Regulations 7 and 9

FORM 28 THE COMPANIES ACT NO.5 OF 2009 CORPORATE AFFAIRS COMMISSION AVAILABILITY CHECK

NAME OF PRESENTER	
TELEPHONE NO	
ADDRESS	
EMAIL	

I hereby apply for availability of Proposed Company Name: **Option One**

Option Two

Option Three

Dated this

The name is to be used for :

a. Public Limited Company (PLC) b. Company Limited by Guarantee c. Private Limited Company (LTD) d. Unlimited Company (ULTD)

Day of

20	

Name and signature of presenter:.....

Name availability check is free of charge

FORM 32 (E)

Regulation 7

THE COMPANIES ACT NO. 5 OF 2009 **FORM 32 (E)** CORPORATE AFFAIRS COMMISSION **DECLARATION OF COMPLIANCE**

COMPANY NAME	
COMPANY NUMBER	
REGISTERED ADDRESS	
TELEPHONE NO	
EMAIL	

The Solicitor/Person engaged in the formation of the company (if any)

I/WE Do solemnly declare that all the requirements of the Companies Act, 2009 (as amended) have been complied with; and that I have taken reasonable steps to verify the information provided for the incorporation/registration of the said company are true and correct.

Name of Subscriber	Signature

Use additional sheet if required

Declared at

This

rea	aı		

Day of		20		
--------	--	----	--	--

FORM 32/211

FORM 32/211

Regulation 7

THE COMPANIESACTNO. 5 OF2009CORPORATEAFFAIRSCOMMISSIONSTATUTORYDECLARATIONBY A PERSONBEFORE APPOINTMENT

AS DIRECTOR OR BEFORE INCORPORATION OF A COMPANY

COMPANY NAME	
COMPANYNUMBER	
ADDRESS	
TELEPHONE NO	
EMAIL	

I do solemnly and sincerely declare that-

TITLE	
FORENAME	
SURNAME	
FORMER NAME	
COUNTRY OF RESIDENCE	
OCCUPATION	
OTHER DIRECTORSHIP HELD	
NATIONALITY	
DATE OF BIRTH	

I am not an undischarged bankrupt.



I have not been convicted whether within or outside Sierra Leone of any offence involving fraud or dishonesty or any offence in connection with the promotion, formation or management of a company.

I hereby consent to act as director of(name of corporation) And I make this solemn declaration conscientiously believing the same to be true.

Signature

Submitted/filed

This Day of 20	
----------------	--

To be completed by every director

Regulation 28

FORM 284 <u>THE COMPANIES ACT NO. 5 OF 2 009</u> <u>CORPORATE AFFAIRS COMMISSION</u> NOTICE/CHANGE OF ACCOUNTING REFERENCE DATE

COMPANY NAME	
COMPANY NUMBER	
ADDRESS	
TELEPHONE NO	

ACCOUNTING REFERENCE DATE:

Date	Month	Year

THIS DATE SHALL BE TREATED AS THE DATE IN EACH SUCCESSIVE CALENDER YEAR THAT THE ACCOUNT REFEENCING PERIOD OF THE COMPANY NAMED COMES TO AN END DETAILS

1st Dire	otor
	CIOI

2nd Director/ Secretary

Name or Director	
Telephone No	
Address	
Signature	
Email	

	Submitted / File	ed		
DAY	MONTH		YEAR	

Applicable fees shall/has been paid by: Mobile Money Bank Transfer

FORM 285

Regulation 28

FORM 285 <u>THE COMPANIES ACT NO. 5 OF 2009</u> <u>CORPORATE AFFAIRS COMMISSION</u> <u>CHANGE OF ACCOUNTING REFERENCE DATE</u>

COMPANY NAME	
Company Number	
Registered Address	
Telephone No.	
Email	

1. DATE OF ACCOUNTING REFERENCE PERIOD

Please enter the end date of the current or the previous accounting period.

Accounting period ending on

Day		Month	Year		
-----	--	-------	------	--	--

2. NEW ACCOUNTING REFERENCE DATE

Has the accounting reference period been shortened or extended? YES/ $N\!O$

Please enter the date the accounting reference period has been shortened to.

Date shortened so as to end on

Day	Month	Year	
-----	-------	------	--

Or please enter the date the accounting reference period has been extended to Date extended so as to end on

Day		Month	Year	
-----	--	-------	------	--

3. Extending more than once in five years. Accounting reference period must not be extended more than once in five year.

1st I	Director	2nd Director/ Secretary
Name or Director		
Telephone No		
Address		
Signature		
Email		

4. Submitted / Filed

DAY		MONTH		YEAR	
-----	--	-------	--	------	--

Applicable fees shall/has been paid by : Mobile Money Bank Transfer

FORM 30

Regulation, 12

FORM 30

THE COMPANIES ACT NO. 5 OF 2009CORPORATE AFFAIRS COMMISSIONNOTICE OF CHANGE OF NAME

COMPANYNAME	
Company Number	
Registered Address	
Telephone No.	
Email	

1. PROPOSED NAMES:

(BOX) To check if the company name is available (sensitive words and duplicate names) electronically or if appearing in person by completing form 28 Availability Check

The above company resolved to change the company name to: Proposed name:

(BOX) Attach copy of resolution in respect of change of name

1st D	irector	2nd Director/ Secretary
Name or Director		
Telephone No		
Address		
Signature		
Email		

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FORM 317

Regulation 27

FORM 317 <u>THE COMPANIES ACT NO. 5 OF 2009</u> CORPORATE AFFAIRS COMMISSION

ANNUAL RETURN FOR A COMPANY HAVING SHARES OTHER THAN A SMALL COMPANY

COMPANYNAME	
Company Number	
Registered Address	
NASSIT NO	
TIN NO	
No. of Employees	
Telephone No.	
Email	

ANNUAL RETURN

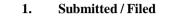
Made up to the.....day of..... (being the twenty eight

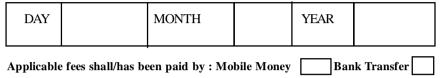
day after the date of the general meeting for the year

ii. Address where Register of Members & Debenture Holders is kept if different from above

ii. Particulars of past and present members of the company since the last return was filed.

