



REPUBLIC OF VANUATU

COMPANIES ACT NO. 25 OF 2012

Companies Regulations
Order No. 114 of 2015

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REPUBLIC OF VANUATU

COMPANIES ACT NO. 25 OF 2012

Companies (Forms and Fees) Regulation Order No. 114 of 2015

In exercise of the powers conferred on me by subsection 207(1) of the Companies Act No. 25 of 2012, I, the Honourable WILLIE JIMMY TAPANGARARUA Minister of Finance and Economic Management, make the following Regulation.

To provide for forms and fees for the administration of companies and to prescribe reporting requirements.

PART 1 – PRELIMINARY

1 Interpretation

In this Regulation, unless the contrary intention appears:

Act means the Companies Act No. 25 of 2012;

director includes a person occupying the position of director of the company by whatever name called but does not include a receiver;

Registrar means the Registrar of Companies appointed under section 170 of the Act;

2 Office hours

The office of the Registrar of Companies is to be open to the public for the transaction of business on every working day, with the exception of Public Holidays, during such hours as the Registrar fixes from time to time, either generally or in any particular case.

PART 2 – FORMS, FEES AND GENERAL REQUIREMENT OF DOCUMENTS

3 Forms

- (1) The prescribed forms are set out in Schedule 1.
- (2) All directors of companies must:
 - (a) provide the Registrar with a valid email address and mobile phone number for the purposes of receiving notifications by the office of the Registrar; and
 - (b) notify the registrar of any changes to the email address or mobile phone number.
- (3) All directors and shareholders who are not citizens of Vanuatu must provide a copy of their passport when incorporating a company or when requested to do so by the Registrar.

4 Fees

- (1) The prescribed fees are set out in Part 1 of Schedule 2.
- (2) All prescribed fees required to be paid under this Regulation must be paid to the Registrar.

5 Penalties

- (1) Where an applicant fails to deliver to the Register any document within the time required under the Act, that applicant is liable to pay a fine as set out in Part 2 of Schedule 2.
- (2) Despite subclause 5(1), the Registrar may waive wholly or partly the fine under subclause (1) where:
 - (a) the Registrar is satisfied that the omission to deliver the document within the time limit was due to an oversight; or
 - (b) it is just and equitable to do so.
- (3) Subject to subclause (2), the Registrar may require a person referred to in subsection 150(3) of the Act to pay outstanding fees and penalties prior to restoring a company to the Vanuatu register under subsection 150(1).

6 General requirements for documents

- (1) All documents prepared to be registered or to be delivered, sent, or forwarded to the Registrar must be easily readable.
- (2) If a document is required to be signed:
 - (a) the signature must be an original signature; and
 - (b) the name of the signatory must be clearly typed, printed, stamped, or written adjacent to the original signature.
- (3) The Registrar may accept documents in electronic form, and may determine the requirements, including any requirements in respect of signature that applies in respect of documents provided in electronic form.
- (4) Subclauses (1) and (2), and clause 5 apply to documents provided in electronic form subject to any modifications determined by the Registrar.

PART 3 – ANNUAL REPORT AND FINANCIAL STATEMENTS

Division 1 - Annual report (Section 55 Companies Act 2012)

7 Contents of annual report for public companies

- (1) Every annual report for a public company must state:
 - (a) in respect of each director or former director of the company, the total of the remuneration and the value of other benefits received by that director or former director of the company during the accounting period; and
 - (b) the total amount of donations made by the company during the accounting period; and
 - (c) the amounts payable by the company to the person or firm holding office as auditor of the company as audit fees and as a separate item, fees payable by the company for other services provided by that person or firm.
- (2) A company that is required to include group financial statements in its annual report must include, in relation to its subsidiaries, the information specified in subclause (1).
- (3) Despite subclauses (1), the annual report of a company may not be in compliance with paragraphs (1)(a) to (c) if, and to the extent that, shareholders unanimously resolve that the report should not comply with such provisions.

Division 2 - Financial statements

8 Form of financial statements

- (1) All financial statements of a company prepared for the purposes of the Act:
 - (a) must comply with the International Accounting Standards, as amended from time to time by the relevant international governing body overseeing those standards or if the financial statements of a public company do not comply with international accounting standards, must state how and why the financial statements do not comply with those accounting standards; and

-
- (b) may contain any other information that the board of the company considers to be appropriate for inclusion in the financial statements.
- (2) Where a company must comply with sections 126-129 of the Act, the Company must provide a copy of the audited financial statements of the company to the Registrar within 30 days of the audited statements and audit report being provided to the company.

PART 4 – OVERSEAS COMPANIES

9 Certificate of good standing

Where an application for registration of an overseas company is completed under the Act the application must be accompanied by a certificate of good standing or equivalent document which indicates the country in which the overseas company has been incorporated.

PART 5 – RE-REGISTRATION

10 Re-registration under section 209

A certificate of re-registration of a company may take the form of a certificate of incorporation provided that the certificate refers to the company's date of re-registration.

11 Commencement

This Regulation commences on 31 August 2015.

Made at Port Vila this 28 day of 08, 2015



Honourable WILLIE JIMMY TAPANGARARUA
Minister of Finance and Economic Management



SCHEDULE 1

(Regulation 4)

FORMS

Form 1 | Application for registration of a company

Section 6 Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

Name of proposed company

--

1. Company Type

Private
Community Company

☐

Company

☐

Public

☐

Company

2. Do the model rules apply to the proposed company?

Yes

☐

No

☐

Model rules for private companies, single shareholder private companies, public companies, and community companies are contained in Schedules 1, 2, 3, and 4 of the Companies Act 2012. If model rules do not apply, you must attach a copy of the company's rules (these were known as the Articles of Association under the old company law).

3. Addresses

Address of registered office

Must be a physical address in Vanuatu. Must not be a PO Box or Private Bag address.

Province or Municipality:

Postal address

Where communications from the Registrar may be sent (eg PO Box). May be the same as the registered office only if the postal service delivers to that address.

Postal address:
Province or Municipality:
Email address:

4. Directors

The following persons (at least one of which must be a natural person) are the directors of the proposed company. All of the following named directors have consented to act in that capacity. *Note: If there are more than three directors, attach a separate sheet containing the information set out in the prescribed format.*

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FORMS

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

5. Shareholders

The following person(s) are the shareholder(s) of the proposed company. The Applicant attests that the person(s) shown as shareholder(s) has/have consented to act in this capacity.

Instructions for completing shareholder information

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
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Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

1. If there are more than three shareholders, attach a separate sheet containing the information set out in the prescribed format. All names should be written in BLOCK letters.

2. If the shareholder is a natural person, provide their first name followed by their surname. If the shareholder is a registered entity (such as another company), provide the entity name and registration number.

3. If shares are jointly held, provide the particulars of each shareholder within a single box below. Separate the details with a comma.

Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:
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SCHEDULE 1 SCHEDULE 1
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Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:
Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:

Total number of shares:

Is there more than one class of shares for this company?

☐

Yes

☐

No

If yes, attach a separate sheet that sets out the particulars of the different classes of shares.

6. Community Company

If the proposed company is a community company, please provide a statement describing the community interest

A community interest is an interest which benefits the community and which a reasonable person might consider that it is being carried on for the benefit of the community.

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7. Applicant(s)

Where there is more than one applicant, each must provide their full legal name and postal address. As email will be the main form of communication, please provide a regularly used email address. In the case of a natural person, please give first name(s) following by surname in BLOCK letters.

