duplicate title documents**

We apply to extend the period for providing duplicate title documents from a period ending on ... .. / ... .. / ... .. to a period ending on ... .. / ... .. / ... .. The reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....



**Signature**

This form must be signed by a current officeholder of the Company or current officeholder of the Manager of the Managed Investment Scheme.

I certify that the information in this form is true and complete.

Name .....

**Capacity**

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

## THE RESERVE BANK OF FIJI

FORM A46  
Sections 256, 257, 260(1)  
of the Companies Act 2015

**APPLICATION FOR REGISTRATION OF A TAKEOVER DOCUMENT**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Reserve Bank contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Type of takeover document attached to this form for registration**

- Bidder's Statement
- Target's Statement
- Memorandum of amendments in respect of:
- Registered Bidder's Statement
  - Registered Target's Statement

**B. Bidder**

Surname .....  
First names .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

**C. Target**

Company name .....  
Company number (if incorporated in Fiji) .....

Country of incorporation (if not Fiji) .....

**D. Declaration by applicant**

I/we apply for registration of the attached takeover document. I/we have the necessary written consents and agreements referred to in the attached takeover document. The information provided in this application and in the attached takeover document is true and correct at the time of signing.

**Signature of applicant**

**Individual**

Surname .....

First name(s) .....

Former name .....

Signature .....

Date signed ... .. / ... .. / ... ..

**Company**

Company name .....

Company number (if incorporated in Fiji) .....

Country of incorporation (if not Fiji) .....

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

THE RESERVE BANK OF FIJI

FORM A47  
Sections 258, 260(2) to (6)  
of the Companies Act 2015

**CERTIFICATE OF REGISTRATION OF A TAKEOVER DOCUMENT OR REFUSAL  
TO REGISTER**

This is to certify that the following takeover document attached to this certificate:

- Bidder's Statement
- Target's Statement
- Memorandum of amendments in respect of:
  - Registered Bidder's Statement
  - Registered Target's Statement
- is registered under the Companies Act 2015.
- is refused registration under the Companies Act 2015.

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... ..

Name .....

Position.....

Signature .....

THE RESERVE BANK OF FIJI

FORM A48  
Section 261(1)(a)  
of the Companies Act 2015

**NOTICE OF SUSPENSION OF A TAKEOVER DOCUMENT**

**To:**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

This is a notice that the following takeover document attached to this notice:

- Bidder's Statement
- Target's Statement
- Memorandum of amendments in respect of:
  - Registered Bidder's Statement
  - Registered Target's Statement

has been suspended under the Companies Act 2015 from the date of this notice until  
... .. / ... .. / ... ..

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... ..

Name .....

Position.....

Signature .....

THE RESERVE BANK OF FIJI

FORM A49  
Section 261(1)(b)  
of the Companies Act 2015

**NOTICE OF A MEETING TO CONSIDER CANCELLATION OF A TAKEOVER DOCUMENT**

**To:**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

This is a notice that a meeting will be held by the Reserve Bank Of Fiji on

... .. / ... .. / ... .. .

at

.....

to consider the cancellation of the following takeover document attached to this notice:

- Bidder's Statement
- Target's Statement
- Memorandum of amendments in respect of:
  - Registered Bidder's Statement
  - Registered Target's Statement

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... ..

Name .....

Position.....

Signature .....

THE RESERVE BANK OF FIJI

FORM A50  
Section 261(1)(b)  
of the Companies Act 2015

**NOTICE OF CANCELLATION OF A TAKEOVER DOCUMENT**

**To:**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

This is a notice that the following takeover document attached to this notice:

- Bidder's Statement
- Target's Statement
- Memorandum of amendments in respect of:
  - Registered Bidder's Statement
  - Registered Target's Statement

has been cancelled under the Companies Act 2015.

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... ..

Name .....

Position.....

Signature .....



THE RESERVE BANK OF FIJI

FORM A51  
Sections 261(5) to (7)  
of the Companies Act 2015

**ORDER PROHIBITING ADVERTISEMENT**

This is an order prohibiting the distribution of the following advertisement in accordance with the Companies Act 2015:

.....  
.....  
.....  
.....  
.....

for the following reasons:

.....  
.....  
.....  
.....  
.....

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... ..

Name .....

Position.....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A52  
Section 262  
of the Companies Act 2015

**NOTICE OF COMPULSORY ACQUISITION FOLLOWING A TAKEOVER**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Target Company / Target Scheme details**

Target Company / Target Scheme name  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Notice to:**

Insert details of holder.

Surname .....  
First name(s) .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

Under an:

- On market bid
- Off market bid

Offers were made by (name of bidder) in respect of the acquisition of:

Details of Shares or Interests to which the bid related .....  
.....

The offers:

- closed on
- are scheduled to close on

Date ... .. / ... .. / ... ..

You have not accepted this offer.

The Bidder hereby gives you notice under section 262 of the Companies Act 2015 that the Bidder has become entitled to compulsorily acquire your Shares or Interests (as applicable) and desires to acquire those Shares or Interests (as applicable).

**Signature**

This form must be signed by a current officeholder of the Bidder.

I certify that the information in this notice and the attached documents are true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A53  
Sections 263, 440  
of the Companies Act 2015

**NOTICE OF COMPULSORY ACQUISITION OTHER THAN FOLLOWING A  
TAKEOVER**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Target Company / Target Scheme details**

Target Company / Target Scheme name .....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Notice to:**

Insert details of holder.

Surname .....  
First name(s) .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Type of notice**

- Section 263 – Compulsory acquisition of Shares or Interests other than following a Takeover
- Section 440 – Power to acquire Shares of Members dissenting from scheme or contract approved by majority

**Details of notice under section 263**

Name of bidder .....  
has a Relevant Interest in issued voting Shares in a Target Company or issued voting Interests in a Target Scheme, which has voting power attached to that interest of at least 90% in value of the Shares in a Target Company or Interests in a Target Scheme ("90% Relevant Interest").

Details of Shares or Interests in which the Bidder has a 90% Relevant Interest  
.....  
.....

The Bidder hereby gives you notice under section 263 of the Companies Act 2015 that the Bidder has become entitled pursuant to compulsorily acquire your Shares or Interests (as applicable) and desires to acquire those Shares or Interests (as applicable).

**Details of notice under section 440**

A scheme or contract (not being a scheme or contract arising out of the making of offers under a Bidder's Statement) involving the transfer of Shares or any class of Shares in a Company to another Company ("Transferee Company") has, within 4 months after the making of the offer by the Transferee Company, been approved by the holders of not less than 90% in value of the Shares (other than excluded Shares).

You have not assented to the scheme or contract or have failed to transfer your Shares in accordance with the scheme or contract.

(Name of Transferee Company ) hereby gives you notice under section 440 of the Companies Act 2015 that the Transferee Company has become entitled to compulsorily acquire your Shares and desires to acquire those Shares.

**Signature**

This form must be signed by a current officeholder of the Bidder / Transferee Company.

I certify that the information in this notice and the attached documents are true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A54  
Section 264  
of the Companies Act 2015

**NOTICE OF COMPULSORY ACQUISITION OF CONVERTIBLE SECURITIES BY  
100% HOLDER**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Target Company / Target Scheme details**

Target Company / Target Scheme name .....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Notice to:**

Insert details of holder.

Surname .....  
First name(s) .....  
Former name .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

(Name of acquirer) has acquired a Relevant Interest in issued voting Shares in a Target Company or issued voting Interests in a Target Scheme either pursuant to an offer made under a Registered Bidder's Statement or otherwise in accordance with the Companies Act 2015, which has voting power attached to that interest of at least 100% in value of the Shares in a Target Company or Interests in a Target Scheme ("100% Relevant Interest").

