

**DECLARATION VERIFYING MEMORANDUM RELATING
TO A REGISTERED CHARGE**

FORM 10



THE COMPANIES ACT, 2019 (ACT 992)

PURSUANT TO SECTION 117

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

(A)

<i>Company Name*</i>											Name should be exact as registered, should there have been any Change of Name after registration do state the new name The Registration Number is stated at the top left side of the Registration Certificate
<i>Registration Number*</i>											Full name and TIN of the natural person or legal entity submitting documents to the Registrar of Companies
<i>Presented By*</i>											

(B)

I/We

Supplementary sheet is available

Director 1											
<i>TIN</i>											
<i>Ghana Card (National Identity Card)*</i>						GHA -					
<i>First Name*</i>											
<i>Middle Name*</i>											
<i>Last Name*</i>											
Director 2											
<i>TIN</i>											
<i>Ghana Card (National Identity Card)*</i>						GHA -					
<i>First Name*</i>											
<i>Middle Name*</i>											
<i>Last Name*</i>											
Secretary											
<i>TIN</i>											
<i>Ghana Card (National Identity Card)*</i>						GHA -					
<i>First Name</i>											
<i>Middle Name</i>											
<i>Last Name</i>											

(C)

<i>Date*</i>	D	D	M	M	Y	Y	Y	Y				
<i>Declared at*</i>												
<i>Before me(Name)*</i>												
<i>Address</i>												
<i>Occupation</i>												

(D) MEMORANDUM OF		
	PARTIAL PAYMENT OR SATISFACTION OF A CHARGE.	
	RELEASE OF PART OF PROPERTY OR UNDERTAKING FROM A CHARGE	
<i>Company Name</i>		Name of company taking charge
<i>Registration Number</i>		
<i>TIN</i>		
<p>hereby gives notice that the registered charge being</p> <p>(a).....</p> <p>of which particulars are registered with the Registrar of Companies on the</p> <p>(b).....day of.....20..... was satisfied on the</p> <p>(c)day of.....20.....to the extent of</p> <p>*1. the debt for which the charge was given having been partly paid or satisfied and</p> <p>*2. part of the property or undertaking charged having been released from the charge</p> <p>*3. short particulars of the property or undertaking no longer charged</p> <p>In witness whereof the common seal of the Company as here unto affixed the ___ day of _____ 20_____</p>		<p>(a) Short description of property charged</p> <p>(b) Date of charge creation</p> <p>(c) Date of satisfaction</p> <p>(d) Date of filing</p>
<i>Name of Director*</i>		
<i>Director's Signature*</i>	
<i>Name of Secretary*</i>		
<i>Secretary's Signature*</i>	

For Office Use Only	
<i>Date of Submission of Document*</i>	
<i>Name of Company Inspector*</i>	
<i>Filing Date*</i>	
<i>Signature*</i>

Important Information
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 fulfill 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.
Annual Return of a Company Incorporated
All companies incorporated are to file mandatory Annual Returns after the first eighteen months together with Audited Accounts and subsequently annually at a fee. 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		
Agreement stamped at Land Valuation Board		
If application exceeds 45 days, then attach extension of time from the court		
Please make sure you have complied with the following		
The document has been signed at all indicated places		
All supplementary Forms are attached, if any		