Full legal name of applicant:	
Postal address of applicant:	Signature:
Email address of applicant:	Date (dd/mm/yyyy):
Full legal name of applicant:	
Postal address of applicant:	Signature:
Email address of applicant:	Date (dd/mm/yyyy):

SCHEDULE 1 SCHEDULE 1
FORMS

Please indicate (circle or underline) the primary sectors your company operates in:

- Agriculture, forestry, and fishing
- Mining and quarrying
- Manufacturing
- Electricity, gas, steam, and air conditioning supply
- Water supply; sewerage, waste management, and remediation activities
- Construction
- Wholesale and retail trade; repair of motor vehicles and motorcycles
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific, and technical activities
- Administrative and support service activities
- Public administration and defence; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment, and recreation
- Other service activities
- Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
- Activities of extraterritorial organizations and bodies

9. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email (optional):

10. Checklist

The following must accompany this form:

- ☐ A copy of the company rules, if they differ from the model rules in the Schedules to the Companies Act 2012.
Notes: You do not need to submit a copy if the company's rules are the model rules.

- ☐ The prescribed fee

- ☐ Identification of directors (who are natural persons) [if they are non-citizens of Vanuatu]

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023, Port Vila, Efate, Vanuatu

Form 2 | Application of public company to become a private company

Section 9 Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

1. Name of existing company

2. Existing company number

3. The existing public company applies to become a private company:

Yes ☐ No ☐

4. Do the model rules apply to the proposed private company?

Yes ☐ No ☐

Model rules for private companies are contained in the Schedules Companies Act 2012. If model rules do not apply, you must attach a copy of the company's rules (these were known as the Articles of Association under the old company law).

5. Shareholders

By submitting this form, the company confirms that there are no more than 50 shareholders of the company.

6. Applicant(s)

Where there is more than one applicant, each must provide their full legal name and postal address. As email will be the main form of communication, please provide a regularly used email address.

7. Lodged by

Full legal name of applicant (being the name of the public company):	
Postal address of applicant:	Signature (of director/directors):
Email address of applicant:	Date (dd/mm/yyyy):
<hr/>	
Address:	Telephone:
	Email (optional):

8. Checklist

The following must accompany this form:

- ☐ A copy of the company rules, if they differ from the model rules in the Schedules to the Companies Act 2012.
Notes: This must be certified, by at least one applicant, as the rules of the company. You do not need to submit a copy if the company's rules are the model rules.
- ☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023, Port Vila Efate, Vanuatu

Form 3 | Application of private company to become a public company

Section 9 Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

1. Name of existing company

2. Existing company number

3. The existing private company applies to become a public company:

Yes

☐

No

☐

4. Do the model rules apply to the proposed public company?

Yes No

☐☐

Model rules for private companies are contained in the Schedules Companies Act 2012. If model rules do not apply, then you must attach a copy of the company's rules (these were known as the Articles of Association under the old company law).

5. Applicant(s)

Where there is more than one applicant, each must provide their full legal name and postal address. As email will be the main form of communication, please provide a regularly used email address. In the case of a natural person, please give first name(s) following by surname in BLOCK letters.

Full legal name of applicant (being the name of the private company):	
Postal address of applicant:	Signature (of director/directors)
Email address of applicant:	Date (dd/mm/yyyy):

6. Lodged by

Name:
Address:

Other contact details:

Telephone:
Email (optional):

7. Checklist

The following must accompany this form:

- ☐ A copy of the company rules, if they differ from the model rules in the Schedules to the Companies Act 2012.
Notes: This must be certified, by at least one applicant, as the rules of the company. You do not need to submit a copy if the company's rules are the model rules.

SCHEDULE 1
FORMS

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila Efate, Vanuatu

Form 4 | Application of private company to become a community company

Section 9 Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

1. Name of existing company

2. Existing company number

3. The existing private company applies to become a community company and confirms its principal objective is to promote the community interest:

Yes

☐

No

☐

4. Do the Model Rules apply to the proposed community company?

Yes

☐

No

☐

Model rules for private companies are contained in the Schedules Companies Act 2012. If model rules do not apply, you must attach a copy of the company's rules (these were known as the Articles of Association under the old company law).

5. Community Company

If the proposed company is a community company, please provide a statement of community interest:

A community interest is an interest which benefits the community and which a reasonable person might consider that it is being carried on for the benefit of the community.

Full legal name of applicant (being the name of the private company):	
Postal address of applicant:	Signature (of director/directors):
Email address of applicant:	Date (dd/mm/yyyy):

6. Applicant(s)

Where there is more than one applicant, each must provide their full legal name and postal address. As email will be the main form of communication, please provide a regularly used email address. In the case of a natural person, please give first name(s) following by surname in BLOCK letters.

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7. Lodged by

Name:
Address:

Other contact details:

Telephone:
Email (optional):

8. Checklist

The following must accompany this form:

- ☐ A copy of the company rules, if they differ from the model rules in the Schedules to the Companies Act 2012.
Notes: This must be certified, by at least one applicant, as the rules of the company. You do not need to submit a copy if the company's rules are the model rules.
- ☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila Efate, Vanuatu

Form 5 | Application to change name of company

Section 11 Companies Act 2012

Notes

The information on this form must be either
typewritten or
printed legibly.

The application must be made by a person
authorised under the rules of the company, or by
a director of a company with the approval of the
board.

Present company name

Company number

1. Proposed company name

Name:

Signature:

.....

Print first name(s) followed by surname in BLOCK letters

Designation: ☐

Director

☐

Authorised person

Date (dd/mm/yyyy):

3. Applicant(s)

Where there is more than one applicant, each must provide their full legal name and postal address. As email will be the main form of communication, please provide a regularly used email address. In the case of a natural person, please give first name(s) following by surname in BLOCK letters.

Full legal name of applicant (being the current name of the company):

Postal address of applicant:

Signature (of director/directors):

Email address of applicant:

Date (dd/mm/yyyy):

4. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email (optional):

5. Checklist

SCHEDULE 1
FORMS

The following must accompany this form:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023, Port Vila, Efate, Vanuatu

Form 6 | Notice of adoption or alteration of rules

Section 14 Companies Act 2012

Notes

The information on this form must be either typewritten or printed legibly.

Company name

Company number

1. Rules

The above named company has ☐ adopted model rules*

OR

☐ altered its rules.

Effective date of alteration/adoption** (dd/mm/yyyy):

* Model rules for private companies, single shareholder private companies, public companies, and community companies are contained in Schedules 1, 2, 3, and 4 of the Companies Act 2012.

** This form must be submitted to VFSC within 10 working days of adopting or altering its company rules.

2. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation:

☐

Director

☐

Authorised person

Date:

3. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email (optional):

4. Checklist

The following must accompany this form:

- ☐ A copy of the rules (or alteration) is attached to this notice. However, if the new rules are the model rules, then they do not have to be attached to this notice.
- ☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 7 | Notice of change of registered office

Sections 18 and 121, Companies Act 2012

Notes

The information on this form must be either typewritten or printed legibly.

Company name

Company number

1. New address of registered office

Must be a physical address in Vanuatu. Must not be a PO Box or Private Bag address.