Surname:





Checklist

We may return forms completed incorrectly or with information missing.

Others Name:				
Nationality:		Age	Sex	
Residential Address (in case of a corporation the registered or principal				
office)	Tel No	P.O. Box	Email	
Business occupation			•	
Number of Shares held at date of return				
Particulars of shares transferred since date of last return listing persons who are still members and persons who have seized to be members	1			
Surname:				
Others Name:				1
lationality:		Age	Sex	

Residential Address(in case of a Residential Address(in case of a corporation the registered or principal office)	Tel No		P.O.	Box		Email	
Business occupation							
Number of Shares held at date of return							
Particulars of shares transferred since date of last return listing persons who are still members and persons who have seized to be members							
Surname:							
Others Name:							
Nationality:		I	Age		Sex		
Residential Address(in case of a corporation the registered or principal office)	Tel N	0	P.	O. Box		Er	nail
Business occupation							
Number of Shares held at date of return							
Particulars of shares transferred since date of last return listing persons who are still members and persons who have seized to be members							

Use additional sheet if required

(3) Particulars of Directors	of the Comj	pany	as at	date	of r	etu	rn	
Surname:								
Others Name:								
Nationality:				Ag	e			Se
Residential Address(in case of a corporation the registered or principal office)	Tel No		P.O.	Box			En	nail

Sex

Surname:			
Others Name:			
Nationality:	Age	Sex	

Residential Address (in case of a corporation the registered or principal office)	Tel No	P.O. Box	Email
Business occupation and Particulars of other Directorships			

Surname:				
Others Name:				
Nationality:		Age	 Sex	
Residential Address (in case of a corporation the registered or principal office)	Tel No	P.O. Box	Email	
Business occupation and Particulars of other Directorships				

Business occupation and Particulars of other Directorships

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4.	Authorized share capital	divided into	shares of L	e each
		Number	Class	Shares
(a)	Number of shares of each class taken up to the date of the return			
(ii)	Number of shares of each class issued as partly paid up			
(c)	Amount of discount on the issued share which has not been written off			
5.	Issued share capital Fully F	Paid Up	Partly Paid	l Up
6.	In Cash Other tha	an Cash		
ii.	Total amount called up on shares			
8.	Total amount received on calls			
9.	Total amount of calls unpaid			
10.	Total amount paid as commission for s	shares or deben	tures	
ii.	Total numbers of shares forfeited			
ii.	Total amount of shares for which share	e warrants are	outstanding	
ii.	Total amount of indebtedness in respec registered with the commission	t of the mortga	ge and charge	s required to be
14.	Staff hired for the reporting year			
15.	Number of staff terminated or retired			
16.	Total amount paid on termination or	retirement pack	age	
17.	Details of the Secretary			

Name (Incase of an individual,	Any former fore-	Usual residential address but
the present, the forenames and surname and in this case of a corporation the corporation	names or surnames	in case of a but corporation the registered address
name		

We certify that the Company has not since the date of incorporation/ the last annual return issued any invitation to the public to subscribe for any of its shares/ debentures.

Signature of Director

Name of Director & Tel. No.

Signature of Direc/Secretary

Name of Direc/ Secretary & Tel. No.

Note:

- ii. If there is insufficient space on the form to provide any information required, please attach a separate sheet containing the information set out in the prescribed form.
- iii. This return should be accompanied by Audited Account of Company for the year in which the return is made.

PRESENTER DETAILS

Name of presenter	
Telephone No:	
Address	
Email	

Regulation 27

FORM 319

<u>THE COMPANIES ACT NO. 5 OF 2009</u> <u>CORPORATE AFFAIRS COMMISSION</u> ANNUAL RETURN FOR A SMALL COMPANY

COMPANY NAME	
Company Number	
Registered Address	
NASSIT NO	
TIN NO	
No. of Employees	
Telephone No.	
Email	

ANNUAL RETURN made up to Day of eight days after the date of the general meeting for

(being the twenty the year

- 1. Registered office address
- 2. Location of registers of members & Debenture Holders (or any part of such registers) if other than the registered office of the company
- 3. Particulars of indebtedness:
- 4. Staff hired for the reporting year
- 5. Number of staff terminated or retired
- 6. Total amount paid as termination or retirement packag

7. Particulars of persons who are directors of the company at the date of this return

Surname:				
Others Name:				
Nationality:		Age	Tel. No.	
		-		
Residential Address —				
Kesidennar Address —				City
	State	P.O. Box		Email
Business Occupation				
Particulars of other Directorship				

Surname:				
Others Name:				
Nationality:		Age	Tel. No.	
Residential Address				
	State		P.O. Box	City Email
Business Occupation				
Particulars of other Directorship				

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5. Particulars of person who is Secretary of the company at the date of this return

Full Name (Registered name for body corporate or firm) & Tel. No.	Residential Address (In case of Corporate the Registered or Principal Address)	Particulars of Registration (if a Firm or Company)	Date of Appointment

Signature of Director

Name of Director & Tel. No.