Details of Convertible Securities in the Target Company or Target Scheme in which the Acquiror has a 100% Relevant Interest

.....  
.....

The Acquiror hereby gives you notice under section 264 of the Companies Act 2015 that the Acquiror has become entitled to compulsorily acquire your Convertible Securities and desires to acquire those Convertible Securities.

**Signature**

This form must be signed by a current officeholder of the Acquiror.

I certify that the information in this notice and the attached documents are true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

THE RESERVE BANK OF FIJI

FORM A55  
Section 267  
of the Companies Act 2015

**ORDERS FOLLOWING A DECLARATION OF UNACCEPTABLE CIRCUMSTANCES**

The Reserve Bank hereby:

- makes the following order following a declaration of unacceptable circumstances

.....  
 .....  
 .....  
 .....

- makes the following change to the below order which has been made following a declaration of unacceptable circumstances:

.....  
 .....  
 .....  
 .....

- varies it as follows:

.....  
 .....  
 .....  
 .....

- revokes it

- suspends it from the date of this order until ... .. / ... .. / ... ..

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... ..

Name .....

Position.....

Signature .....



THE RESERVE BANK OF FIJI

FORM A56  
Sections 284, 286  
of the Companies Act 2015

**APPLICATION FOR REGISTRATION OF A PROSPECTUS OR OFFER DOCUMENT**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Reserve Bank contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Type of document attached to this form for registration**

- Prospectus
- Offer Document

**B. Declaration by applicant**

I/we apply for registration of the attached document. I/we have the necessary written consents and agreements referred to in the attached document. The information provided in this application and in the attached document is true and correct at the time of signing.

**Signature of applicant**

**Individual**

Surname .....  
First name(s) .....  
Former name .....

Signature .....  
Date signed ... .. / ... .. / ... ..

**Company**

Company name .....

Country of incorporation (if not Fiji) .....

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

THE RESERVE BANK OF FIJI

FORM A57  
Sections 284, 286, 290  
of the Companies Act 2015

**CERTIFICATE OF REGISTRATION OF A PROSPECTUS / OFFER DOCUMENT OR  
REFUSAL OR REGISTER**

This is to certify that the following document attached to this certificate:

- Prospectus
- Offer Document
- is registered under the Companies Act 2015
- is refused registration under the Companies Act 2015.

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... ..

Name .....

Position .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A58  
Section 303  
of the Companies Act 2015

**NOTICE APPOINTING TRUSTEE FOR HOLDERS OF DEBENTURES**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of company / borrower**

Address must not be a Post Office Box. Must be a street address.

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of trustee**

Address must not be a Post Office Box. Must be a street address.

Company name .....

Country of incorporation (if not Fiji) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory.....

Postcode .....

Country (if not Fiji) .....

Name of trust .....

Appointment date of the trustee ... .. / ... .. / ... ..

Date of trust deed ... .. / ... .. / ... ..

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A59  
Section 307  
of the Companies Act 2015

**QUARTERLY REPORT**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and/or complete an annexure and submit as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Documents lodged with this form**

The following documents must be lodged with this form.

Quarterly report

**B. Date of report ... .. / ... .. / ... ..**

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this cover sheet is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A60  
Section 313  
of the Companies Act 2015

**NOTICE OF FAILURE TO COMPLY WITH PART 27 OF THE COMPANIES ACT  
2015**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of trustee**

Address must not be a Post Office Box. Must be a street address.

Company name .....  
Company number (if incorporated in Fiji).....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

Name of trust .....  
Appointment date of the trustee ... .. / ... .. / ... ..  
Date of trust deed ... .. / ... .. / ... ..

We notify the Registrar that the:

- Borrower
- Guarantor

has not complied with Part 27 of the Companies Act 2015, the details of which are as follows:

.....  
.....  
.....  
.....  
.....

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..



REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A61  
Section 371  
of the Companies Act 2015

**NOTIFICATION OF DETAILS OF A CHARGE**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company (Chargor) details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Charge details**

**Date the Charge was created**

Must be the date written in the document creating the Charge (eg. instrument, resolution) attached to this form.

Date the Charge was created ... .. / ... .. / ... ..

OR

Date the Property was acquired ... .. / ... .. / ... ..

**Charge creation**

How was the Charge created?

- By instrument
- By resolution
- By deposit
- By other conduct. Specify below

Brief description

.....  
.....  
.....  
.....  
.....

**Charge type**

- Fixed
- Floating
- Fixed and Floating

If the Charge is a Floating Charge or a Fixed and Floating Charge, is the creation of subsequent Charges restricted or prohibited?

- Yes
- No

**Liability**

Briefly describe the liability (whether present or prospective) secured by the Charge:

.....  
.....  
.....  
.....  
.....

**Property charged**

Briefly describe the Property charged:

.....  
.....  
.....  
.....  
.....

**B. Details of Chargee or Trustee if the Charge is constituted by the issue of Debenture(s)**

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**C. Documents lodged with this form**

The following documents must be lodged with this form.

- Copy of instrument creating or evidencing the Charge lodged with this form.

If the Charge is constituted by the issue of Debenture(s), attach a copy of the resolution(s) passed by the Company authorising the issue of a series of Debentures constituting the Charge.

**Signature**

This form must be signed by a current officeholder of the Chargor or Chargee / Trustee.

- Chargor
- Chargee / Trustee

I certify that the information in this form is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A62  
Section 371  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD FOR NOTIFICATION OF DETAILS  
OF CHARGE**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company (Chargor) details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Charge details**

**Date the Charge was created**

Must be the date written in the document creating the Charge (eg. instrument, resolution) attached to this form.

Date the Charge was created ... .. / ... .. / ... ..

OR

Date the Property was acquired ... .. / ... .. / ... ..

**Charge creation**

How was the Charge created?

- By instrument
- By resolution
- By deposit
- By other conduct. Specify below

Brief description

.....  
.....  
.....  
.....  
.....

**Charge type**

- Fixed
- Floating
- Fixed and Floating

If the Charge is a Floating Charge or a Fixed and Floating Charge, is the creation of subsequent Charges restricted or prohibited?

- Yes
- No

**Liability**

Briefly describe the liability (whether present or prospective) secured by the Charge:

.....  
.....  
.....  
.....  
.....

**Property charged**

Briefly describe the Property charged:

.....  
.....  
.....  
.....  
.....

**B. Extension application for notification of details of Charge**

We apply to extend the period for notification of details of the Charge from a period ending on  
... .. / ... .. / ... .. (being 42 days after the creation of the Charge) to  
... .. / ... .. / ... .. . The reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....

**Signature**

This form must be signed by a current officeholder of the Chargor or Chargee / Trustee.

- Chargor
- Chargee / Trustee

I certify that the information in this form is true and complete.

Name .....

**Capacity**

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A63  
Section 374  
of the Companies Act 2015

**NOTIFICATION OF CHANGE OF DETAILS OF A CHARGE**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company (Chargor) details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Charge details**

**Date the Charge was created**

Must be the date written in the document creating the Charge (eg. instrument, resolution).

Date the Charge was created ... .. / ... .. / ... ..

OR

Date the Property was acquired ... .. / ... .. / ... ..

**Charge creation**

How was the Charge created?

- By instrument
- By resolution
- By deposit
- By other conduct. Specify below

Brief description

.....

.....

.....

.....

.....

**Charge type**

- Fixed
- Floating
- Fixed and Floating

If the Charge is a Floating Charge or a Fixed and Floating Charge, was the creation of subsequent Charges restricted or prohibited before the change?