Province or Municipality:

2. Director Authorisation

The directors confirm they authorise the change in registered office: Yes

☐

No

☐

Important information

- A company must have a registered office in Vanuatu.
- The registered office may be at the company's place of business or another place, but it must not be a PO Box or a Private Bag.
- If the registered office is at the office of any firm of chartered accountants, law practitioners, or any other person, you must also state the particulars of the location in any building of those offices in the address.

Note: A change in the registered office will be effective

- five working days after this notice is registered with the Registrar; or
- any date specified in the notice as the date on which the change is to be effective, so long as it is five working days after the date this notice is registered.

4. Effective date

The change in registered office of the company takes effect on (dd/mm/yyyy):

notice is registered

Must be at least 5 working days after this

5. Signed by director or authorised person

Name:

Signature:

SCHEDULE 1
FORMS

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director

☐ Authorised person

Date (dd/mm/yyyy):

/

/

4. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email :

5. Checklist

The following must accompany this form:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 7A | Notice of change of postal address

Section 18, Companies Act 2012

Notes

The information on this form must be either typewritten or printed legibly.

Company name

Company number

1. Postal address

Postal address to which communications from the Registrar may be sent (eg PO Box)

Postal address:

Province or Municipality:

Email address (optional):

Important information

- A company must have a registered office in Vanuatu.
- The registered office may be at the company's place of business or another place, but it must not be a PO Box or a Private Bag.
- If the registered office is at the office of any firm of chartered accountants, law practitioners, or any other person, you must also state the particulars of the location in any building of those offices in the address.

Note: A change in the registered office will be effective

- five working days after this notice is registered with the Registrar; or
- any date specified in the notice as the date on which the change is to be effective, so long as it is five working days after the date this notice is registered.

2. Effective date

The change in registered office of the company takes effect on (dd/mm/yyyy):

SCHEDULE 1
FORMS

notice is registered

Must be at least 5 working days after this

3. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director

☐ Authorised person

Date (dd/mm/yyyy):

4. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 8 | Notice of issue of shares

Section 25 and 121, Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

Company name

Company number

1. Issue of shares

Number of company shares prior to this issue

Set out in the table below are the particulars of the issue of shares by the abovenamed company:

Class of shares (if more than 1 class)	Number of shares	Date of issuance* (dd/mm/yyyy)

Shares in this issuance

Total company shares after this issuance [a + b = c]

Is there more than one class of shares for this company?

Yes

☐

No

☐

If yes, attach a separate sheet that sets out the particulars of the different classes of shares.

* The date of issuance must be within 10 working days of submitting this notice. A share is issued on the date the name of the shareholder is entered onto the share register.

2. Identification of shareholder(s) receiving shares

Number of shares:	Registration number (if a registered entity):
Name(s) of shareholder(s):	Gender (if a natural person):
	Nationality/jurisdiction of shareholder:

SCHEDULE 1
FORMS

3. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation:

☐

Director or

☐

Authorised person

Date* (dd/mm/yyyy):

** Must be within 10 working days after the*

issuance of the shares.

4. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

5. Checklist

The following must accompany this form:

☐

The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 9 | Notice of acquisition by company of own shares

Section 30 and 121, Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

For office use only

Document number

Place barcode here

Company name

Company number

1. Acquisition of shares

Company shares prior to this acquisition

(a)

Set out in the table below are the particulars of the purchase or acquisition of shares by the abovenamed company:

Name of person(s) from whom shares acquired*	Class of share acquired (if more than one class)	Number of shares acquired	Date of acquisition** (dd/mm/yyyy)

* In the case of a natural person give surname in BLOCK letters followed by first name(s).

** The date of acquisition must be within 10 working days of the date of submitting this notice.

Shares in this acquisition

(b)

Total company shares (a-b = c)

(c)

2. Solvency statement

The Company has reasonable grounds to believe that after the acquisition, the company will satisfy the solvency test.

Yes

☐

No

No

☐

3. Signed by director or authorised person

Name: Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director ☐ Authorised person Date* (dd/mm/yyyy): / /

**Must be no more than 10 working days after the acquisition of the shares.*

4. Lodged by

Name:
Address:

Other contact details:

Telephone:

Email:

5. Checklist

The following must accompany this form:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 10 | Notice of redemption by company of shares

Sections 34 and 121, Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

For office use only

Document number

Place barcode here

Company name

Company number

1. Redemption of shares

Company shares prior to redemption

[a]

Set out in the table below are the particulars of the redemption of shares by the abovenamed company.

Name of person(s) from whom shares redeemed*	Class of share redeemed	Number of shares redeemed	Date of redemption** (dd/mm/yyyy)

* In the case of a natural person, give surname in BLOCK letters followed by first name(s).

** The date of redemption must be within 10 days of the date of submitting this notice.

Shares in this redemption

[b]

Total company shares (a-b = c)

[c]

2. Solvency statement

The Company has reasonable grounds to believe that after the redemption, the company will satisfy the solvency test.

Yes ☐ No

No ☐

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3. Signed by director or authorised person

Name: Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director ☐ Authorised person Date* (dd/mm/yyyy): / /

** Must be no more than 10 working days after the date of redemption of the shares*

4. Lodged by

Name:
Address:

Other contact details:

Telephone:

Email:

5. Checklist

The following must accompany this form:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023, Port Vila, Efate, Vanuatu

Form 11 | Notice of transfer of shares in company

Sections 37 and 121, Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

Company name

Company number

1. Transfer of shares

Set out in the table below are the particulars of the transfer of shares by the abovenamed company:

Name of person(s) from whom shares were transferred*	Class of share transferred (if applicable)	Name of person(s) who has received the shares	Number of shares transferred	Date of transfer** (dd/mm/yyyy)

* In the case of a natural person, give surname in BLOCK letters followed by first name(s).

** The date of transfer must be within 10 days of the date of submitting this notice.

3. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters.

Designation:

☐

Director

☐

Authorised person

Date* (dd/mm/yyyy):

* Must be no more than 10 working days after the date of transfer of the shares.

4. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

5. Checklist

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The following must accompany this form:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 11A | Notice of change of shareholder particulars

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

There is no fee to file this notice with the Registrar.

Company name
number

Company

1. Change in particulars of an existing shareholder

a. Complete each section below as applicable for a shareholder that is an individual:

Shareholder's former surname

Shareholder's new surname

Shareholder's former first name(s)

Shareholder's new first name(s)

b. Complete each section below as applicable for a shareholder that is a registered entity:

Shareholder's former registered name

Shareholder's new registered name

Shareholder's former registered jurisdiction

Shareholder's new registered jurisdiction

Shareholder's former registration number

Shareholder's new registration number

3. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters.

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Designation: ☐ Director

☐ Authorised person

Date* (dd/mm/yyyy):

/	/
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** Must be no more than 10 working days after the date of transfer of the shares.*

4. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023, Port Vila, Efate, Vanuatu

Form 12 | Notice of change of directors and particulars of directors

Section 85 Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

For Section 1 (Notice of change of directors) complete only the subsections that apply. In all cases, complete section 2 (Change in particulars of directors).

There is **no fee** to file this notice with the Registrar.

**Company name
number**

Company

--

--

Section 1—Notice of change of directors

1. Director(s) ceasing to hold office:

Note: A change in directors must be notified to VFSC within 20 working days of the appointment or resignation of the director, or the company first becoming aware of the change if the director dies, changes names, or changes physical or postal addresses.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:

**Please provide information in BLOCK letters.*

2. Appointment of new director(s)

The following persons have consented to be directors of the company as at the date of appointment.