1st Director

2nd Director/ Secretary

Name of Director	
Telephone No	
Address	
Signature	
Email	

DETAILS

Notes: For the purposes of this form a small company is defined as follows :

- (A) A private company having a share capital
- (B) Has a turnover of for the reporting year
- (C) Has a total net value not more than ...
- (D) All of its members should be Sierra Leoneans
- (E) None of its members is a government or public corporation or agency or its nominees and
- (F) The members between them hold not less than 51% of its equity share capital

FORM 110

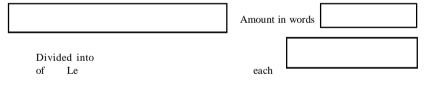
FORM	110	

<u>THE COMPANIES ACT NO. 5 OF 2009</u> <u>CORPORATE AFFAIRS COMMISSION</u> STATEMENT OF SHARE CAPITAL AND RETURN OF ALLOTMENT

COMPANY NAME	
Company Number	
Registered Address	
Telephone No.	
Email	

A. STATEMENT OF SHARE CAPITAL

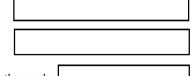
THE NOMINAL AMOUNT OF SHARES COMPRISED IN THE ALLOTMENT IS:



B. RETURN OF ALLOTMENT OF SHARES

Number of shares allotted payable in cash:

Amount paid or due and payable on each share:



Number of shares allotted for consideration other than cash:

(Submit copy of contract in writing relating to the allotment including particulars of the valuation of the consideration)

Regulation 17

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NAME AND ADDRESS OF ALLOTEES			No. of shares Allotted and amount payable or due on each share
Name			
Address			
Tel No			
P.O. Box		Email	

Name			
Address			
Tel No			
P.O.Box	Email		

Name			
Address			
Tel No			
P.O.Box	Email		

Name			
Address			
Tel No			
P.O.Box	Email		

Name			
Address			
Tel No			
P.O.Box	Email		

Applicable fees shall/has been paid by : Mobile Money Bank Transfer

ansfer

FORM 247(4)

Regulation 24

FORM 247(4)

<u>THE COMPANIES ACT NO. 5 OF 2009</u> <u>CORPORATE A FFAIRS COMMISSION</u> CHANGE OF DIRECTOR/SECRETARY/ REGISTERED OFFICE ADDRESS

COMPANY NAME	
Company Number	
Registered Address	
Telephone No.	
Email	

BOX : Change of Directors/Secretary (Complete Section A) BOX: Change of Registered Address (Complete Section B)

DIRECTOR/SECRETARY CEASING TO HOLD OFFICE

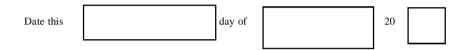
Full name	Director/ Secretary	Residential address	Date in which he ceases to hold office	Reason

APPOINTMENT OF NEW DIRECTOR/SECRETARIES

Full name	Office: Director / secretary	Residential address	Date of appointment/ change

This form is to be filed in and sent within 14 days of the appointment.

Where a director has been changed Form 32/211 has to be completed by each new Director



PRESENTER DETAILS

Name of presenter	
Telephone No:	
Address	
Email	

Section B

PRESENTER DETAILS

1. New registered office address

Name ofs presenter Telephone No: Address City Email

Attach copy of resolution

Bank Transfer Applicable fees shall/has been paid by : Mobile Money

FORM 170

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION PARTICULARS OF CHARGE

FORM 170

(This form applies to the following charges:

A charge to secure the issue of a debenture, A charge on uncalled share capital, a charge for registration as bill of sale, a charge on land, a charge on book debts, a floating charge on property of a company, a charge on calls made but not paid, a charge on a ship or aircraft and a charge on goodwill, patent or copyright.)

This form must be delivered to the Registrar for registration within 21 days beginning with the day after the date of creation of the charge. If delivered outside the 21 days it will be rejected unless it is accompanied by a court order extending the time for delivery. (If charge created outside of Sierra Leone 90 days)

COMPANY NAME	
Company Number	
Registered Address	
Telephone No.	
Email	

1. Charge creation details Charge creation date

Date	Month	Year	Where the charge was created

2. Names of persons, security agent or trustee entitled to the charge 97

Regulation 20

3. Brief description of charge

4. Fix charge

Does the instrument include a fix charge of any tangible or intangible not described in above? Tick the appropriate box.

Fixed charge offer tangible

I<u>nta</u>ngible

5. Is the instrument expressed to contain a floating charge? Please tick the appropriate box

Is the floating charge expressed to cover all the property and undertaking of the company?

6. Negative pledge

Do any of the terms of the charge prohibit the charger from creating any further security that will rank equally with or ahead of the charge? Please tick the appropriate box.

Attach copy of the resolution authorizing creation of the charge and all other relevant documents.

This form must be signed by a person with an interest in the charge.

Name	
Address	
Title	
Organization	
Tel No	
Email	
Signature	

Name or presenter	
Telephone No:	
Address	
City	
Email	

Checklist

We may return forms completed incorrectly or with missing information. Please make sure you have remembered the following: The company name and number match the information You have included a certified copy of the instrument with this form You have entered the date on which the charge was created You have shown the name of the person entitled to the charge You have signed the form You have paid the correct fee Please do not send the original instrument, it must be certified copy.

You must enclose a certified copy of the instrument with this form.

PRESENTER DETAILS

Regulation 29

FORM 45

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION APPLICATION BY A PRIVATE COMPANY FOR RE-REGISTRATION AS A PUBLIC COMPANY

COMPANY NAME	
Company Number	
Registered Address	
Telephone No.	
EMAIL	

Company name in full

RE-REGISTRATION

The above company applies to be re-registered as a public company by the name of: (name availability check having been carried out)

(full name of re-registered company)

And for that purpose delivers the following documents to the Commission for re-registration:

- 1. Copy of the special resolution that the company should re-register as a public limited company and that company's memorandum and articles be altered.
- 2. Copy of a written statement by the director and secretary certifying on oath showing that the paid up capital as of the date of the application is not less than 25 percent of the share capital as at that date.
- 3. Printed copy of memorandum and article as altered
- 4. Copy of the balance sheet of the company as at the date of the resolution or preceding 6 months whichever is later.
- 5. A statutory declaration by a director and secretary of the company verifying that the special resolution has been passed and that the company's net assets are not less than the aggregate of the paid-up share capital and un-distributable reserves.