- Yes
- No

**Property charged**

Briefly describe the property charged before the change:

.....

.....

.....

.....

.....

**B. Details of Chargee or Trustee if the Charge is constituted by the issue of Debenture(s)**

Company name .....

Company number (if incorporated in Fiji) .....

Country of incorporation (if not Fiji) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory .....

Postcode .....

Country (if not Fiji) .....



**C. Liability**

Have the terms of the Charge been varied with the effect of increasing the amount of the debt or increasing the liabilities (whether present or prospective) secured by the Charge?

- Yes
- No

If yes, briefly describe the new liability (whether present or prospective) secured by the Charge:

.....

.....

.....

.....

.....

**D. Subsequent Charges**

Have the terms of the Charge been varied with the effect of prohibiting or restricting the creation of subsequent Charges on the Property?

- Yes
- No

If yes, briefly describe the changes:

.....

.....

.....

.....

.....

**E. Documents attached**

If the variation(s) included on this form have been effected by an instrument, you must attach the signed original instrument or a copy of that instrument.

- Copy of instrument evidencing the changes to the Charge lodged with this form.

**Signature**

This form must be signed by a current officeholder of the Chargor.

I certify that the information in this form is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A64  
Section 375  
of the Companies Act 2015

**NOTIFICATION OF A DISCHARGE OR RELEASE OF PROPERTY FROM A CHARGE**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company (Chargor) details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Charge details**

**Date the Charge was created**

Must be the date written in the document creating the Charge (eg. instrument, resolution).

Date the Charge was created ... .. / ... .. / ... ..

OR

Date the Property was acquired ... .. / ... .. / ... ..

**Charge creation**

How was the Charge created?

- By instrument
- By resolution
- By deposit
- By other conduct. Specify below

Brief description

.....

.....

.....

.....

.....

**Charge type**

- Fixed
- Floating
- Fixed and Floating

**Property charged**

Briefly describe the Property charged before the release or discharge:

.....

.....

.....

.....

.....

**B. Details of Chargee or Trustee if the Charge is constituted by the issue of Debenture(s)**

Company name .....

Company number (if incorporated in Fiji) .....

Country of incorporation (if not Fiji) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory .....

Postcode .....

Country (if not Fiji) .....

**C. Date of discharge or release**

Must be before the date of signing this form.

Date of discharge or release ... .. / ... .. / ... ..

**D. Extent of discharge or release**

Tick one box only.

The Charge is:

- to be paid or satisfied in full
- to be paid or satisfied in full for a particular joint Charge / Trustee

Name of Chargee/Trustee

Company name .....

Company number (if incorporated in Fiji) .....

Country of incorporation (if not Fiji) .....

- to be partially paid or satisfied to the extent of \$.....

- to be partially paid or satisfied and property released to the extent of \$.....

Description of property released

.....

.....

.....

.....

.....

**Signature**

This form must be signed by a current officeholder of the Chargee.

I certify that the information in this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A65  
Section 398  
of the Companies Act 2015

**NOTICE OF SUSPECTED CONTRAVENTION**

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of auditor/liquidator**

Address must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....

OR

Firm details .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of suspected contravention**

I have reason to suspect that there may have been:

- a material contravention of Part 32 of the Companies Act 2015 (section 398(a))
- an attempt, in relation to the Audit, by any person to unduly influence coerce, manipulate or mislead a person involved in the conduct of the Audit; or contravention of another law of Fiji (section 398(b))
- an attempt, by any person, to otherwise interfere with the proper conduct of the Audit (section 398(c)).

The general nature of the suspected contravention is as follows:

.....  
.....  
.....  
.....  
.....

**Signature**

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A66  
Section 3  
of the Companies Act 2015

**PROFORMA FINANCIAL STATEMENTS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name  
.....

Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**Statement of Comprehensive Income**

Item	[Financial year] (\$)
Revenue	
Interest	
Dividends	
Others	
<hr/>	
Administrative expenses	
Depreciation and amortisation expenses	
Directors' fees	
Employee benefits expenses	
Finance costs	
Insurance	
Legal, accounting and other professional expenses	
Marketing expenses	
Motor vehicle running hire cost	
Operating costs	
Postage, internet and telephone	
Printing and stationery	

Rental	
Repairs and maintenance	
Selling and distribution costs	
Salaries and wages (includes FNPF, PAYE)	
Technology expenses	
Utilities (eg. light, power, gas, electricity etc.)	
Other expenses	
<b>Total expenses</b>	
<b>Profit/(loss) before tax</b>	
Income tax expense	
<b>Net profit/(loss) after tax</b>	
<b>Profit/(loss) attributable to:</b>	
Owners of the Company	
Non-controlling interests	
<b>Total</b>	

#### Statement of Financial Position

<b>Assets</b>	<b>[Financial year] (\$)</b>
<b>Current assets</b>	
Cash at bank	
Cash on hand	
Current tax assets	
Bills receivable	
Trade debtors	
Stock in trade	
Work in progress	
Other current assets	
<b>Total current assets</b>	
<b>Non-current assets</b>	
Marketable securities	
Freehold property	
Leasehold property	
Plant and machinery	
Furniture, fittings, equipment, utensils, etc.	
Investments other than marketable securities	
Deferred tax assets	
Intangible assets (eg. patents, trade marks, etc.)	
Other non-current assets	
<b>Total non-current assets</b>	
<b>Total assets</b>	
<b>Liabilities</b>	
<b>Current liabilities</b>	
Bank overdraft	
Bills payable	
Trade accounts	
Current tax liabilities	
Provisions	



Interest bearing loans and borrowings	
Non-interest loans and borrowings	
Other current liabilities	
<b>Total current liabilities</b>	
<b>Non-current liabilities</b>	
Deferred tax liabilities	
Provisions	
Interest bearing loans and borrowings	
Non-interest loans and borrowings	
Other non-current liabilities	
<b>Total non-current liabilities</b>	
<b>Total assets</b>	
<b>Net assets/(liabilities)</b>	
<b>Equity</b>	
Issued and paid up capital	
Reserves	
Retained earnings	
<b>Total funds employed</b>	
<b>Equity attributable to owners of the Company</b>	
Non-controlling interests	
<b>Total equity</b>	

**Signature**

This form must be signed by a current officeholder of the Company or current officeholder of the Manager of the Managed Investment Scheme.

I certify that the information in this form is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

- Director  
 Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A67  
Section 400(2)(b)  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD TO PROVIDE AN ANNUAL REPORT  
TO MEMBERS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Extension application for period to provide an Annual Report to Members**

We apply to extend the period for lodgement of the Annual Report to Members from a period ending on ... .. / ... .. / ... .. (being 4 months after the end of the Financial Year) to a period ending on ... .. / ... .. / ... .. . The reasons for this extension application are as follows:

.....  
.....  
.....  
.....  
.....

**Signature**

This form must be signed by a current officeholder of the Company or current officeholder of the Manager of the Managed Investment Scheme.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A68  
Sections 403, 404  
of the Companies Act 2015

**COPY OF ANNUAL REPORT OR PROFORMA FINANCIAL STATEMENTS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name

.....

Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**A. Reason for lodgement of Annual Report**

Public Company

Large Private Company

Managed Investment Scheme

Amendment of Annual Report (Public Company)

Amendment of Annual Report (Large Private Company)

Amendment of Annual Report (Managed Investment Scheme)

Small Private Company or Medium Private Company that is controlled by a person resident outside Fiji or by a corporation incorporated outside Fiji for all or part of the year and is not consolidated for that period in Financial Statements for that year Lodged with the Registrar by a registered Foreign Company or a Company or Managed Investment Scheme.

