

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"/>