6. A copy of the prospectus or statement in lieu of the prospectus within 14 days of the passing of the resolution (where a prospectus is submitted, such prospectus is to be in the form stated in part 4 of the companies regulation 2015.)

(Payment of applicable fee)



The nominal value of the company's share capital is not less than the authorized minimum

(Where there has been a change of secretary submit a completed form 247(4))

	DETAILS			
1 st	t Director	2nd Director/ Secretary		
Name of Director				
Telephone No				
Address				
Signature				
Email				

Submitted / Filed

DAY	MONTH	YEAR	

Applicable fees shall/has been paid by : Mobile Money **Bank Transfer** Checklist

We may return forms completed incorrectly or with information missing.

Please note that the approval of prospectus shall incur additional fee. Kindly ensure prospectus is prepared as per regulations.

Please make sure you have:

You have provided supporting document as required Provided details of secretary Signed the form Paid the correct fee. Submitted copy of the certificate of incorporation for cancellation.

Payment of application of registration is made by

Regulation 29

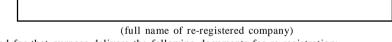
FORM 47

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION APPLICATION BY A PRIVATE COMPANY FOR RE-REGISTRATION AS AN UNLIMITED LIABILITY

COMPANY NAME	
COMPANY NO	
REGISTERED ADDRESS	
TELEPHONE NO	
EMAIL	

RE-REGISTRATION

The above company applies to be re-registered as an unlimited company by the name of: (Name availability check has been carried out)



And for that purpose delivers the following documents for re-registration:

- 1. Copy of the special resolution that the company should re-register as an unlimited company (unless limited by virtue of re registration)
- 2. A printed copy of the memorandum and articles as altered
- 3. A statutory declaration by a director and secretary of the company verifying that the special resolution is subscribed by the whole of the membership of the company and that if any member have not subscribed for themselves, that the directors have taken all reasonable steps to satisfy themselves that each person who subscribed to it on behalf of a member was lawfully empowered to do so.

(Re registration of an Unlimited company as a limited company shall not affect the rights and liability of the company in respect of any debt or obligation incurred or any contract entered into, by, to, with or on behalf of the company before the new registration and those rights or liabilities may be enforced in the manner provided in the companies act 2009 as amended)

_	1st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

DETAILS

Submitted / Filed

DAY	MONTH		YEAR	
-----	-------	--	------	--

Applicable fees shall/	has been paid	by : Mobile	Money	Bank Transfer	
Note:					

Please make sure you have:

Submitted copy of the certificate of incorporation for cancellation and any other supporting document.

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FORM 46

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION

Regulation 29

APPLICATION BY A PUBLIC COMPANY FOR RE-REGISTRATION AS A PRIVATE COMPANY

COMPANY NAME	
Company Number	
Registered Address	
Telephone No.	
EMAIL	

RE-REGISTRATION

The above company applies to be re-registered as a private company by the name of:

And for that purpose delivers the following documents for re-registration Copy of the special resolution that the company should re-register as a public limited company (unless previously registered as unlimited)and that alters the company's memorandum and articles of association.



A printed copy of the memorandum and articles as altered.

No order has been made for cancellation of the resolution.

The application for cancellation was made but it has been withdrawn or an order has been made confirming the resolution.

(Re registration of Public company as a Private company shall not affect the rights and liability of the company in respect of any debt or obligation incurred or any contract entered into, by, to, with or on behalf of the company before the new registration and those rights or liabilities may be enforced in the manner provided in the companies act 2009 as amended)

	1st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

Submitted / Filed

DAY		MONTH		YEAR	
-----	--	-------	--	------	--

Applicable fees shall/has been paid by : Mobile Money Bank Transfer

Note :

Please make sure you have :

Submitted copy of the certificate of incorporation for cancellation and any other supporting document.

DETAILS

FORM 46A

Regulation 29

FORM 46 A

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION

NOTICE BY THE COMPANY OF APPLICATION TO COURT FOR CANCELLATION OF RESOLUTION FOR RE-REGISTRATION

COMPANY NAME	
COMPANY NUMBER	
ADDRESS	
TELEPHONE NO	
EMAIL	

COURT CONFIRMATION

An application has been made to the court under section46 (3) of the Companies Act 2009 for the cancellation of the special resolution which stated that the company be re-registered under section 46 as a public limited company.

The application was made within 28 days after passing of the resolution for re registration and has within the period stated the and given notice to the Commission and the company.

DETAILS

1 st Director	2nd Director/ Secretary
Name of Director	
Telephone No	
Address	
Signature	
Email	

Submitted / Filed

DAY MONTH YEAR	
----------------	--

Applicable fees shall/has been paid by : Mobile Money Bank Transfer

Presenter Details if different from director/secretary

Name of presenter	
Telephone No:	
Address	
City	
Email	

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

The company name and the number match the information on the public record You have signed the form You have paid the correct fee.