Small Private Company or Medium Private Company that is directed by the Registrar to prepare and lodge Financial Statements and a Directors' Report.

- Small Private Company or Medium Private Company that is directed by Members to prepare and lodge Financial Statements and a Directors' Report.

**B. Reason for lodgement of Proforma Financial Statements**

- Medium Private Company
- Small Private Company that is controlled by a person resident outside Fiji or by a corporation incorporated outside Fiji for all or part of the year and is not consolidated for that period in Financial Statements for that year Lodged with the Registrar by a registered Foreign Company or a Company or Managed Investment Scheme.
- Small Private Company that is directed by the Registrar to prepare and lodge Proforma Financial Statements and a Directors' Report.
- Amendment of Proforma Financial Statements (Medium Private Company)

**C. Details of Financial Year**

Financial year begins on ... .. / ... .. / ... .. . . . . .  
 Financial year ends on ... .. / ... .. / ... .. . . . . .

**D. Details of auditor (if applicable)**

Surname .....  
 First name(s) .....  
 Former name .....

If the appointed auditor is a member or employee of a firm or Company, you must also provide the details for the firm or Company.

OR

Firm details .....

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

**E. Documents attached**

The attached Annual Report incorporates the following documents:

Financial Statements

OR

Consolidated Financial Statements if required by Accounting Standards.

Directors' declaration regarding Financial Statements or Consolidated Financial Statements (as applicable)

Directors' Report

Auditor's Report

OR

Proforma Financial Statements

**Signature**

This form must be signed by a current officeholder of the Company or current officeholder of the Manager of the Managed Investment Scheme.

I certify that the information in this form is true and complete and the attached documents marked ( ) are true copies.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A69  
Section 403  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD FOR LODGEMENT OF ANNUAL  
REPORT OR PROFORMA FINANCIAL STATEMENTS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name  
.....

Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**A. Reason for lodgement of Annual Report**

Public Company

Large Private Company

Managed Investment Scheme

Amendment of Annual Report (Public Company)

Amendment of Annual Report (Large Private Company)

Amendment of Annual Report (Managed Investment Scheme)

Small Private Company or Medium Private Company that is controlled by a person resident outside Fiji or by a corporation incorporated outside Fiji for all or part of the year and is not consolidated for that period in Financial Statements for that year Lodged with the Registrar by a registered Foreign Company or a Company or Managed Investment Scheme.

- Small Private Company or Medium Private Company that is directed by the Registrar to prepare and lodge Financial Statements and a Directors' Report.
- Small Private Company or Medium Private Company that is directed by Members to prepare and lodge Financial Statements and a Directors' Report.

**B. Reason for lodgement of Proforma Financial Statements**

- Medium Private Company
- Small Private Company that is controlled by a person resident outside Fiji or by a corporation incorporated outside Fiji for all or part of the year and is not consolidated for that period in Financial Statements for that year Lodged with the Registrar by a registered Foreign Company or a Company or Managed Investment Scheme.
- Small Private Company that is directed by the Registrar to prepare and lodge Proforma Financial Statements and a Directors' Report.
- Amendment of Proforma Financial Statements (Medium Private Company)

**C. Details of Financial Year**

Financial year begins on ... .. / ... .. / ... .. . . . . .  
 Financial year ends on ... .. / ... .. / ... .. . . . . .

**D. Extension application for lodgement of Annual Report or Proforma Financial Statements**

We apply to extend the period for lodgement of the Annual Report or Proforma Financial Statements from a period ending on ... .. / ... .. / ... .. . . . . . (being 4 months after the end of the Financial Year) to a period ending on ... .. / ... .. / ... .. . . . . . (being 6 months after the end of the Financial Year). The reasons for this extension application are as follows:

.....  
 .....  
 .....  
 .....  
 .....



**Signature**

This form must be signed by a current officeholder of the Company or current officeholder of the Manager of the Managed Investment Scheme.

I certify that the information in this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A70  
Section 409  
of the Companies Act 2015

**STATEMENT IN RELATION TO COMPANY SOLVENCY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Company Solvency status**

Negative Solvency Resolution passed

The Directors of the Company have passed a resolution that, in their opinion, there are not reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

Date of resolution ... .. / ... .. / ... ..

Solvency Resolution not passed

The Directors of the Company have not passed a Solvency Resolution within 2 months after the anniversary of the day on which the Company was registered.

Anniversary date ... .. / ... .. / ... ..

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A71  
Sections 410, 493  
of the Companies Act 2015

**APPLICATION OR RENEWAL OF REGISTRATION AS AN AUDITOR OR A LIQUIDATOR**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

- Initial application
- Renewal

**A. Applicant details**

Address must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

I am applying to be registered as:

- an Auditor
- a liquidator
- a liquidator of a specified Company or Managed Investment Scheme that is to be wound up under the Companies Act 2015.

Company / Managed Investment Scheme name .....

Company number (if applicable).....

Country of incorporation (if not Fiji) .....

**B. Principal place of practice**

- If you are a member or employee of a firm or Company, you must also provide the details for the firm or Company.
- Address must not be a Post Office Box. Must be a street address.

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....  
  
 Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

**C. Residency**

Do you ordinarily reside in Fiji?  
 Yes  No

**D. Qualifications and skills for Auditor**

Do you hold a degree, diploma or certificate from a university or another institution in or outside of Fiji?  
 Yes  No

If yes, please attach a copy of the degree, diploma or certificate.

Are you a chartered accountant with a current Certificate of Public Practice issued by the Fiji Institute of Accountants in accordance with the Fiji Institute of Accountants Act (Cap. 259)?  
 Yes  No

If yes, please attach a certified copy of the certificate.

**E. Qualifications and skills for liquidator**

Do you hold a degree, diploma or certificate from a university or another institution in or outside of Fiji?  
 Yes  No

If yes, please attach a certified copy of the degree, diploma or certificate.

Are you a chartered accountant with a current Certificate of Public Practice issued by the Fiji Institute of Accountants in accordance with the Fiji Institute of Accountants Act (Cap. 259)?  
 Yes  No

If yes, please attach a certified copy of the certificate.

If you are applying for registration as a liquidator or a liquidator of a specified Company or Managed Investment Scheme that is to be wound up under the Companies Act 2015, please provide information in an annexure to:

- (a) satisfy the Ministry of Justice as to your experience in connection with Companies to which a Receiver or Manager have been appointed, or are being wound up; and
- (b) satisfy the Ministry of Justice that you are capable of performing the duties of a liquidator and are otherwise a fit and proper person to be registered as a liquidator.

**F. Suitability**

Have you at any time been declared bankrupt or insolvent in Fiji or any other foreign country?

Yes  No

If yes, please provide details in an annexure.

Have you at any time been disqualified from being an officer, auditor or liquidator of a company or business in Fiji or any other foreign country?

Yes  No

If yes, please provide details in an annexure.

Have you at any time been refused registration as, or excluded or suspended from practice as, an auditor or liquidator of a company or business in Fiji or any other foreign country?

Yes  No

If yes, please provide details in an annexure.

Do you have any legal or disciplinary proceedings pending against you in Fiji or any other foreign country that may result in action that would require disclosure under any of the above items?

Yes  No

If yes, please provide details in an annexure.

In the last 5 years have you resigned or been removed from office as an auditor or a liquidator of a company or business in Fiji or any other foreign country?

Yes  No

If yes, please provide details in an annexure, including:

- (a) the type of office (auditor or liquidator);
- (b) whether the manner of ceasing was resignation or removal;
- (c) the date of ceasing;
- (d) the Company name and Company number (if applicable); and
- (e) the reason for ceasing.