Note: Director's consent forms are not required to be sent to the Registrar of Companies, but must be held in the company's records and be produced if requested by the Registrar.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
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Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

Section 2—Change in particulars of the existing directors

3. Change of director's name

Complete the below information if an existing director has changed their name.

Director's former surname

Director's new surname

Former given name(s) (if applicable)

New first name(s) (if applicable)

4. Change of director's physical or postal address

Complete the below information if an existing director has changed their physical or postal address.

Name of director

Former physical address:

New physical address:

Section 3—Full statement of particulars of the current directors

Set out below are the names, physical and postal addresses of the directors of the abovenamed company at the date on which this notice is signed. Print the information in BLOCK letters.

Note: If there are more than three directors, attach a separate sheet containing the information set out in the prescribed format.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
--

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Full legal name: Physical address: Postal address: Mobile Phone:	Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	---	--

**Note: A change in directors must be notified to VFSC within 20 working days of the appointment or resignation of the director, or the company first becoming aware of the change if the director dies, changes names, or changes physical or postal addresses.*

5. Signed by director or authorised person

Name: Signature:

Print first name(s) followed by surname in BLOCK letters.

Designation: ☐ Director ☐ Authorised person Date* (dd/mm/yyyy): / /

** Must be no more than 10 working days after the date of transfer of the shares.*

6. Lodged by

Name:
Address:

Other contact details:

Telephone:
Email:

7. Checklist

The following must accompany this notice:

☐ Identification of directors (who are natural persons)

☐ The prescribed fee

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Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 13 | Notice of location or change in location of company records

Section 113, Companies Act 2012

Notes

The information on this form must be either typewritten or printed legibly in BLOCK letters.

For office use only	
Document number	<input type="text"/>
<div style="text-align: center;"><i>Place barcode here</i></div>	

Company name

Company number

1. Address of company records

Section 113 of the Companies Act provides:

- (1) A company must keep the following documents at its registered office*:
- (a) the rules of the company;
 - (b) minutes of all meetings and resolutions of shareholders within the last 7 years;
 - (c) minutes of all meetings and resolutions of directors and directors' committees within the last 7 years;
 - (d) a consent by each person named as a director to act as a director of the company in the prescribed form as well as the full names and physical and postal addresses of the current directors;
 - (e) copies of all written communications to all shareholders or all holders of the same class of shares during the last 7 years, including annual reports;
 - (f) the accounting records required under section 124 for the current accounting period and for the last 7 completed accounting periods of the company;
 - (g) copies of all financial statements required to be completed under section 125 for the last 7 completed accounting periods of the company; and
 - (h) the share register.
- (2) The references in paragraphs (1)(b), (c), and (e) to 7 years and the references in paragraphs (1)(f) and (g) to 7 completed accounting periods, include any lesser periods that the Registrar may approve by notice in writing to the company.

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- (3) The company records referred to in this section may be kept at a place in Vanuatu other than the company's registered office, provided that notice of that place is given to the Registrar in accordance with subsection (4).
- (4) If any company records are not kept at the registered office of the company, or the place at which they are kept is changed, the company must ensure that within 10 working days of their first being kept elsewhere or moved, as the case may be, the Registrar must be given notice of the place where the records are kept.
- (5) If a company fails to comply with subsection (1) or (4), the company commits an offence and is liable on conviction to a fine not exceeding VT25,000.

* If the company stores its company records in a location other than its registered office, attach a sheet to this form that sets forth the particulars of the location.

2. New Location of Company Records:

--

Note: the company must be kept in Vanuatu. The address provided must be physical and adequate to identify the office or firm at which the records are kept. A PO Box address is not sufficient.

3. Date company records were stored in a location other than the registered office

/	/
---	---

4. Signed by director or authorised person

I certify that the information in this form is true and correct

Name:

--

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation:

☐

Director

☐

Authorised person

Date (dd/mm/yyyy):

/	/
---	---

5. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

6. Checklist

The following must accompany this notice:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Email:

3. Records

Complete if any of the records described in section 113(4) of the Companies Act 2012 are not kept at the company's registered office. Otherwise, go to **4. Directors**.

Description of records	Address of place where records kept

4. Directors

Instructions for completing director information

1. If there are more than four existing directors, attach a separate sheet containing the information set out in the prescribed format. All names should be printed in BLOCK letters.
2. If there has been a change in directors (appointment or cessation) or a change in the details of an existing director, form 12 must be submitted together with this annual return.
3. The following persons are confirmed as the directors of the company as at the date of the annual return:

Note: If there are more than four directors, please attach a separate sheet containing the information set out in the prescribed format.

Full legal name*:
Full legal name*:
Full legal name*:
Full legal name*:

* Print first name(s) followed by surname in BLOCK letters.

5. Shareholders

Instructions for completing shareholder information

1. If there are more than four existing shareholders, attach a separate sheet containing the information set out in the prescribed format. All names should be printed in BLOCK letters.
2. If there has been a change in shareholders or a change in the details of an existing shareholder, a form 8, 9, 10, 11 or 11A, as relevant, must be submitted together with this annual return.
3. The following persons are confirmed as the shareholders of the company as at the date of the annual return:

Note: If there are more than four shareholders, please attach a separate sheet containing the information set out in the prescribed format.

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Full name*	Class of shares (if relevant): Number of shares held in each class:
Full name*	Class of shares (if relevant): Number of shares held in each class:
Full name*	Class of shares (if relevant): Number of shares held in each class:
Full name*	Class of shares (if relevant): Number of shares held in each class:

* In the case of a natural person, print first name(s) followed by surname in BLOCK letters.

6. Community Company requirements

If your company is a community company, you must attach a copy of the Community Company report required under section 169 of the Companies Act 2012.

7. Business Sector

Please indicate (circle or underline) the primary sector your company operates in:

- Agriculture, forestry, and fishing
- Mining and quarrying
- Manufacturing
- Electricity, gas, steam, and air conditioning supply
- Water supply; sewerage, waste management, and remediation activities
- Construction
- Wholesale and retail trade; repair of motor vehicles and motorcycles
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific, and technical activities
- Administrative and support service activities
- Public administration and defence; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment, and recreation
- Other service activities
- Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
- Activities of extraterritorial organizations and bodies

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8. Lodged by

Name:
Address:

Other contact details:

Telephone:
Email (optional):

9. Checklist

The following must accompany this form:

- ☐ The prescribed fee
- ☐ If your company is a community company, a copy of the required report.

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 15 | Application for registration of amalgamation proposal

Section 136 Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

For office use only

Document number

Place barcode here

1. Names and registration numbers of companies participating in amalgamation

Name of company
number

Registration

Name of company
number

Registration

Name of company
number

Registration

Name of company
number

Registration

Note: If more than four companies are participating in the amalgamation, attach a separate sheet containing the information set out in the prescribed format for all such companies. All names should be in BLOCK letter format.

2. Name of amalgamated company

SCHEDULE 1
FORMS

3. Date of amalgamation (if applicable)

Date (dd/mm/yyyy):

/	/
---	---

Note: when applicable, insert the effective date upon which the amalgamation is to become effective under the amalgamation proposal. The date must be the date this form is submitted to the Registrar or a later date. Where no date is specified or if the date specified is earlier than the date of submission of this Form to the Registrar, the date the amalgamation is effective will be the date the application for amalgamation was received by the Registrar.

4. Addresses for the amalgamated company

Address of registered office

Must be a physical address in Vanuatu. Must not be a PO Box or Private Bag address.