FORM 48

Regulation 29

DETAILS

THE COMPANIES	ACT NO	. 5 OF 2009
CORPORATE AFF	AIRS CO	MMISSION

APPLICATION BY A PRIVATE COMPANY FOR RE-REGISTRATION FROM UNLIMITED TO LIMITED BY SHARES

COMPANY NAME	
COMPANY NO	
REGISTERED ADDRESS	
TELEPHONE NO	
EMAIL	

The above company applies to be re-registered as an unlimited company by the name of: And is not unlimited by virtue of registration under section 47

And for that purpose delivers the following documents for re-registration:

- a. Copy of the special resolution that the company should re-register as a limited company stating the share capital and providing for the alterations in the M&A.
- b. A printed copy of the memorandum and articles as altered

SIGNATURE			

We are aware registration shall not affect the rights & liabilities of the company in respect of debt or obligation incurred.

1	st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

Submitted / Filed

DAY		MONTH		YEAR		
Applicable	e fees shall/has b	een paid by	: Mobile Money	/	Bank Transfer	

Presenter Details if different from director/secretary

Name of presenter	
Telephone No:	
Address	
City	
Email	

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

The company name and the number match the information on the public record

You have given the proposed names in section A2 of the new name following reregistration.

You have provided supporting document as required in A2.

You have signed the form

You have paid the correct fee

			FOR	RM 367		Regulation 3	0(2)
ORM	M 367	THE COMPA		ACT NO. 5 AFFAIRS C		-	. /
		MENT BY LI(AND DISPOSA				LIQUIDATION S	
	MPANY NAME Liquidation)						
Cor	npany Number						
Add	ress						
Tele	ephone No.						
City	7						
1.	Date of Incor	rporation:					
2.	Share Capital	:					
3.	Date of Com	mencement of V	Winding	g up:			
4.	Liquidator(s)'	Name(s) and A	ddress(es):			
5.	Date of Appo	ointment:					
6.	Period Covered	d by this Stateme	ent:		to		
7.	Pending Asse	ts					
	Item			Number		Value	
i.	Bank Balance				- [7
ii.	Investments						
iii.	Amount owing	from Debtors					
iv.	Land and Inter-	est in Land					
v.	Machines and I	Machinery					
vi.	Computer Equ	-					
vii.	Furniture and F	Fixtures					
iii.	Vehicles				— с 7 г		_
ix.	Others				L		

It	em	Number	Value
i.	Loans		
ii.	Trade Creditors		
9.	Cost of Liquidation to D	late	
10.	Pending Litigations: -		
i.	Number of Litigations:		
ii.	Issues in Litigations:		
iii.	Outstanding Fees:		
iv.	Estimated Judgment Deb	ot (if any anticipated)	
11.	Unclaimed/Undistributed	Assets or Monies	
Unc	or Money Date Rec laimed / stributed	eeived Person(s) Entitled	Reason(s) for Remaining Unclaimed/ undistributed
12.	Estimated Date of Concl	usion of Winding up:	
ertific	<u>ation</u>		
beir erein r	ng liquidator(s) of the abo epresents the true and cor aamed company as at	ove-named company certify that t rect proceedings in and position of 	the statement contain of the liquidation of

Signature(s) of Liquidator(s)

110

Regulation 22

FORM 335

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION NOTIFICATION OF APPOINTMENT OF MANAGER OR RECEIVER

NAME OF COMPANY	
COMPANY NO	
REGISTERED ADDRESS	
TELEPHONE NO	
EMAIL	

1. Date of manager or receiver appointment Date of appointment

Date	Month	Year

2. Manager or receiver details

Title	
Full forename(s)	
Surname	
Nationality	
Date of birth	
Occupation	
Address	

(This address should not be the company's registered address)

I consent to act as manager or receiver of the above named company manager or receiver signature

Submit copy of ID (This form may be signed and authorized by: director, secretary)

1:	st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		

Submitted / Filed

DAY	MONTH	YEAR	

Applicable fees shall/has been paid by : Mobile Money Bank Transfer

Presenter information Contact name

Company name.....

Address.....

Telephone.....

Email

Checklist

We may return forms completed incorrectly or with information missing

Please remember the following:

The company name and number match

You have provided a business occupation if you have one

You have provided a correct date of birth

You have completed the date of appointment

Completed nationality

New director has signed the form

You have provided an authorizing signature

DETAILS

FORM EE

FORM EE

 THE COMPANIES
 ACT
 NO. 5
 OF
 2009

 CORPORATE
 AFFAIRS
 COMMISSION

 FORM
 FOR
 STATUS
 REPORT
 OF
 A COMPANY

Regulation 37

NAME		
INDIVIDUAL / COMPANY ADDRESS		
TELEPHONE NO	EMAIL	

I/WE.....(INDIVIDUAL/ COMPANY) IS/ARE REQUESTING A STATUS REPORT (PERFORMANCE OR COMPLIANCE) FOR.....COMPANY STATED BELOW.

COMPANY NAME	
REGISTERED ADDRESS	
COMPANY NO	

Period for which report is requested start.....end.....

Submitted / Filed

DAY MONTH	YEAR	
-----------	------	--

Applicable fees shall/has been paid by : Mobile Money Bank Transfer

Regulation 33

FORM DD

THE COMPANIESACT NO. 5 OF 2009CORPORATEAFFAIRSCOMMISSIONFORMFORCERTIFIEDCOPYCOPYOFADOCUMENT

NAME of COMPANY	
Company NO:	
REGISTED ADDRESS	
EMAIL	

I.....(SECRETARY/ DIRECTOR) OF THE ABOVE NAME COMPANY REQUEST FOR THE CERFTIFY COPY OF THE FOLLOWING DOCUMENT(S):

NAME OF DOCUMENT (S)	NO. OF COPY

DETAILS

	1st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

Regulation 21

F ORM 177

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION STATISFACTION OF CHARGE

NAME OF COMPANY	
COMPANY NO:	
REGISTERED ADDRESS	
TELEPHONE	
СІТҮ	

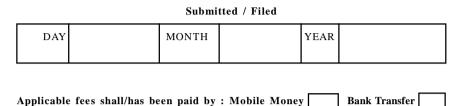
DETAILS

1st Director		2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

Submitted / Filed

DAY	MONTH	YEAR	

Applicable fees shall/has been paid by : Mobile Money Bank Transfer



Presenter Details if different from director/secretary

NAME (S)	
TEL/ EMAIL	
SIGNATURE	

Regulation 15

FORM 87

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION

Notice of Increase in Share Capital

NAME OF COMPANY	
COMPANY NO:	
REGISTED ADDRESS	
TELEPHONE NO	

To the Registrar of Companies,

Copy of special resolution attached

2. The additional capital is divided as follows:

Number of Shares	Class of Shares	Nominal Amount of Each Share*

This notice has been filed with 7 days of passing resolution.

