

# NOTIFICATION OF CHANGE OF DIRECTOR(S) OR IN THEIR PARTICULARS

## THE COMPANIES ACT, 2019 (ACT 992) SECTION 216

**FORM 17**



**OFFICE OF  
THE REGISTRAR  
OF COMPANIES**  
REPUBLIC OF GHANA

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](http://www.orc.gov.gh)**

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

**(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>			
<i>Presented By*</i>		TIN*	Full name and TIN of the natural person or legal entity submitting documents to the Registrar of Companies
<i>Nature of Change</i>	<b>New Director</b>	Tick the appropriate box(s) to indicate the nature of Change	
	<b>Removal of Director</b>		
	<b>New Alternate Director</b>	<b>Removal of Alternate Director</b>	
<b>Hereby notifies you in accordance with section 216 of the Companies Act, 2019(ACT 992)</b>			
<i>Date(s)of Change(s)/ Description of change(s)*</i>			Provide here a detailed description of the Nature of Change in the particulars  Clearly state the exact date for the changes accordingly

**(B) For appointing new Director/Alternate of the Company(If Any)**

	<b>New Director</b>	<b>Alternate Director</b>	
<b>Director 1</b>	<b>Statutory Declaration &amp; Consent Letter</b>		
A person shall not be appointed a director if			
i. That person within the preceding five years of the application for incorporation has been a director or senior manager of a Company that has become insolvent.			
Tick applicable	<b>Yes</b>	<b>No</b>	
ii. Convicted of a criminal offence involving fraud or dishonesty			
Tick applicable	<b>Yes</b>	<b>No</b>	
iii. Convicted of a criminal offence relating to the promotion, incorporation or management of a company			
Tick applicable	<b>Yes</b>	<b>No</b>	
<i>Statutory Declaration Form*</i>	<i>Consent Letter*</i>		
<i>Title</i>	<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>
			<b>Ms</b>
			<b>Dr</b>
<i>First Name*</i>			
<i>Middle Name</i>			
<i>Last Name*</i>			
<i>Any Former Name</i>			
<i>Gender*</i>	<b>Male</b>	<b>Female</b>	
<i>Date of Birth*</i>	D	D	M
	M	M	Y
	Y	Y	Y
	Y	Y	Y