Province or Municipality:

Postal address

Postal address to which communications from the Registrar may be sent (eg PO Box).

Postal address:
Province or Municipality:
Email address:

5. Directors

The following persons are the directors of the amalgamated company. The Applicant attests that all of the following named directors have consented to act in that capacity.

Note: If there are more than four directors, attach a separate sheet containing the information set out in the prescribed format. All names should be in BLOCK letter format.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:

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Full legal name; Physical address; Postal address; Mobile Phone;	Registration number (if a registered entity); Email; Gender (if a natural person); Nationalities/jurisdictions;
---	--

6. Shareholders

The following persons are the shareholders of the amalgamated company. The Applicant attests that the person(s) shown as shareholder(s) has consented to act in this capacity.

Instructions for completing shareholder information

1. If there are more than three shareholders, attach a separate sheet containing the information set out in the prescribed format. All names should be set out in BLOCK letter format.
2. If the shareholder is a natural person, provide their first name followed by their surname. If the shareholder is a registered entity (such as another company), provide the entity name and registration number.
3. If shares are jointly held, provide the particulars of each shareholder within a single box below.

Number of shares; Name(s) of shareholder(s);	Registration number (if a registered entity); Gender (if a natural person); Nationality/jurisdiction of shareholder;
Number of shares; Name(s) of shareholder(s);	Registration number (if a registered entity); Gender (if a natural person); Nationality/jurisdiction of shareholder;

Total number of shares:

--

Is there more than one class of shares for this company?

☐

Yes

☐

No

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If yes, attach a separate sheet that sets out the particulars of the different classes of shares.

Number of shares:	Registration number (if a registered entity):
Name(s) of shareholder(s):	Gender (if a natural person):
	Nationality/jurisdiction of shareholder:

7. Signature and declaration

I certify that the above companies seek amalgamation and the information in this form is true and correct, and the copy of every document submitted with this form is a true and correct copy of the original document.

Signed by proposed director or authorised person of the amalgamated company

Name: Signature:

Print first name(s) followed by surname in BLOCK letters.

Designation: ☐ Director ☐ Authorised person Date (dd/mm/yyyy): / /

8. Lodged by

Name: Address:	Other contact details: Telephone: <input type="text"/> Email: <input type="text"/>
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9. Checklist

Schedule 6 Clause 3 of the Companies Act provides that the following must accompany this form:

☐ (a) the approved amalgamation proposal;

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- ☐ (b) a certificate signed by the directors of each amalgamating company stating that the amalgamation has been approved in accordance with this Act and the relevant company's rules; and
- ☐ (c) a document (Form 15A) signed by each person named in this form as a director of the amalgamated company containing his or her consent to be a director.
- ☐ The prescribed form

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 15A | Consent and certificate of director of amalgamated company

Section 136 and Schedule 3, Companies Act 2012

Notes

This form is required to be sent to the Registrar of Companies, and must also be held in the company's records and be produced if requested by the Registrar.

The information on this form must be either typewritten or printed legibly.

If there is more than one director, each new director must complete a separate consent and certificate using Form 15A.

Company name

Company
number

Note: If the name of the amalgamated company is the same as that of an existing company, provide the existing company's name and number. If the amalgamated company will have a new company name, provide the proposed name and name reservation number.

Director's details

First name(s):
Surname:

Registration number (if a registered entity):
Email:
Gender (if a natural person):
Nationalities/jurisdictions:

I consent to act as a director of the above amalgamated company and certify that I am not disqualified from being appointed, or holding office as, a director of a company.

Signature:

Date (dd/mm/yyyy):

/	/
---	---

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Please deliver documents to the Registrar of Companies, Companies House, Rue Bougainville, PMB 9023, Port Vila,
Efate, Vanuatu

Form 15B | Court ordered amalgamation

Section 136 and Schedule 6 Clause 3, Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

For office use only

Document number

Place barcode here

1. Names and registration numbers of companies participating in amalgamation

Name of company
number

Registration

Name of company
number

Registration

Name of company
number

Registration

Name of company
number

Registration

Note | If there are more than four companies participating in the amalgamation please attach a separate sheet containing the information set out in the prescribed format for all such companies. All names should be in BLOCK letter format.

2. Name of amalgamated company

Name of company

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3. Date of amalgamation (if applicable)

Date (dd/mm/yyyy):

Note: when applicable, insert the effective date upon which the amalgamation is to become effective under the amalgamation proposal. The date must be the date this form is submitted to the Registrar or a later date. Where no date is specified or if the date specified is earlier than the date of submission of this Form to the Registrar, the date the amalgamation is effective will be the date the application for amalgamation was received by the Registrar.

4. Addresses for the amalgamated company

Address of registered office

Must be a physical address in Vanuatu. Must not be a PO Box or Private Bag address.

Province or Municipality:

Postal address

Postal address to which communications from the Registrar may be sent (eg PO Box)

Postal address:
Province or Municipality:
Email address:

5. Directors

The following persons are the directors of the amalgamated company. The Applicant attests that all of the following named directors have consented to act in that capacity.

Note: If there are more than four directors, attach a separate sheet containing the information set out in the prescribed format. All names should be in BLOCK letter format.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:

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Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

6. Shareholders

The following person(s) are the shareholder(s) of the amalgamated company. The Applicant attests that the person(s) shown as shareholder(s) has consented to act in this capacity.

Instructions for completing shareholder information

1. If there are more than three shareholders please attach a separate sheet containing the information set out in the prescribed format. All names should be set out in BLOCK letter format.
2. If the shareholder is a natural person, provide their first name followed by their surname. If the shareholder is a registered entity (such as another company), provide the entity name and registration number.
3. If shares are jointly held, provide the particulars of each shareholder within a single box below.

Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:
Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:
Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:

Total number of shares:

Is there more than one class of shares for this company?

☐

Yes

☐

No

If yes, attach a separate sheet that sets out the particulars of the different classes of shares.

7. Signature and declaration

I certify that the above companies seek amalgamation and the information in this form is true and correct, and the copy of every document submitted with this form is a true and correct copy of the original document.

Signed by proposed director or authorised person of the amalgamated company

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director

☐ Authorised person

Date (dd/mm/yyyy):

8. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

The following must accompany this form.

☐ A certified copy of the court order

☐ The prescribed fee

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Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 16 | Request to remove company from the register

Section 140(c) Companies Act 2012

Note

The information on this form must be either typewritten or printed legibly.

There is no fee to submit this form.

Company name
number

Company

1. Details of request

I, being:

- ☐ a shareholder authorised by special resolution of the above company to make this application; or
☐ a director authorised by the board of the above-named company to make this application; or
☐ a person required or permitted by the rules to make this application—

request that the above company be removed from the register.

The grounds on which this request is made are:

- ☐ The company has ceased to carry on business, has discharged in full its liabilities to all its known creditors, and has distributed its surplus assets in accordance with its rules and the Companies Act 2012; or
☐ The company has no surplus assets after paying its debts in full or in part, and no creditor has applied to the Court for an order putting the company into liquidation.

2. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director

☐ Authorised person

Date (dd/mm/yyyy):

3. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

4. Checklist

The following documents must accompany this request:

- ☐ A copy of the special resolution of shareholders under section 140(c)(i) of the Companies Act 2012.*
** Delete if not applicable.*
- ☐ A copy of the public notice required under section 143(2) Companies Act 2012 that reflects the date of its publication.
- ☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 17 | Application for restoration for failure to File Annual Return

Section 150 Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

Company name
number

Company

1. Confirmation of removal

The company has either (i) been removed from the register for the failure to file past due annual returns (pursuant to section 140(a) of the Companies Act 2012);

Yes ☐ No ☐

OR, (ii) been removed pursuant to section 140(c) following a request by a shareholder, director or other person.

Yes ☐ No ☐

2. Request for Restoration

The applicant hereby applies to be restored to the Vanuatu company register.

Yes ☐ No ☐

3. Payment of outstanding balances owing

The company acknowledges that all past annual returns, along with all past due filing fees, late fees and penalties must accompany this Form in order for the company to be restored.

Yes ☐ No ☐

4. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

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Designation: ☐ Director

☐ Authorised person

Date (dd/mm/yyyy):

/ /

5. Lodged by

Name:
Address:

Other contact details:

Telephone:

Email:

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 18 | Application for registration of overseas company on the Vanuatu register
Section 157 Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

Overseas company name

--

1. Country in which company is incorporated

--

2. Addresses

Address of place of business or principal place of business of overseas company

This must be a physical address in Vanuatu and must not be a PO Box or Private Bag address. If the overseas company has more than one place of business in Vanuatu, provide the address for the principal place of business.

Province or Municipality (e.g., Port Vila):

Postal address

Postal address in Vanuatu to which communications from the Registrar may be sent (*eg PO Box*).

Postal address:
Province or Municipality (e.g., Port Vila):
Email address:

3. Person(s) authorised to accept service in Vanuatu of documents on behalf of the company

The following person resident (or entity incorporated) in Vanuatu is authorised to accept service in Vanuatu of documents on behalf of the company.

Note: If more than one person is authorised to accept service in Vanuatu, provide information about each such person on a separate sheet attached to this application.

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Full legal name: *	Entity type (if not individual):
Physical Address (<i>This must be an address in Vanuatu</i>):	
Postal Address:	
Province or Municipality (eg Port Vila):	

4. Directors

The following persons are the directors of the proposed company.

Note: If there are more than three directors, attach a separate sheet containing the information set out in the prescribed format. Print first name(s) followed by surname in BLOCK letters.

Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
	Gender (if a natural person):
Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
	Gender (if a natural person):
Full legal name:	Registration number (if a registered entity):
Physical address:	Email:
Postal address:	Gender (if a natural person):
	Nationalities/jurisdictions:

5. Signed by director or authorised person

Name: Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director ☐ Authorised person Date (dd/mm/yyyy): / /

6. Business Sector

Please indicate (circle or underline) the primary sector your company operates in:

- Agriculture, forestry and fishing
- Mining and quarrying
- Manufacturing
- Electricity, gas, steam and air conditioning supply
- Water supply; sewerage, waste management, and remediation activities
- Construction
- Wholesale and retail trade; repair of motor vehicles and motorcycles
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific and technical activities

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- Administrative and support service activities
- Public administration and defence; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment and recreation
- Other service activities
- Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
- Activities of extraterritorial organizations and bodies

7. Lodged by

Name:
Address:

Other contact details:

Telephone:
Email:

- ☐ A certified copy of the certificate of incorporation of the company or any other document that evidences its incorporation, including a certified translation into English or French if the certificate is a language other than English or French.
- ☐ Certificate of good standing of the company or equivalent evidence from the home jurisdiction of such evidence, including a certified translation into English or French if the certificate/document is a language other than English or French.
- ☐ Any other documents which may be required under the laws of Vanuatu including any certificates required under any foreign investment regulation.
- ☐ Identification for each natural person director
- ☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 19 | Notice of change of name of overseas company

Section 155(3), 158(2) Companies Act 2012

Notes

The information on this form must be either typewritten or printed legibly.

The application must be made by a person authorised under the rules of the company, or by a director of a company with the approval of the board.

Present overseas company name

Vanuatu

Company number in

1. Proposed overseas company name

2. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation:

☐

Director

☐

Authorised person

Date (dd/mm/yyyy):

3. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email (optional):

4. Checklist

The following must accompany this form:

☐

The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

SCHEDULE 1
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Form 20 | Notice of change in directors or particulars of directors of overseas company

Section 160(1)(a) Companies Act 2012

Notes

For sections 1, 2, 3, and 4 below, complete only the sections that apply.

In all cases, complete Section 5 (Particulars of current directors).

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

For office use only

Document number

Place barcode here

Company name

Company number in Vanuatu

1. Director(s) ceasing to hold office

If more than two directors have ceased to hold office, attach a sheet with the required information.
Provide information in **BLOCK** letter format, with first name(s) followed by surname.

Full legal name:

Full legal name:

Full legal name:

Full legal name:

2. Appointment of new director(s)

If more than three directors have been appointed please attach a sheet with the required information
Provide information in **BLOCK** letter format, with first name(s) followed by surname.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:

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Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

3. Change of current director's name

Provide following information if an existing director has changed their name.

Director's former surname

New surname

Former first name(s)

New first name(s)

4. Change of current director's physical or postal address

Provide following information if an existing director has changed their physical or postal address.

Name of director

Former physical address

New physical address

Former postal address (eg PO Box)

New postal address (eg PO Box)

5. Particulars of the current directors

Set out below are the names and residential addresses of the directors of the above-named company at the date on which this notice is signed.

Note: If there are more than five directors, attach a separate sheet containing the information set out in the prescribed format. Provide information in BLOCK letter format, with first name(s) followed by surname.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:

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Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

6. Signed by director or authorised person

Name: Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director ☐ Authorised person Date (dd/mm/yyyy): / /

7. Lodged by

Name:
Address:

Other contact details:

Telephone:

Email:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023, Port Vila, Efate, Vanuatu

Form 21 | Notice of change of principal place of business of overseas company

Section 160(1)(b) Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

For office use only

Document number

Place barcode here

Company name

Company number in Vanuatu

1. Address of place of business or principal place of business in Vanuatu

Note: If the overseas company has more than one place of business in Vanuatu, provide the address for the principal place of business.

Must be a physical address in Vanuatu. Must not be a PO Box or Private Bag address.

Province or Municipality:

2. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director

☐ Authorised person

Date (dd/mm/yyyy):

3. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

☐

The prescribed fee

SCHEDULE 1
FORMS

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 22 | Notice of change of postal address of overseas company

Notes

The information on this form must be either typewritten or printed legibly.

There is no fee for filing this form.

**Company name
in Vanuatu**

Company number

1. Address for postal communication

Postal address to which
communications from
the Registrar may be sent (*eg PO Box*)

Postal address:

Province or Municipality (eg Port Vila):

Email address:

2. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director

☐ Authorised person

Date (dd/mm/yyyy):

3. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 23 | Notice of change in persons authorised to accept service for overseas company
Section 160(1)(d) Companies Act 2012

Notes

For sections 1 and 2 below, complete only the sections that apply.

In all cases, complete Section 4 (Particulars of persons authorised to accept service).

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

Company name

Company number in Vanuatu

1. Person ceasing to have authority to accept service

The following person resident (or entity incorporated) in Vanuatu is no longer authorised to accept service in Vanuatu of documents on behalf of the company.

Provide information in BLOCK letter format, with first name(s) followed by surname.