Dated this......20.....

Please note that no increment shall take effect unless until 6 months of giving notice of the increase to the Commission not less than 25% of the share capital including the increase has been issued and the directors have delivered to the Commission a statutory declaration verifying that fact)

DETAILS

	1st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

Submitted / Filed

DAY	MONTH	YEAR	

Applicable fees shall/has been paid by : Mobile MoneyBank Transfer

.....

* If the amounts inserted are not quoted in Sierra Leone currency, the currency in which they are quoted is to be specified. Strike out whichever is applicable.

Secretary.

Form 89

120

THE COMPANIES ACT NO. 5 OF 2009 **CORPORATE AFFAIRS COMMISSION** NOTICE OF REDUCTION OF SHARE CAPITAL

Regulation 16

NAME OF COMPANY	
COMPANY NO:	
REGISTERED ADDRESS	
TELEPHONE NO	
EMAIL	

Notice is hereby given that the above-named company has by way of special resolution share now valued at.....

(Attach copy of special resolution)

The proposed reduction of share capital involves:

Diminution of liability in respect of unpaid share capital

Involves payment to a shareholder of any paid up share capital.

No creditor has objected to reduction of capital

Creditor(s) debt or claims has been discharged or secured

Share capital does not fall below the minimum share capital in the case of a public

company

(Attach copy of Court Order authorizing a reduction in share capital)

	1st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

DETAILS

Submitted / Filed

DAY	MONTH	YEAR	

Bank Transfer Applicable fees shall/has been paid by : Mobile Money

Presenter Details if different from director/secretary

Name	
Address	
Telephone	
Email	
Signature	

FORM BB

Regulation 23

FORM BB

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION

Notice of Cessation of Appointment of Receiver or Manager

NAME OF COMPANY	
COMPANY NO:	
REGISTERED ADDRESS	
TELEPHONE NO	

Details of Receiver or Manager Ceasing to Act as such

Name	
Address	
Telephone No	
Email	
Date of appointment	(DD MM YR)

The person named above has this......day of......20......20.....ceased to act as receiver or manager of the properties covered by the instrument court order specified below

Description of Instrument or Court Action Number Date of Creation of Instrument or Date of Court Order



	1st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

DETAILS

Submitted / Filed

DAY	MONTH		YEAR	
-----	-------	--	------	--

Applicable fees shall/has been paid by : Mobile Money Bank Transfer

Name	
Address	
Telephone	
Email	
Signature	

FORM 185

124

THE COMPANIES ACT NO. 5 OF 2009 **CORPORATE AFFAIRS COMMISSION** EXTENSION OF TIME WITHIN WHICH TO HOLD AN ANNUAL GENERAL MEETING

NAME OF COMPANY	
COMPANY NO	
REGISTERED A DDRESS	
TELEPHONE NO	
EMAIL	

Notice is hereby given that the above-named company is requesting an extension of the time within which to hold its annual general meeting

DETAILS

2nd Director/Secretary

Bank Transfer

Regulation 26

Name of Director	
Telephone No	
Address	
Signature	
Email	

Submitted / Filed

Applicable fees shall/has been paid by: Mobile Money

Presenter Details if different from director/secretary

Name
Address
Telephone
Email
Signature

Date of last annual general meeting

Regulation 7

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION **REGISTRATION FORM (FOREIGN COMPANY)**

FORM 485

Name of Company as per Incorporation	
Date of Incorporation	
Country of Incorporation	

Proposed Name (if different from above) (For registration name availability check having been carried out)

2. Types of Company: Public private Limited by shares unlimited limited by guarantee

3. Address:

other

FORM 485

- (c) In country of incorporation
- (**d**) In Sierra Leone

	· · · · · · · · · ·	a . .
4. N	ature of business (tick appropriate box) services	manufacturing
4. N farming/fis		manufacturing finance/

please specify.....

5. Directors

	DETAILS	
	1st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

Every director listed to complete form 32/211

Submitted / Filed

	DAY		MONTH		YEAR	
4	Applicabl	e fees shall/has	: Mobile Money	Bank	Transfer	

- Note: signature gives consent to act in capacity as a director (attach copy of ID of each Director named)
- 6. Details of person authorized to manage company in Sierra Leone

Name	
Address	
Occupation	
Signature	
Telephone	Email:

(Attach copy of ID)

7. Name and address of person in Sierra Leone authorized to accept notices (if different from above)

Name	
Address	

Occupation						
Signature						
Telephone	Email:					

Notes: Attached to this application the following:

- (e) Copy of certificate of incorporation issued outside Sierra Leone
- (f) Copies of valid forms of Identification of all persons named showing a picture and date of birth. If person named is a Sierra Leonean the following IDs are acceptable: passport, NASSIT Registration card, National ID, Driver's License. If a foreigner only copy of valid passport is acceptable.
- (g) Certified copy of charter, statute, memorandum and articles of the company or instrument constituting or defining the constitution of the company (if not in English language, a certified translation)
- (h) Copy of consent for use of name (if required)