**Signature**

I apply for registration as an Auditor or liquidator (as applicable) on the basis of the information in this form and any attachments. The information in this form and any annexures is true and correct at the time of signing.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A72  
Sections 411, 417  
of the Companies Act 2015

**CERTIFICATE OF REGISTRATION OF AUDITOR OR LIQUIDATOR**

This is to certify that:

(Name)

is registered under the Companies Act 2015 as:

- an Auditor
- a liquidator
- a liquidator of a specified Company or Managed Investment Scheme that is to be wound up under the Companies Act 2015.

Company / Managed Investment Scheme name  
 .....  
 Company number (if applicable).....  
 Country of incorporation (if not Fiji) .....

Registration Number: .....

(The following conditions are imposed on the registration: (insert conditions if applicable)).

Registration valid until ... .. / ... .. / ... ..

Issued by the Ministry of Justice of the Republic of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A73  
Section 416(1)(a)  
of the Companies Act 2015

**NOTIFICATION OF RESIGNATION, REMOVAL OR CESSATION OF AUDITOR OR LIQUIDATOR**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and/or complete an annexure and submit as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Details of resignation, removal or cessation of auditor or liquidator**

- Notice was received of the resignation of the auditor.  
Date of receipt of notice of resignation ... .. / ... .. / ... ..
- The auditor/liquidator was removed from office.  
Date of removal ... .. / ... .. / ... ..
- The auditor/liquidator is deceased.  
Date of death ... .. / ... .. / ... ..
- The auditor/liquidator has been disqualified in Fiji or another foreign country.  
Date of disqualification ... .. / ... .. / ... ..
- The Company or Managed Investment Scheme is being wound up.  
Date of resolution or date of Court Order ... .. / ... .. / ... ..



**B. Details for auditor/liquidator**

Surname .....  
First name(s) .....  
Former name .....

OR

Firm details .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Principal place of practice**

If you are a member or employee of a firm or Company, you must also provide the details for the firm or Company.

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Signature**

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A74  
Section 416(1)(b)  
of the Companies Act 2015

**NOTIFICATION OF APPOINTMENT OF AUDITOR OR LIQUIDATOR**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of auditor/liquidator**

Address must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....

OR

Firm details .....  
Nominated registered auditor for signing documents .....  
Registered Number .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Principal place of practice**

- If you are a member or employee of a firm or company, you must also provide the details for the firm or company.
- Address must not be a Post Office Box. Must be a street address.

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Signature**

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A75  
Sections 416(1)(c), 416(2)  
of the Companies Act 2015

**CHANGE TO DETAILS OF AUDITOR OR LIQUIDATOR**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Address of Auditor or liquidator**

Surname .....  
First name(s) .....  
Former name .....

**Previous address**

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**New address**

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**B. Principal place of practice**

If you are a member or employee of a firm or company, you must also provide the details of any changes to the firm or company or its details.

**Previous Firm or company**

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**New Firm or company**

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**C. Disqualification as an Officer**

Have you been disqualified from being an Officer of a Company under Part 12 of the Companies Act 2015 since being registered as an Auditor or liquidator?

Yes  No

If yes, please provide details in an annexure.

**Signature**

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A76  
Section 417  
of the Companies Act 2015

**NOTICE OF REGISTRATION OF AUDITOR OR LIQUIDATOR**

**Notice to:**

Surname .....  
First name(s) .....  
Former name .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

This is a notice that your registration under the Companies Act 2015 as (an Auditor / a liquidator) is subject to the following conditions:

.....  
.....  
.....  
.....  
.....

Issued by the Ministry of Justice on ... .. / ... .. / ... ..

Name .....

Signature .....

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A77  
Sections 418, 419  
of the Companies Act 2015

**NOTICE OF CANCELLATION OF REGISTRATION AS AN AUDITOR OR  
LIQUIDATOR**

**To:**

Surname .....  
First name(s) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

This is a notice that your registration as:

- an auditor
- a liquidator
- a liquidator of a specified Company or Managed Investment Scheme that is to be wound up under the Companies Act 2015,

Company / Managed Investment Scheme name  
.....  
Company number (if applicable).....  
Country of incorporation (if not Fiji) .....

has been cancelled:

- following a request by you (section 418)
- because you have become bankrupt or insolvent (section 419(1)(a))
- because you have become disqualified from acting as an officer of a Company under Part 12 of the Companies Act 2015 (section 419(1)(b))
- because you have contravened section 412 of the Companies Act 2015 (section 419(1)(c)).

Issued by The Ministry of Justice on ... .. / ... .. / ... ..

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A78  
Section 428  
of the Companies Act 2015

**APPLICATION FOR CONSENT TO RESIGN AS AN AUDITOR**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of auditor/liquidator**

Address must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....

OR

Firm details .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....



**Principal place of practice**

- If you are a member or employee of a firm or Company, you must also provide the details for the firm or Company.
- Address must not be a Post Office Box. Must be a street address.

Company name .....  
 Company number (if incorporated in Fiji) .....  
 Country of incorporation (if not Fiji) .....

Level/Office building .....  
 Street number and street .....  
 Town/City .....  
 Island/State/Territory.....  
 Postcode .....  
 Country (if not Fiji) .....

**Request for consent**

I/We apply for consent from the Registrar to resign as auditor of the Company or Managed Investment Scheme (as applicable) effective as at ... .. / ... .. / ... .. .

The reasons for this application are

- Set out below
- In the attached annexure

.....  
 .....  
 .....  
 .....

**Signature**

I certify that the information in this form is true and complete.

Name .....

Position .....

Signature .....

Date signed ... .. / ... .. / ... .. .

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A79  
Section 428  
of the Companies Act 2015

**NOTICE OF CONSENT TO RESIGNATION AS AN AUDITOR**

**To:**

Surname .....  
First name(s) .....

**OR**

Firm .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

This is a notice that the Registrar consents to your resignation as an auditor of a Company or  
Managed Investment Scheme as detailed below:

.....  
.....  
.....  
.....  
.....

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A80  
Section 428(6)  
of the Companies Act 2015

**NOTIFICATION OF RESIGNATION OR REMOVAL OF AUDITOR**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company / Managed Investment Scheme details**

Company / Managed Investment Scheme name  
.....  
Company number (if applicable).....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Details of resignation or removal of auditor**

- Notice was received of the resignation of the auditor.  
Date of receipt of notice of resignation ... .. / ... .. / ... ..
- The auditor was removed from office.  
Date of removal ... .. / ... .. / ... ..

**B. Details of auditor/liquidator**

Surname .....  
First names .....  
Former name .....  
  
Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Signature**

I certify that the information in this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

THE MINISTRY OF JUSTICE  
OF  
THE REPUBLIC OF FIJI

FORM A81  
Section 430  
of the Companies Act 2015

**NOTICE OF CONFLICT OF INTEREST**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of auditor/liquidator**

Address must not be a Post Office Box. Must be a street address.

Surname .....  
First names .....  
Former name .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

We notify the Registrar that:

- a conflict of interest situation exists as detailed below
- a conflict of interest situation continues to exist as detailed below
- a conflict of interest situation has been resolved as detailed below

.....  
.....  
.....  
.....

**Signature**

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A82  
Sections 450, 534  
of the Companies Act 2015

**REPORT AS TO AFFAIRS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Reason for Report**

- Appointment of a Receiver or Manager Section 450  
 Date of appointment ... .. / ... .. / ... ..  
 Nature of appointment .....
- Winding up order Section 534  
 Date of order ... .. / ... .. / ... ..
- Appointment of provisional liquidator Section 534  
 Date of appointment ... .. / ... .. / ... ..
- Other Section .....  
 Brief description  
 .....  
 .....  
 .....  
 .....  
 .....