Full name if an individual:
Name and registration number if an incorporated entity:
Physical address:
Postal address:
Province:

2. Appointment of person having authority to accept service

NOTE: *This person must be licensed under the Companies and Trust Services Provider Act 2010.*

The following person resident (or entity incorporated) in Vanuatu is authorised to accept service in Vanuatu of documents on behalf of the company from the date of registration of this Notice.

Provide information in BLOCK letter format, with first name(s) followed by surname.

Full name if an individual:
Name and registration number if an incorporated entity:

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Physical address:

Postal address:
(addresses must be in Vanuatu)

Province:

3. Date of change of person authorised to accept service

Date (dd/mm/yyyy):

/

/

4. Particulars of persons authorised to accept service

Set out below are the names and addresses of the person(s) resident (or entities incorporated) in Vanuatu who are authorised to accept service in Vanuatu of documents on behalf of the company at the date on which this notice is given.

Note: If there are more than three authorised persons please attach a separate sheet containing the information set out in the prescribed format. Provide information in BLOCK letter format, with first name(s) followed by surname.

Full legal name if an individual:

Name and registration number if an incorporated entity in Vanuatu:

Postal address:

Physical address:

Province or Municipality:

Province or Municipality:

Name:

Signature:

Full legal name if an individual:

Name and registration number if an incorporated entity in Vanuatu:

Postal address:

Physical address:

Province or Municipality:

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Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director ☐ Authorised person Date (dd/mm/yyyy): / /

5. Lodged by

Name:
Address:

Other contact details:

Telephone:
Email:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 24| Annual return of overseas company

Section 161 Companies Act 2012

Notes

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

**Overseas company name
in Vanuatu**

Company number

1. Date of annual return

The information on the Vanuatu register in respect of the abovenamed company is correct at the date of this return.

Date (dd/mm/yyyy):

Note: If information on the Vanuatu company registry is not accurate, the company must submit a change filing that contains the updated information.

2. Business Sector

Please indicate (circle or underline) the primary sectors your company operates in:

- Agriculture, forestry, and fishing
- Mining and quarrying
- Manufacturing
- Electricity, gas, steam, and air conditioning supply
- Water supply; sewerage, waste management, and remediation activities
- Construction
- Wholesale and retail trade; repair of motor vehicles and motorcycles
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific, and technical activities
- Administrative and support service activities
- Public administration and defence; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment, and recreation
- Other service activities
- Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
- Activities of extraterritorial organizations and bodies

3. Signed by director or authorised person

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Name:

Signature:

.....
Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director

☐ Authorised person

Date (dd/mm/yyyy):

/

/

4. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

5. Checklist

The following must accompany this form:

☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

**Form 25| Notice by overseas company of intention
to cease to carry on business**

Section 162(1)(b) Companies Act 2012

Notes

The information on this form must be either typewritten or printed legibly.

Overseas company name

Company number

1. Date to cease to carry on business

The above named company will cease to carry on business in Vanuatu on:

Date (dd/mm/yyyy):

Public notice under section 162(1)(a) of the Companies Act 2012 of the intention of the abovenamed company to cease to carry on business in Vanuatu was given on:

Date (dd/mm/yyyy):

2. Signed by director or authorised person

Name:

Signature:

Print first name(s) followed by surname in BLOCK letters

Designation: ☐ Director or ☐ Authorised person

Date (dd/mm/yyyy):

3. Lodged by

Name:

Address:

Other contact details:

Telephone:

Email:

4. Checklist

The following must accompany this form:

- ☐ A copy of the public notice required under section 162(1)(a) of the Companies Act 2012 of the intention to cease to carry on business in Vanuatu.

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☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 26 | Application for re-registration of a company

Section 209, Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

Name of existing company

Company Number

1. Original Date of Incorporation

Date (dd/mm/yyyy):

2. Company Type

Private Company

☐

Public Company

☐

3. Has the company adopted the new Model Rules?

Yes

☐

No

☐

If no, attach a copy of the company's rules (which may still be named articles of association).

A company must confirm if it wishes to apply the model rules under the new Companies Act 2012. If it does so, it must have obtained the relevant shareholder approvals to adopt the new rules. Model rules for private companies, single shareholder private companies, and public companies are contained in the Schedules of the Companies Act 2012.

4. Addresses

Address of registered office

Must be a physical address in Vanuatu. Must not be a PO Box or Private Bag address.

Province or Municipality:

Postal address

to which communications from the Registrar may be sent (eg PO Box) (this may be the same as the registered office only if the postal service delivers to that address).

Postal address:
Province or Municipality:
Email address:

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FORMS

5. Directors

The following persons are the directors of the company. All of the following named directors have consented to act in that capacity.

Note: If there are more than three directors, attach a separate sheet containing the information set out in the prescribed format. Provide information in BLOCK letter format, with first name(s) followed by surname.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
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Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
---	--

6. Shareholders

The following person(s) are the shareholder(s) of the company. The Applicant attests that the person(s) shown as shareholder(s) has consented to act in this capacity.

Instructions for completing shareholder information

1. If there are more than three shareholders, attach a separate sheet containing the information set out in the prescribed format. All names should be set out in BLOCK letter format.
2. If the shareholder is a natural person, provide their first name followed by their surname. If the shareholder is a registered entity (such as another company), provide the entity name and registration number.
3. If shares are jointly held, provide the particulars of each shareholder within a single box below.

Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:
---	--

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Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:
Number of shares: Name(s) of shareholder(s):	Registration number (if a registered entity): Gender (if a natural person): Nationality/jurisdiction of shareholder:

Total number of shares:

Is there more than one class of shares for this company?

☐

Yes

☐

No

If yes, attach a separate sheet that sets out the particulars of the different classes of shares.

7. Business Sector

Please indicate (circle or underline) the primary sector your company operates in:

- Agriculture, forestry and fishing
- Mining and quarrying
- Manufacturing
- Electricity, gas, steam and air conditioning supply
- Water supply; sewerage, waste management, and remediation activities
- Construction
- Wholesale and retail trade; repair of motor vehicles and motorcycles
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific and technical activities
- Administrative and support service activities
- Public administration and defence; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment and recreation
- Other service activities
- Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
- Activities of extraterritorial organizations and bodies

8. Applicant(s)

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DECLARATION: By signing this application, we declare that all information in this re-registration for is true, correct and up-to-date. The applicants will not hold VFSC responsible for any information to be included in the company registry and provided to the VFSC that is incorrect or misleading.

Where there is more than one applicant, each must provide their full legal name and postal address. As email will be the main form of communication, please provide a regularly used email address. In the case of a natural person, please give first name(s) following by surname in BLOCK letters.

Full legal name of applicant*:	
Postal address of applicant:	Signature:
Email address of applicant:	Date (dd/mm/yyyy):
Full legal name of applicant*:	
Postal address of applicant:	Signature:
Email address of applicant:	Date (dd/mm/yyyy):

9. Lodged by

Name:
Address:

Other contact details:

Telephone:
Email:

10. Checklist

The following must accompany this form:

- ☐ A copy of the company rules, if they differ from the model rules in the Schedules to the Companies Act 2012.
Note: You do not need to submit a copy if the company's rules are the model rules. The company rules may still contain the title 'Articles of Association'.
- ☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023,
Port Vila, Efate, Vanuatu

Form 27 | Application for re-registration of an overseas company

Section 209, Companies Act 2012

Note

If there is insufficient space on the form to supply the required information, attach a separate sheet containing the information set out in the prescribed format.

