

FORM 28

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

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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)

Dated this Day of 20

Name and signature of presenter:.....

Name availability check is free of charge

FORM 32 (E)

Regulation 7

FORM 32 (E) **THE COMPANIES ACT NO. 5 OF 2009**
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 Day of 20

FORM 32/211**FORM 32/211****Regulation 7**

THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION
STATUTORY DECLARATION BY A PERSON BEFORE APPOINTMENT
AS DIRECTOR OR BEFORE INCORPORATION OF A COMPANY

COMPANY NAME	
COMPANY NUMBER	
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

FORM 284

Regulation 28

FORM 284

THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION

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 Director

2nd Director/ Secretary

Name or Director		
Telephone No		
Address		
Signature		
Email		

Submitted / Filed

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

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

FORM 285

Regulation 28

FORM 285

THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION

CHANGE OF ACCOUNTING REFERENCE DATE

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/ NO

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 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 2009
CORPORATE AFFAIRS COMMISSION
NOTICE OF CHANGE OF NAME

COMPANY NAME	
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 Director	2nd Director/ Secretary
Name or Director		
Telephone No		
Address		
Signature		
Email		

1. Submitted / Filed

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

Checklist

We may return forms completed incorrectly or with information missing.

FORM 317

Regulation 27

FORM 317

THE COMPANIES ACT NO. 5 OF 2009

CORPORATE AFFAIRS COMMISSION

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

COMPANY NAME	
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:	
----------	--

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					
Surname:					
Others Name:					
Nationality:		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:		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					

Use additional sheet if required

(3) Particulars of Directors of the Company as at date of return					
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			

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						

4. Authorized share capital divided into shares of Le 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 Paid Up Partly Paid Up
6. In Cash Other than 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 shares or debentures
- ii. Total numbers of shares forfeited
- ii. Total amount of shares for which share warrants are outstanding
- ii. Total amount of indebtedness in respect of the mortgage and charges required to be registered with the commission
14. Staff hired for the reporting year
15. Number of staff terminated or retired
16. Total amount paid on termination or retirement package
17. Details of the Secretary

Name (In case of an individual, the present, the forenames and surname and in this case of a corporation the corporation name)	Any former forenames or surnames	Usual residential address but in case of a but corporation the registered address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>
Telephone No:	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>

FORM 319

Regulation 27

FORM 319

THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION
 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 (being the twenty eight days after the date of the general meeting for 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						
	State		P.O. Box		City	
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						

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.

DETAILS

1st Director

2nd Director/ Secretary

Name of Director		
Telephone No		
Address		
Signature		
Email		

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

Regulation 17

FORM 110

THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION

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:

Amount in words

Divided into
 of Le each

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)

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

Date this day of 20

PRESENTER DETAILS

Name of presenter	
Telephone No:	
Address	
Email	

FORM 247(4)

Regulation 24

FORM 247(4)

THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION

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

Section B

1. New registered office address

PRESENTER DETAILS

Name of presenter	
Telephone No:	
Address	
City	
Email	

Attach copy of resolution

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

FORM 170

Regulation 20

FORM 170

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

(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

--	--	--

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

Intangible

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	

PRESENTER DETAILS

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.

FORM 45

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

	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
 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

FORM 47

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

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)

--

(full name of re-registered company)

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)

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
 Note:

Please make sure you have:

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

FORM 46

Regulation 29

FORM 46

THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION

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)

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**

Note :
Please make sure you have :

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

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 section 46 (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

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 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

DETAILS

FORM 48

Regulation 29

THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION

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.

	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 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 re-registration.

You have provided supporting document as required in A2.

You have signed the form

You have paid the correct fee

FORM 367

Regulation 30(2)

FORM 367

**THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION**

**STATEMENT BY LIQUIDATOR AS TO PENDING LIQUIDATION
AND DISPOSAL OF UNCLAIMED ASSETS**

COMPANY NAME (in Liquidation)	
Company Number	
Address	
Telephone No.	
City	

1. Date of Incorporation:
2. Share Capital:
3. Date of Commencement of Winding up:
4. Liquidator(s)' Name(s) and Address(es):
5. Date of Appointment:
6. Period Covered by this Statement: to
7. Pending Assets

Item	Number	Value
i. Bank Balance	<input type="text"/>	<input type="text"/>
ii. Investments	<input type="text"/>	<input type="text"/>
iii. Amount owing from Debtors	<input type="text"/>	<input type="text"/>
iv. Land and Interest in Land	<input type="text"/>	<input type="text"/>
v. Machines and Machinery	<input type="text"/>	<input type="text"/>
vi. Computer Equipment	<input type="text"/>	<input type="text"/>
vii. Furniture and Fixtures	<input type="text"/>	<input type="text"/>
viii. Vehicles	<input type="text"/>	<input type="text"/>
ix. Others	<input type="text"/>	<input type="text"/>

Gross Assets
Statement of Liabilities

Item	Number	Value	
i. Loans	<input type="text"/>	<input type="text"/>	
ii. Trade Creditors	<input type="text"/>	<input type="text"/>	
9. Cost of Liquidation to Date			
10. Pending Litigations: -			
i. Number of Litigations:	<input type="text"/>		
ii. Issues in Litigations:	<input type="text"/>		
iii. Outstanding Fees:	<input type="text"/>		
iv. Estimated Judgment Debt (if any anticipated)			
11. Unclaimed/Undistributed Assets or Monies			
Asset or Money Unclaimed / undistributed	Date Received	Person(s) Entitled	Reason(s) for Remaining Unclaimed/ undistributed
12. Estimated Date of Conclusion of Winding up:	<input type="text"/>		

Certification

I/We
being liquidator(s) of the above-named company certify that the statement contained herein represents the true and correct proceedings in and position of the liquidation of the above named company as atthe day of..... 20.....