**B. Date of report ... .. / ... .. / ... ..**

**C. Assets and liabilities**

**Assets and liabilities**

<b>No.</b>	<b>Item</b>	<b>Valuation</b> (for each entry show whether cost or net book amount) (\$)	<b>Estimated Realisable Values</b> (\$)
<b>2.1</b>	Assets not specifically charged		
	(a) interest in land as detailed in Schedule A		
	(b) sundry debtors as detailed in Schedule B		
	(c) cash on hand		
	(d) cash at bank		
	(e) stock as detailed in annexed inventory		
	(f) work in progress as detailed in annexed inventory		
	(g) plant and equipment as detailed in inventory		
	(h) other assets as detailed in Schedule C		
	<b>Sub Total</b>		
<b>2.2</b>	Assets subject to specific security interests, as specified in Schedule D		
	Less amounts owing as detailed in Schedule D		
	<b>Total Assets</b>		
	<b>Total Estimated Realisable Values</b>		
<b>2.3</b>	Less payable in advance of secured creditor(s)		
	Less amounts owing for employee entitlements as detailed in Schedule E		
<b>2.4</b>	Less amounts owing and secured by debenture or floating charge over assets		
<b>2.5</b>	Less preferential claims ranking behind secured creditors as detailed in Schedule F		
<b>2.6</b>	Less balances owing to partly secured creditors as detailed in Schedule G		
	Amount claimed \$ .....		



	Security held \$ .....		
<b>2.7</b>	Less creditors (unsecured) as detailed in Schedule H		
	Amount claimed \$ .....		

**Contingent assets and liabilities**

<b>No.</b>	<b>Item</b>	<b>Valuation</b> (for each entry show whether cost or net book amount) (\$)	<b>Estimated Realisable Values</b> (\$)
<b>2.8</b>	Contingent assets Estimated to produce as detailed in Schedule I		
<b>2.9</b>	Contingent liabilities Estimated to rank as detailed in Schedule J		

**Summary**

- Estimated deficiency
- Estimated surplus
  - Subject to costs of Receiver or Manager
  - Subject to costs of liquidation

Share capital \$ .....  
 Issued \$ .....  
 Paid up \$ .....

**D. Schedules**

Schedules A, B, C and D are to show the method and manner of arriving at the valuation of the assets.

**Schedule A – Interests in land**

Address and description of property	Valuation (\$)	Estimated realisable value (\$)	Valuation for local government purposes	Particulars of tenancy	Short particulars to title

**Schedule B – Sundry debtors (including loan debtors)**

Name and address of debtor	Amount owing (\$)	Amount realisable (\$)	Deficiency	Particulars of security (if any) held	Explanation of deficiency

**Schedule C – Other assets**

Description of deposit or investment	Amount (\$)	
	Cost	Amount realisable
Deposits		
Investments		

**Schedule D – Assets subject to specific Charges**

Description of asset	Date Charge granted	Description of Charge	Name and address of Charge holder	Terms of repayment	Valuation (\$)	Estimated realisable value (\$)	Amount owing under security (\$)

**Schedule E – Claims by employees**

Employee's name and address	Wages	Holiday pay (\$)	Long service leave (\$)	Estimated liability (\$)

--	--	--	--	--

**Schedule F – Preferential creditors (other than those in Schedule E)**

Name, address and occupation of preferential creditor	Description of amount owing	Amount owing (\$)

**Schedule G – Partly secured creditors**

Name, address and occupation of creditor	Description of security held	Name of security	Date security interest given	Terms of repayment	Estimated value of security (\$)	Amount owing to creditor (\$)	Amount estimated to rank as unsecured (\$)

**Schedule H – Unsecured creditors**

Name, address and occupation of creditor	Amount claimed by creditor (\$)	Amount admitted as owing (\$)	Reasons for difference between amount claimed and admitted (if any)

**Schedule I – Contingent assets**

Description of asset	Gross asset (\$)	Estimated to produce (\$)

**Schedule J – Contingent liabilities**

Name, address and occupation of creditor	Nature of liability	Gross liability (\$)	Estimated rank for (\$)

**Signature**

This form must be signed by two current officeholders of the Company including the secretary of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A83  
Sections 452, 547  
of the Companies Act 2015

**REPORT OF RECEIPTS AND PAYMENTS**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Reason for report**

- Appointment of a Receiver or Manager Section 450  
 Date of appointment ... .. / ... .. / ... ..  
 Nature of appointment .....
- Winding up order Section 534  
 Date of order ... .. / ... .. / ... ..
- Appointment of provisional liquidator Section 534  
 Date of appointment ... .. / ... .. / ... ..
- Other Section .....  
 Brief description  
 .....  
 .....  
 .....  
 .....

**B. Date of report ... .. / ... .. / ... ..**

**C. Assets and liabilities**

**Assets and liabilities**

No.	Item	Amount (\$)
<b>2.1</b>	<b>Receipts</b>	
	(Exclude the principal component of matured investments)	
	Total amounts received by you before the period for which this account has been made up	
	Total amounts received by you during the period for which this account has been made up (Complete detailed schedule in Part D)	
	<b>Total receipts (this total carried forward to next report)</b>	
<b>2.2</b>	<b>Payments</b>	
	(Exclude principal amounts invested or rolled over)	
	Total payments made by you before the period for which this account has been made up	
	Payments made by you during the period for which this account has been made up (Complete detailed schedule in Part D)	
	<b>Total payment (this total carried forward to next report)</b>	
<b>2.3</b>	<b>Reconciliation of money held</b>	
	Cash in hand	
	Cash at bank	
	Credit as per bank statement \$ .....	
	Less unrepresented cheques \$ .....	
	Add outstanding deposits \$ .....	
	Amounts invested and not converted to cash	
	<b>Total balance of money held</b>	

**D. Detailed account of receipts and payments for the period**

**Receipts**

Date	Receipts from	Nature of receipts/explanation	Amount (\$)

**Payments**

Date	Payments from	Nature of payments/explanation	Amount (\$)

**Signature**

This form must be signed by the Receiver or Manager or liquidator of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A84  
Sections 585(2), 588(2), 596(2)  
of the Companies Act 2015

**NOTICE OF MEETING**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Type of meeting**

- Final meeting for Members' Voluntary Winding Up Section 585(2)
- First meeting for Creditors' Voluntary Winding Up Section 588(2)
- Final meeting for Creditors' Voluntary Winding Up Section 596(2)
- Other Section .....

Brief description

.....  
.....  
.....  
.....  
.....



**B. Details of resolution**

Date of meeting or resolution ... .. / ... .. / ... .. . . .

The resolution

- Set out below
- In the attached annexure

is proposed to be passed or agreed to (as required) as a special or ordinary resolution (as applicable) in accordance with the Companies Act 2015.

.....

.....

.....

.....

.....

**C. Notice of meeting**

The following document must be lodged with this application.

- Notice of meeting attached.

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... .. . . .

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A85  
Section 578  
of the Companies Act 2015

**DECLARATION OF SOLVENCY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Declaration**

The person(s) listed below declare that:

I/We constitute a majority of the directors of the Company, and  
I/We have enquired into the affairs of the Company.

At a meeting of directors, I/We have formed the opinion that the Company will be able to pay its debts by ... .. / ... .. / ... .. being a date within 12 months of the commencement of the winding up.

A correct statement of the Company's assets and liabilities as at the latest practicable date (specified in this declaration) before the making up of this declaration is

- Set out below
- In the attached annexure.

**B. Statement of assets and liabilities**

Date of statement ... .. / ... .. / ... .. . . . . .