Form 531

Regulation 72

FORM 531 THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION RECALL FORM

Section A																					
1.	The	Busir	iess	s N	lam	e						D	ate	of	In	coi	.po	rat	ior	L 1	
3.	by Guarantee unlimited liability																				
4.	Ad	dress																			
5.	Mo	bile n	um	be	r								6.]	Em	ail						
7. Describe your Business Activity/Nature of Business Activity/Industrial Classification(Mark X in appropriate box): Services Manufacturing Farming/ Fisheries Commerce Transport/Communication Finance/Insurance/Real Estate Construction Banking Mining																					
If other specify 8. Name of contact person																					
9.	Nar	ne of	Sec	ere	tar	y															
10.	Add	lress o	of S	Sec	ret	ary															

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11. Particular of Shareholders

Title (Mark x in appropriate box) Mr. Mrs. Miss	Surname
First name	Middle Name
Occupation	Date of birth Sex M F
Nationality	ID/Passport No.
Title (Mark x in appropriate box) Mr. Mrs. Miss	Surname
First name	Middle Name
Occupation	Date of birth Sex M F
Nationality	ID/Passport No.
Title (Mark x in appropriate box) Mr. Mrs. Miss	Surname
First name	Middle Name
Occupation	Date of birth Sex M F
Nationality	ID/Passport No.
Title (Mark x in appropriate box) Mr. Mrs. Miss	Surname
First name	Middle Name
Occupation	
_	Date of birth Sex M F

- Note: Please attached valid colored photocopy of your National Identification Card, NASSIT ID or Passport for sierra Leonean. Foreigner shall attach colored photocopy of passport and residential permit (if applicable). Copy of certificate of incorporation of the company should be provide additional sheet of shareholders information (if necessary) attached
- 11 Date of submission of last annual report and financial statement
- 12. Does a company have an existing charge

If yes state brief particulars

13. ACCOUNTING PERIOD OF THE COMPANY

YES

NO

14. PARTICULARS OF DIRECTORS

Name of Director	Address	Signature

National Revenue Authority Tax Identification Number (TIN) NASSIT Number

Regulation 27

CHECK LIST

- 1. NAME OF COMPANY (MANDATORY
- 2. CERTICATE OF INCORPORATION (MANDATORY)
- 3. CURRENT ADDRESS/LOCATION OF THE COMPANY (MANDATORY)
- 4. TELEPHONE NUMBER AND EMAIL OF BUSINESS, MOBILE NUMBER (MANDATORY)
- 5. NOMINAL ISSUED CAPITAL (MANDATORY)
- 6. NAME OF CONTACT PERSON OR PERSON TO RECEIVE DOCUMENT(MANDATORY)
- 7. SHARE HOLDERS PARTICULARS AND THEIR ID'S COPIED IN CLOURED.(MANDATORY)
- 8. PARTICULARS OF DIRECTORS AND THEIR ID'S.(MANDATORY)
- 9. DATE OF LAST ANNUAL REPORT AND FINANCIAL STATEMENT WITH ATTACHED COPIES.(MANDATORY)
- 10. PARTICULARS OF TRANSFER OF SHARES WITH RELEVANT DOCUMENTS(IFANY)
- 11. SECURITY/CHARGED CREATED WITH DOCUMENT.(IFANY)
- 12. ACCOUNTING PERIOD OF THE COMPANY CURRENT OR INTENDED.(MANDATORY)

Form 318 THE COMPANI

THE COMPANIES ACT NO. 5 OF 2009 CORPORATE AFFAIRS COMMISSION ANNUAL RETURN OF A COMPANY LIMITED BY GUARANTEE

COMPANY NAME	
COMPANY NO:	
REGISTERED ADDRESS	
TELEPHONE NO:	
EMAIL	

Physical and Postal Address at which the register of members is kept (if not kept at registered office)

Surname:									
Others Name:									
Nationality:			Age		Sex				
Residential Address (in case of a									
corporation the registered or principal office)	Tel No		P.O. Box		Email				
Business occupation									

DETAILS

	1st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

Submitted / Filed

DAY	MONTH	YEAR	

Applicable fees	shall/has been paid by : Mobile Money Bank Transfer	
Name		
Address		
Telephone No		
Organization		

City Email Signature

Annex statement with particulars of amount of indebtedness of the company in respect of all managers and changes.

SECOND SCHEDULE

Regulations 7(2),9(4)(E), 11(4),13(b), 15(1)(c), 16,17,18,20(1),21,22,24, 25,26,27,28(1),29,30,31, 32,33,34,35,36,37,43,62((6)

FEES

The fees payable to the Corporate Affairs Commission for services rendered under the Act are as follows:

Matters in relation to fees for services offered under the act excluding services under Part XV111

MAT	TER IN RELATION TO WHICH	AMOUNT OF FEE LE
	FEE IS PAYABLE	
(a)	For Incorporation and formation of a public of private company of the Companies Act 2009 (including name search and registration of memorandum of association, articles of association, statutory declarations and documents required under this part for purposes of incorporation and formation) whether or not documents are submitted by electronic means or in hard copy	Le 250,000
(b)	Electronic Name search	NO FEE
(c)	Making search on the Commissions electronic database (unlimited) (i) Three months access (ii) Six months (iii) Annually	Le 1,000,000 Le 1,500,000 Le 3,200,000

