

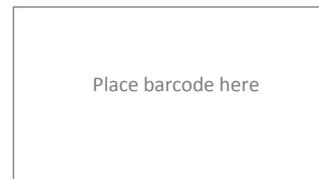
# Business Registries Office Kingdom of Tonga

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

Section 198(4), Companies Act 1997

### Notes

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



### Company name

### Company number

## 1. Addresses of the principal share register of the company

Section 198 of the Companies Act provides:

(1) Subject to subsection (3) and to section 88 and section 204, a company shall keep the following documents at its registered office:

- (a) the constitution of the company;
- (b) minutes of all meetings and resolutions of shareholders within the last 7 years;
- (c) an interests register;
- (d) minutes of all meetings and resolutions of directors and directors' committees within the last 10 years;
- (e) certificates given by directors under this Act within the last 10 years;
- (f) the full names and addresses of the current directors and company secretaries;
- (g) copies of all written communications to shareholders or all holders of the same class of shares during the last 10 years including annual reports made under section 217;
- (h) copies of all financial statements and group financial statements required to be completed by this Act for the last 7 completed accounting periods of the company;
- (i) the accounting records required by section 203 for the current accounting period and for the last 7 completed accounting periods of the company; and
- (j) the share register.

(2) The references in paragraphs (b), (d), (e) and (g) of subsection (1) to 7 years and the references in paragraphs (h) and (i) of that subsection to 10 completed accounting periods include such lesser periods as the Registrar may approve by notice in writing to the company.

(3) The records referred to in paragraphs (a) to (h) of subsection (1) may be kept at a place in Tonga, notice of which is given to the Registrar in accordance with subsection (4).

(4) If any records are not kept at the registered office of the company, or the place at which they are kept is changed, the company, shall ensure that within 10 working days of their first being kept elsewhere or moved, as the case may be, notice is given to the Registrar for registration of the places where the records are kept.

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.

**Note:** the company must be kept in the Kingdom of Tonga. The address provided must be adequate to identify the office or firm at which the records are kept. A physical address must be supplied as a PO Box address is not sufficient.

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

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### 4. Signed by director or authorised person

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

Name:  Signature: .....

*(Please give first name(s) followed by surname in BLOCK letters)*

Designation:  Director or  Authorised person

Date:

### 5. Lodged by

Name:
Address:

#### Other contact details:

Telephone:
Email (optional):

### 6. Checklist

- The prescribed fee of TOP\$80 plus 15% consumption tax must accompany this notice - Please make cheques payable to 'Registrar of Companies'.

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Please deliver documents to: Ministry of Commerce, Tourism and Labour, Box 110 Salote Road, Nuku'alofa