<b>Assets</b>	<b>Estimated realisable value (\$)</b>
Cash at bank	
Cash on hand	
Marketable Securities	
Bills receivable	
Trade debtors	
Loans and advances	
Unpaid calls	
Stock in trade	
Work in progress, as detailed in inventory	
Freehold property	
Leasehold property	
Plant and machinery	
Furniture, fittings, utensils, etc	
Intangible assets (eg. Patents, trade marks, etc)	
Investments other than marketable Securities	
Other property, as detailed in inventory	
<b>Estimated realisable value of assets</b>	

<b>Liabilities</b>	<b>Estimated liability (\$)</b>
Secured on specific assets (Please list)	
<b>Subtotal</b>	
Secured by floating Charge(s)	
<b>Subtotal</b>	
Estimated expenses of winding up	
Other estimated expenses (including interest accruing until payment of debts in full)	
<b>Subtotal</b>	
Unsecured creditors (amount estimated to rank for payment)	
Trade accounts	
Bills payable	
Accrued expenses	
Other liabilities	
<b>Subtotal</b>	
Contingent liabilities (Please list)	
<b>Total estimated liabilities</b>	

Estimated surplus after paying debts in full	

**Signature**

This form must be signed by a majority of directors of the Company.

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A86  
Section 583  
of the Companies Act 2015

**NOTICE OF POTENTIAL INABILITY TO PAY DEBTS WITHIN DECLARATION PERIOD**

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of auditor/liquidator**

Address must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of suspected contravention**

I am of the opinion that the Company will not be able to pay its debts in full within the period stated in the declaration under section 578 of the Companies Act 2015.

**Signature**

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A87  
Sections 584, 595  
of the Companies Act 2015

**APPLICATION FOR EXTENSION OF PERIOD TO HOLD GENERAL MEETING**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of auditor/liquidator**

Address must not be a Post Office Box. Must be a street address.

Surname .....  
First name(s) .....  
Former name .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Extension application for period to call meeting**

I apply to extend the period for holding a General Meeting from a period ending on  
... .. / ... .. / ... .. to a period ending on ... .. / ... .. / ... .. The  
reasons for this extension application are as follows:

.....  
.....  
.....  
.....

**Signature**

I certify that the information in this form is true and complete.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A88  
Section 588  
of the Companies Act 2015

**NOTIFICATION OF MEETING CONVENED BY LIQUIDATOR**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**A. Details of meeting**

Date of meeting ... .. / ... .. / ... ..

**Action**

- The meeting was held
- The meeting was convened but no quorum was present

**Signature**

This form must be signed by the liquidator.

I certify that the information in this form is true and complete and the attached documents marked ( ) are true copies.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..



REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A89  
Sections 585(3), 585(4), 596(3), 596(4)  
of the Companies Act 2015

**NOTIFICATION OF FINAL MEETING CONVENED BY LIQUIDATOR**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....

Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....

Contact name .....

Position description .....

Telephone number (during business hours) .....

Email address (optional) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island .....

**A. Details of meeting**

**Purpose of meeting**

To present an account:

- showing how the winding up of the Company had been conducted;
- showing how the property of the Company had been disposed of; and
- giving any necessary explanations.

**Type of meeting**

- Meeting of Members
- Meeting of Members and creditors

Date of meeting ... .. / ... .. / ... ..

**Action**

- The meeting was held
- The meeting was convened but no quorum was present

**B. Documents lodged with this form**

The following document must be lodged with this form.

- A copy of the account presented at the meeting.

**Signature**

This form must be signed by the liquidator.

I certify that the information in this form is true and complete and the attached documents marked ( ) are true copies.

Name .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A90  
Section 602(1)  
of the Companies Act 2015

**APPLICATION FOR VOLUNTARY DEREGISTRATION OF A COMPANY**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Application**

I, the applicant, apply to deregister the above Company under section 602 of the Companies Act 2015.

**Declaration**

I declare that the statements below are correct.

- (a) all the Members of the Company have resolved to Deregister the Company;
- (b) the Company is not Carrying on Business;
- (c) the Company's assets are worth less than \$1,000;
- (d) the Company has paid all fees and penalties payable under the Companies Act 2015;
- (e) the Company has no outstanding liabilities; and
- (f) the Company is not a party to any legal proceedings.

**Details of the applicant**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of nominee**

If the applicant is the Company, it must nominate a person to be given notice of the deregistration.

Surname .....  
First name(s) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity .....

Signature .....

Date signed ... .. / ... .. / ... ..

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A91  
Sections 602(7), 603(4), 603(6), 604  
of the Companies Act 2015

**NOTICE OF DEREGISTRATION OF COMPANY**

**To:**

Surname .....

First name(s) .....

OR

Company name .....

Company number (if incorporated in Fiji) .....

Country of incorporation (if not Fiji) .....

Level/Office building .....

Street number and street .....

Town/City .....

Island/State/Territory .....

Postcode .....

Country (if not Fiji) .....

**Details of notice**

This is a notice that:

Company name .....

Company number .....

has been deregistered under the Companies Act 2015:

- following an application to voluntarily deregister the Company in accordance with section 602 of the Companies Act 2015
- following a decision of the Registrar to deregister the Company in accordance with section 603 of the Companies Act 2015 because:
  - the Company has not Lodged any other documents under the Companies Act 2015 in the last 18 months and the Registrar has no reason to believe that the Company is Carrying on Business (section 603(1))
  - the Company's Prescribed Registration Fee has not been paid in full at least 12 months after the due date for payment (section 603(2))
  - the Company is being wound up and the Registrar has reason to believe that:
    - the liquidator is no longer acting (section 603(3)(a))

- the Company's Affairs have been fully wound up and a return that the liquidator should have Lodged is at least 6 months late (section 603(3)(b))
- the Company's Affairs have been fully wound up and the Company has no Property or not enough Property to cover the costs of obtaining a Court order for the Company's deregistration (section 603(3)(c))
  
- in accordance with a Court order to deregister the Company under Part 36 of the Companies Act 2015 (section 604(a)(i))
  
- in accordance with a Court order to deregister the Company under section 570 of the Companies Act 2015 (section 604(a)(ii))
  
- in accordance with section 585 of the Companies Act 2015 (section 604(b)).

The date of deregistration is ... .. / ... .. / ... .. .

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... .. .

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A92  
Section 609  
of the Companies Act 2015

**NOTICE OF REINSTATEMENT OF COMPANY**

**To:**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of notice**

This is a notice that:

Company name .....  
Company number .....

has been reinstated under the Companies Act 2015.

The date of reinstatement is ... .. / ... .. / ... .. .

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... .. .

Name .....

Signature .....

(RESERVE BANK OF FIJI/REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI)

FORM A93  
Section 628  
of the Companies Act 2015

**PENALTY NOTICE**

**To:**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

It is alleged that at (insert place) .....  
on ... .. / ... .. / ... .. you committed an offence under or in relation to (insert  
provision under or in relation to which the offence is alleged to have been committed) section .....  
because you (set out particulars of alleged offence, including description of alleged conduct constituting the  
offence. Where applicable, include the name of any Company in connection with which the offence is alleged to  
have been committed):

.....  
.....  
.....  
.....  
.....

This offence is a prescribed offence.

**Prescribed Penalty: \$ .....**

**Payable to:** (The Reserve Bank of Fiji/ Registrar of Companies of the Republic of Fiji)



**This is a penalty notice which relates to an offence constituted by a failure to do a particular act or thing.**

Provide details of the obligation.

.....  
.....  
.....  
.....  
.....