MATTER IN RELATION TO WHICH FEE IS PAYABLE		AMOUNT OF FEE LE
(d)	re registration of a company (i) Electronically (ii) manually	Le 150,000 Le 200,000
(e)	approval for use of restricted names (names that require consent)	Le 150,000
(f)	Change of company name except where directed by the Corporate Affairs Commission under section 27 (2) of the act (a) Electronically (b) manually	Le 150,000 Le 200,000
(g)	Filing of company resolutions under section204 as amended(i) Electronically(ii) Hard copy	Le 35,000 Le 50,000
(h)	 Filing of notices under the Act including though not limited to notices of change of address, change of directors and secretaries under section 247 (5) and not expressly stated (per notice) (i) Electronically (ii) Hard copy 	Le 35,000 Le 50,000
(i)	Forwarding or Filing of annual returns under section 320 (b)	

MAT	TTER IN RELATION TO WHICH FEE IS PAYABLE	AMOUNT OF FEE LE	
	Small company i. Electronically ii. Hard copy	Le 20,000 Le 35,000	
	Other companies (i) Electronically (ii) manually	Le35,000 Le 50,000	
(j)	For Delivering of balance sheet, profit and loss account and notes on the statement under Section 296 of the Act (i) Electronically (ii) Hard copy	Le 35,000 Le 50,000	
(k)	Registration of a charge under section 170, 171 and 172 and registration of subsisting charge under section 173 of the Act) (i) Electronically (ii) hard copy	0.1% of consideration plus Le100,000	
(1)	Registration of any orders under the Act (i) Striking off of a company name – winding up	Le 20,000 Le 35,000	
(j)	Approval for share transfer under Section 126 of the act including filing of statutory declaration in respect of the application for transfer of shares	Le 200,000	

MATTER IN RELATION TO WHICH FEE IS PAYABLE		AMOUNT OF FEE LE
(m)	For submission of notice of alteration	
	of shares (increase or decrease)	Le 50,000
	(i) Electronically	
	(ii) Hardcopy	Le 75,000
(n)	filing, delivery or submission	
	or statutory declaration under	
	the act other than that required	
	for incorporation and formation	
	of a company	
	(i) Electronically	Le 35,000
	(ii) Hardcopy	Le 50,000
(0)	Application for preparation of a company	
	report relating to information recorded	
	by the Corporate Affairs Commission	Le 250,000
(p)	Certified true copy of Memorandum and	
	articles of association of a company or	
	for any other document other than	Le 50,000
	certificates (less than 25 pages)	(black and white)
(q)	Certified true copy of memorandum	
	and articles or any other document	
	other than certificates (more than	Le 60,000
	25 pages but less than 50 pages)	(black and white)
(r)	Certified true copy of any certificate	
	issued by the Commission to the	
	company requesting (per copy)	Le 150,000

MAT	TER IN RELATION TO WHICH FEE IS PAYABLE	AMOUNT OF FEE LE	
(s)	Conduct of an investigation		
	undersection 276 (3)	To be determined by the	
		Commission upon request	
(t)	Application to proceed with transaction		
	upon disclosure of conflict of interest	Le 500,000	
(s)	Application for approval and		
	registration of prospectus by a		
	public company under section		
	500 of the Act	Le 1,000,000	
(t)	Filing of notice for mergers, amalga-		
	mations, business combinations	Le 100,000	
(u)	Approval and Registration of documents		
	for company		
	(i) mergers and acquisitions	Le 2,800,000	
	(ii) business combinations	Le 2,500,000	
	(iii) Amalgamation	Le 3,000,000	
(v)	Provision of any other service for		
	which a fee has not been stated and		
	for which a determination is not to		
	be made by the Commission	Le 100,000	
(w)	Release of deed of a charge	Le 50,000	
(x)	notice for increase/reduction in share capital	Le 100,000	

MATTER IN RELATION TO WHICH FEE IS PAYABLE		AMOUNT OF FEE LE
(y)	alteration of memorandum and articles	
	of association	Le 40,000
(z)	notices for winding up (voluntary or involuntary)	Le 88,000
(aa)	Certificate/letter of good standing	Le 150,000
(bb)	Notice for return of allotment	Le 100,000

THIRD SCHEDULE

Regulation 71

FORMULA AT WHICH SECURITIES MAY BE BOUGHT OR SOLD OTHER THAN ON THE STOCK MARKET

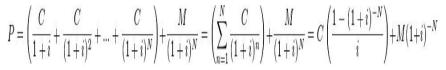
Calculate price per share by dividing the market value per share by the earnings per share. This is also known as the price-earnings ratio or P/E ratio.

Formula= market value per share/ earnings per share

$$Book Value Per Share = \frac{Total \ Common \ Stockholder's \ Equity}{Number \ of \ Common \ Shares}$$

Present value approach

Below is the formula for calculating a bond's price, which uses the basic present value (PV) formula for a given discount rate: $\frac{131}{12}$ (This formula assumes that a coupon payment has just been made; see <u>below</u> for adjustments on other dates.)



where:

F = face values

 $i_F = contractual interest rate$

 $\dot{C} = F * i_F = coupon payment (periodic interest payment)$

N = number of payments

i = market interest rate, or required yield, or observed / appropriate vield to maturity

M = value at maturity, usually equals face value

P = market price of bond.

Stock Valuation: Preferred Stock

Preferred stock is an equity security that is expected to pay a fixed annual dividend for its life

$$PS_0 = \frac{D_P}{r_P}$$

 $PS_0 = Preferred stock's value D_P = preferred dividend r_P = required rate of return$

MEMORANDUM OF OBJECTS AND REASONS

Part one deals with interpretation. It defines words and phrases used throughout the regulations.

Part two deals with regulation of forms, returns and other information. It prescribes the manner in which documents are to be submitted to the Commission.

Part three deals with mergers, acquisitions, take-over , amalgamations and business combinations.

Part four deals with prospectus

Made this day of 2015

C. E. O. COKER, Chairperson Corporate Affairs Commission

FREETOWN SIEERA LEONE AUGUST 2015

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