The information on this form must be either typewritten or printed legibly.

Name of existing company

Company Number

1. Date of Registration

Date (dd/mm/yyyy):

2. Addresses

Address of place of business or principal place of business of overseas company

Must be a physical address in Vanuatu. Must not be a PO Box or Private Bag address.

Province or Municipality:

Postal address to which communications from the Registrar may be sent (eg PO Box) (this may be the same as the registered office only if the postal service delivers to that address).

Postal address:
Province or Municipality:

Email address:

3. Person(s) authorised to accept service in Vanuatu of documents on behalf of the company

The following person resident (or entity incorporated) in Vanuatu is authorised to accept service in Vanuatu of documents on behalf of the company.

Note: If more than one person is authorised to accept service in Vanuatu, provide information about each such person on a separate sheet attached to this application. Provide information in BLOCK letter format. In the case of a natural person, give first name(s) followed by surname in BLOCK letters.

SCHEDULE 1 SCHEDULE 1
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Full name: *
Physical Address: <i>Must be an address in Vanuatu</i>
Province or Municipality (e.g., Port Vila):

4. Directors

The following persons are the directors of the company. All of the following named directors have consented to act in that capacity.

Note: If there are more than three directors, attach a separate sheet containing the information set out in the prescribed format. Provide information in BLOCK letter format, with first name(s) followed by surname.

Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:
Full legal name: Physical address: Postal address: Mobile Phone:	Registration number (if a registered entity): Email: Gender (if a natural person): Nationalities/jurisdictions:

5. Business Sector

Please indicate (circle or underline) the primary sector your company operates in:

- Agriculture, forestry and fishing
- Mining and quarrying
- Manufacturing
- Electricity, gas, steam and air conditioning supply
- Water supply; sewerage, waste management, and remediation activities
- Construction
- Wholesale and retail trade; repair of motor vehicles and motorcycles
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific and technical activities
- Administrative and support service activities
- Public administration and defence; compulsory social security
- Education
- Human health and social work activities

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- Arts, entertainment and recreation
- Other service activities
- Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
- Activities of extraterritorial organizations and bodies

6. Applicant(s)

DECLARATION: By signing this application, we declare that all information in this re-registration for is true, correct and up-to-date. The applicants will not hold VFSC responsible for any information to be included in the company registry, provided to the VFSC that is incorrect or misleading.

Where there is more than one applicant, each must provide their full legal name and postal address (eg PO Box). As email will be the main form of communication, please provide a regularly used email address. In the case of a natural person, please give first name(s) following by surname in BLOCK letters.

Full legal name of applicant*:	
Postal address of applicant:	Signature:
.....	
Email address of applicant:	Date (dd/mm/yyyy):

Full legal name of applicant*:	
Postal address of applicant:	Signature:
.....	
Email address of applicant:	Date (dd/mm/yyyy):

7. Lodged by

Name:
Address:

Other contact details:

Telephone:
Email:

8. Checklist

The following must accompany this form:

- ☐ The prescribed fee

Please deliver documents to Vanuatu Financial Services Commission, Companies House, Rue Bougainville, PMB 9023, Port Vila, Efate, Vanuatu

SCHEDULE 2**TABLE OF FEES PAYABLE TO REGISTRAR OF COMPANIES AND PENALTIES**

(Regulations 5 and 6)

PART 1**Table of fees payable to Registrar of Companies**

Description	Fee if the task is administered by the user through the online registry (VT)	Fee if the task is administered outside of the online registry (eg paper form or via email) (VT)
For an application to register a company under section 6 Companies Act 2012	30,000	35,000
For a registration of an annual return under section 119 Companies Act 2012	30,000	35,000
For an application of a public company to become a private company under section 9 Companies Act 2012	100,000	120,000
For an application of a private company to become a public company under section 9 Companies Act 2012	50,000	60,000
For an application of a private company to become a community company under section 9 Companies Act 2012	25,000	30,000
For an application to change the name of a company under section 11 Companies Act 2012	20,000	30,000
For a notice of adoption or alteration of company rules under section 14 Companies Act 2012	No fee	10,000
For a notice of change of registered office under sections 18 and 121 Companies Act 2012	No fee	10,000
For a notice of change of postal address under sections 18 and 121 Companies Act 2012	No fee	10,000
For a notice of issue of shares under sections 25 and 121 Companies Act 2012	No fee	10,000
For a notice of acquisition of by company of own shares under sections 30 and 121 Companies Act 2012	No fee	10,000
For a notice of redemption by company of shares under sections 34 and 121 Companies Act 2012	No fee	10,000
For a notice of transfer of shares in company under sections 37 and 121 of Companies act 2012	No fee	10,000
For a notice of change of shareholder particulars	No fee	10,000
For a notice of change of directors and particulars of directors under section 85 Companies Act 2012	No fee	10,000
For a notice of location or change in location of company records under section 113 Companies Act 2012	No fee	10,000

SCHEDULE 2

TABLE OF FEES PAYABLE TO REGISTRAR OF COMPANIES AND PENALTIES

For an application for registration of amalgamation proposal under section 136 and Schedule 6 Companies Act 2012	Not applicable	50,000
For provision of consent and certificate of director of amalgamated company under section 136 and Schedule 3 Companies Act 2012	No fee	No fee
For application registering a court ordered amalgamation under section 136 and Schedule 6 clause 3 Companies act 2012	No fee	50,000
For a request to remove a company from the register under section 140(c)(1) Companies Act 2012	No fee	No fee
For an application to restore a company for failure to file an annual return under section 150 Companies Act 2012	50,000	60,000
Overseas Companies		
For an application to register an overseas company on the Vanuatu register under section 157 Companies Act 2012	50,000	60,000
For registration of an annual return of overseas company under section 161 Companies Act 2012	50,000	60,000
For a notice of change of name of overseas company under sections 155(3) and 158(2) Companies Act 2012	20,000	22,000
For a notice of change in directors or their particulars in an overseas company	No fee	10,000
For a notice of change of principal place of business of overseas company under section 160(1)(b) Companies Act 2012	No fee	10,000
For a notice of change of postal address of overseas company	No fee	10,000
For a notice of change of persons authorized to accept service for overseas company under section 160(1)(d) Companies Act 2012	No fee	10,000
For a notice by overseas company of intention to cease to carry on business under section 162(1)(b) Companies Act 2012	No fee	10,000
Re-registration		
For an application for re-registration of a private, public or overseas company under section 209 Companies Act 2012:		
- within the first six months of commencement of the Companies Act 2012	No fee	No fee
- between six and nine months from commencement of the Companies Act 2012	30,000	33,000
- over nine months from commencement of the Companies Act 2012	50,000	55,000
Other		
For a certified physical copy of a certificate of incorporation	Not applicable	5,000
For a certified physical copy of a company extract	Not applicable	5,000
For a photocopy of any extract from a physical file of a company registry file held by the registrar of companies per A4 sheet	Not applicable	100
To scan a copy of the company rules into digital format:	Not applicable	100/page
To scan any other document forming required to be provided to the registrar of companies per page scanned	Not applicable	100/page

TABLE OF FEES PAYABLE TO REGISTRAR OF COMPANIES AND PENALTIES

PART 2

Penalties

	VT
Failure to deliver a document to the Registrar but providing such document within 25 working days after the time prescribed by the Act	10, 000
Failure to deliver a document to the Registrar within 25 working days after the time prescribed by the Act	25, 000