Take notice that:

(a) the obligation continues, despite the service of this notice or the payment of the prescribed penalty; and

(b) if, within 21 days after the date of service of this notice, you:

- (i) pay the prescribed penalty; and
- (ii) fulfil the obligation,

no further action will be taken against you in relation to the offence described in this penalty notice; and

(c) if, at the end of 21 days after the date of service of this notice, you:

- (i) have not paid the prescribed penalty; or
- (ii) have not fulfilled the obligation,

proceedings may be instituted against you.

**This is a penalty notice which relates to an offence other than one constituted by a failure to do a particular act or thing.**

Provide details of the obligation.

.....  
.....  
.....  
.....  
.....

Take notice that if, within 21 days after the date of service of this notice, you pay the prescribed penalty, no further action will be taken against you in relation to the offence described in this penalty notice.

If, at the end of 21 days after the date of service of this notice, you have not paid the prescribed penalty, proceedings may be instituted against you.

**Payment of the penalty is not an admission of liability: see section 628(6).**

Issued by the (Registrar of Companies of the Republic of Fiji/Reserve Bank of Fiji) on ... .. /  
... .. / ... ..

Name .....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A94  
Section 690  
of the Companies Act 2015

**NOTICE REQUIRING APPEARANCE FOR EXAMINATION**

**To:**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**Details of the notice**

- The Registrar of Companies of the Republic of Fiji and/or
- the Reserve Bank of Fiji,

on reasonable grounds, suspects or believes that you can give information relevant to a matter that it is investigating, or is to investigate, under Division 1 of Part 44 of the Companies Act 2015.

The general nature of the matter is as follows:

.....  
.....  
.....  
.....  
.....

You are required:

(a) to give to the Registrar or the Reserve Bank (as applicable), all reasonable assistance in connection with the investigation; and

(b) to appear before (insert name) ..... , (insert position title) ..... of

- the Registrar of Companies of the Republic of Fiji and/or
- the Reserve Bank of Fiji (as applicable),

at (insert place) ..... on ... .. / ... .. / ... .. at (insert time) ..... for examination on oath and to answer questions.

**Issued by**

To be signed by the issuing body only.

Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... ..

Name .....

Signature .....

(RESERVE BANK OF FIJI/REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI)

FORM A95  
Sections 701, 702, 703  
of the Companies Act 2015

**NOTICE REQUIRING THE PRODUCTION OF BOOKS OR DOCUMENTS**

**To:**

Surname .....  
First name(s) .....

OR

Company name .....  
Company number (if incorporated in Fiji) .....  
Country of incorporation (if not Fiji) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island/State/Territory.....  
Postcode .....  
Country (if not Fiji) .....

**This is a notice to produce:**

- Books about Affairs of a Company or Managed Investment Scheme
- Books about Securities
- Documents in a person's possession.

**Details of notice to produce Books about Affairs of a Company or Managed Investment Scheme**

- The Reserve Bank of Fiji and/or
- the Registrar of Companies of the Republic of Fiji,

requires you to produce the following Books:

.....  
.....  
.....  
.....  
.....

to (insert name) ..... , (insert position title) .....  
of

- the Reserve Bank of Fiji and/or
- the Registrar of Companies of the Republic of Fiji (as the case may be),

at (insert place) ..... on ... .. / ... .. / ... .. .. at (insert time)  
.....

**Details of notice to produce Books about Securities**

The Reserve Bank of Fiji requires you to produce the following Books:

.....  
.....  
.....  
.....  
.....

to (insert name) ..... , (insert position title) .....  
of the Reserve Bank of Fiji at (insert place) ..... on  
... .. / ... .. / ... .. .. at (insert time) .....

**Details of notice to produce documents in a person's possession**

- The Registrar of Companies of the Republic of Fiji and/or
- the Reserve Bank of Fiji,

requires you to produce the following documents in your possession:

.....  
.....  
.....  
.....  
.....

to (insert name) ..... , (insert position title) .....  
of  
 the Registrar of Companies of the Republic of Fiji and/or  
 the Reserve Bank of Fiji (as applicable),  
at (insert place) ..... on ... .. / ... .. / ... .. .. at (insert time)  
.....

**Issued by**

To be signed by the issuing body only.

(Issued by the Registrar of Companies of the Republic of Fiji on ... .. / ... .. / ... .. ..  
... ..

Name .....

Signature .....

Issued by the Reserve Bank of Fiji on ... .. / ... .. / ... .. ..

Name .....

Position.....

Signature .....

REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A96  
Sections 85, 718  
of the Companies Act 2015

**NOTIFICATION OF LOCATION OF REGISTER**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) of the form or complete an annexure and submit the relevant page(s) or annexure as part of this lodgement.

**Company details**

Company name .....  
Company number .....

**Lodgement details**

Who should the Registrar contact if there is a query about this form?

Firm/organisation .....  
Contact name .....  
Position description .....  
Telephone number (during business hours) .....  
Email address (optional) .....

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

**Details of register**

- Register of Members
- Register of option holders
- Register of Debenture Holders
- Register of Charges

**Details of change**

Date of change ... .. / ... .. / ... ..

Change from:

- Registered Office
- principal place of business
- other address

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

- Not applicable

**New address**

Must not be a Post Office Box. Must be a street address.

Level/Office building .....  
Street number and street .....  
Town/City .....  
Island .....

Does the company occupy the premises?

Yes  No

If No, name of occupier

.....

Occupier's consent (Select box to indicate the statement below is correct)

The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

**Signature**

This form must be signed by a current officeholder of the Company.

I certify that the information in this form is true and complete.

Name .....

Capacity

Director

Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..



REGISTRAR OF COMPANIES  
OF  
THE REPUBLIC OF FIJI

FORM A0

Companies Act 2015

**ANNEXURE**

This is Annexure (insert an identifying letter or symbol, for example, a,b,c or 1,2,3 etc) .....  
of (insert number) ..... pages referred to in Form (insert form number and title)  
.....

**Company details**

Company name .....  
Company number .....

**Name of document annexed**

.....

**Signature**

This form must be signed by a current officeholder of the Company.

Name .....

Capacity

- Director
- Company secretary

Signature .....

Date signed ... .. / ... .. / ... ..

## SCHEDULE 3

## LATE LODGEMENT FEE

<i>Item</i>	<i>Entity</i>	<i>Fee (VEP)</i>
1.	Small Private Company	Lodged within one month* – \$5
		Lodged within 3 months* – \$10
		Lodged after 6 months* – \$50
2.	Foreign Company	Lodged within one month* – \$100
		Lodged within 3 months* – \$200
		Lodged after 6 months* – \$1,000
3.	Listed company	Lodged within one month* – \$100
		Lodged within 3 months* – \$200
		Lodged after 6 months* – \$1,000
4.	Company not listed in items 1 to 3	Lodged within one month* – \$50
		Lodged within 3 months* – \$100
		Lodged after 6 months* – \$500

\* Lodgement after due date.

SCHEDULE 4

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PRESCRIBED REGISTRATION FEES

<i>Item</i>	<i>Entity</i>	<i>Prescribed Registration Fee (VEP)</i>
1.	Small Private Company	\$10
2.	Company Limited by Guarantee granted a licence under section 31 of the Act	\$10
3.	Foreign Company	\$1,000
4.	Listed company	\$1,000
5.	Company not listed in items 1 to 4	\$500

SCHEDULE 5

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PRESCRIBED SEARCH FEES

<i>Item</i>	<i>Type of search</i>	<i>Fee (VEP)</i>
1.	Inspecting the register of companies in respect of one company	\$10
2.	Certified copy of a certificate of incorporation	\$10
3.	Copy or extract from a document filed in the registry, per folio	\$10 (up to 10 pages), 50 cents per page thereafter
4.	Certification of copy or extract as true and correct	\$10