

**NOTICE OF ALTERATION IN PARTICULARS REGISTERED
UNDER SECTION 331(2) OF AN EXTERNAL COMPANY
THE COMPANIES ACT, 2019 (ACT 992)**



FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN BETWEEN WORDS
PLEASE WRITE ALL WORDS WITH NO ABBREVIATIONS
ALL FIELDS MARKED WITH AN ASTERISK (*) INDICATES A MANDATORY FIELD

A fee is payable on presentation of this form. Please see the fees on our website www.orc.gov.gh

Read the instructions before completing the Form. Incomplete applications or invalid data may delay the registration process

(A)

Company Name*																	Name should be the same as found on Statutory Documents of the body corporate incorporated outside Ghana. <i>Ghana</i> or any other word cannot be added to distinguish the body Corporate Incorporated outside Ghana from the branch being registered.
Presented By*																	Presented by a Local Manager or Process Agent
	TIN																

To the Registrar of Companies

<p><i>hereby gives notice, pursuant to section 331(2) of the Companies Act, 2019(ACT 992) that the particulars contained in the registered statement under section 331(2) have been altered as follows:</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>									
<p align="center">Name* _____</p> <p align="center">Date* <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table></p>	D	D	M	M	Y	Y	Y	Y	<p align="center">Signature(Local Manager)* _____</p>
D	D	M	M	Y	Y	Y	Y		

For Office Use Only

Date of Submission of Document*																
Name of Company Inspector*																
Filing Date*																
Signature*																

Important Information

Notes

Applicants are to submit to the Registrar a copy of the Certificate of Incorporation, a Power of Attorney appointing the Local Manager and where applicable, a copy of the Constitution, Charter, Statutes, Regulations, Memorandum and Articles of Association, or any other instrument constituting or defining the Constitution of the company, in a language acceptable to the Registrar.

The above documents should be notarised by a Notary Public from the country of origin or duly stamped and sealed by the relevant Embassy or Consulate of Ghana from the said country of origin.

Applicants should also submit to the Registrar a Statement duly notarised in the jurisdiction of origin of the Company giving particulars regarding the Beneficial Owners of the company. See section 330(1) (c) of Act 992.

Privacy Notice

Collection of Information: We collect personal identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our customers. The information provided is used to fulfil your specific request.

Distribution of Information: This would be done as permitted or required by law / Companies Act 2019 (Act 992)

Commitment to Data Security: Your personal identifiable information is kept secure. Only authorized employees, agents and contractors who have agreed to keep information secure and confidential have access to this information.

Change Notice

Every company is required to furnish the Registrar with any change after incorporation e.g. Change of Company Name, Change of Address, Change of Director(s) / Secretary etc.

Financial Statement / Group Accounts

All External Companies are to file Group Accounts once every year at intervals of not more than fifteen months, a Statement of Financial Position amongst other documents to the Registrar. Section 334 of Act 992.

Late/Non Filing attracts Penalties

Check List (✓)

Please make sure you have complied with the following

The document has been signed at all indicated places	<input type="checkbox"/>
Power of Attorney attached	<input type="checkbox"/>
Filled TIN Form(s), if any	<input type="checkbox"/>
Filled BO Form attached, if any	<input type="checkbox"/>
Attach Registration Document of incorporated Company i.e. Charter, Memorandum, Articles of Association, etc.	<input type="checkbox"/>