Dated this.....day of20

.....
Signature(s) of Liquidator(s)

FORM 335

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)

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 information

Contact name.....

Company name.....

Address.....

Telephone.....

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

FORM EE

Regulation 37

FORM EE

**THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION
FORM FOR STATUS REPORT OF A COMPANY**

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

FORM DD

Regulation 33

FORM DD

**THE COMPANIES ACT NO. 5 OF 2009
CORPORATE AFFAIRS COMMISSION
FORM FOR CERTIFIED COPY OF A DOCUMENT**

NAME of COMPANY	
Company NO:	
REGISTERED ADDRESS	
EMAIL	

I.....(SECRETARY/ DIRECTOR) OF THE ABOVE NAME COMPANY REQUEST FOR THE CERTIFY 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		

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	

FORM 117

Regulation 21

FORM 177

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

NAME OF COMPANY	
COMPANY NO:	
REGISTERED ADDRESS	
TELEPHONE	
CITY	

We do solemnly and sincerely declare that, the charge registered with the Commission on the day o.....20.....in favour.....of was certified on the..... day of 20.....

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

FORM 87

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:	
REGISTERED ADDRESS	
TELEPHONE NO	

To the Registrar of Companies,

I/WE.....hereby gives notice that on the.....day of20.....the authorized share capital of the company was increased from..... Leones to.....Leones each Share valued at.....

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.....ay of.....20.....

.....
Secretary.

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.

FORM 89

Regulation 16

Form 89

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

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 reduced the company's share capital.....from.....to..... with each 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)

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	
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.....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

--	--	--

DD MM YYYY

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	
Email	
Signature	

FORM 185

Regulation 26

FORM 185

**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 ADDRESS	
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

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
Address
Telephone
Email
Signature

Date of last annual general meeting

FORM 485

Regulation 7

FORM 485

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

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 limited by guarantee unlimited

3. Address:

(c) In country of incorporation

(d) In Sierra Leone

4. Nature of business (tick appropriate box) services manufacturing
 farming/fisheries commerce transport/communication finance/
 banking building/construction mining manufacture insurance
 other 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	
-----	--	-------	--	------	--

Applicable fees shall/has been paid by : **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

Form 531

Regulation 72

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

Section A

[Empty box]

1. The Business Name _____ Date of Incorporation _____

[Grid of empty boxes for registration details]

2. registration Type *Mark X in appropriate box*) Limited Liability Limited by Guarantee unlimited liability

3. Type of Legal Entity: Local Foreign Private Public

4. Address [Empty box]

5. Mobile number [Empty box]

6. Email [Empty box]

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 [Empty box]

9. Name of Secretary [Empty box]

10. Address of Secretary [Empty box]

11. Particular of Shareholders

Title *(Mark x in appropriate box)* Mr. Mrs. Miss

First name

Occupation

Nationality

Surname

Middle Name

Date of birth Sex M F

ID/Passport No.

Title *(Mark x in appropriate box)* Mr. Mrs. Miss

First name

Occupation

Nationality

Surname

Middle Name

Date of birth Sex M F

ID/Passport No.

Title *(Mark x in appropriate box)* Mr. Mrs. Miss

First name

Occupation

Nationality

Surname

Middle Name

Date of birth Sex M F

ID/Passport No.

Title *(Mark x in appropriate box)* Mr. Mrs. Miss

First name

Occupation

Nationality

Surname

Middle Name

Date of birth Sex M F

ID/Passport No.

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 YES NO

If yes state brief particulars

13. ACCOUNTING PERIOD OF THE COMPANY

14. PARTICULARS OF DIRECTORS

Name of Director	Address	Signature

National Revenue Authority Tax Identification Number (TIN)
NASSIT Number

CHECK LIST

1. NAME OF COMPANY (MANDATORY)
2. CERTIFICATE 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 (IF ANY)
11. SECURITY/CHARGED CREATED WITH DOCUMENT. (IF ANY)
12. ACCOUNTING PERIOD OF THE COMPANY CURRENT OR INTENDED. (MANDATORY)

FORM 318**Regulation 27****Form 318**

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

MATTER IN RELATION TO WHICH FEE IS PAYABLE	AMOUNT OF FEE LE
(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)	Le 1,000,000 Le 1,500,000
(i) Three months access	
(ii) Six months	
(iii) Annually	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 section 204 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)	

MATTER 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
(l) 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
(o) 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 certificates (less than 25 pages)	Le 50,000 (black and white)
(q) Certified true copy of memorandum and articles or any other document other than certificates (more than 25 pages but less than 50 pages)	Le 60,000 (black and white)
(r) Certified true copy of any certificate issued by the Commission to the company requesting (per copy)	Le 150,000

MATTER IN RELATION TO WHICH FEE IS PAYABLE	AMOUNT OF FEE LE
(s) Conduct of an investigation under section 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, amalgamations, 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

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

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:¹³¹ (This formula assumes that a coupon payment has just been made; see below for adjustments on other dates.)

$$P = \left(\frac{C}{1+i} + \frac{C}{(1+i)^2} + \dots + \frac{C}{(1+i)^N} \right) + \frac{M}{(1+i)^N} = \left(\sum_{n=1}^N \frac{C}{(1+i)^n} \right) + \frac{M}{(1+i)^N} = C \left(\frac{1 - (1+i)^{-N}}{i} \right) + M(1+i)^{-N}$$

where:

F = face values

i_F = contractual interest rate

C = F * i_F = coupon payment (periodic interest payment)

N = number of payments

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

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

PS₀ = 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
SIERRA LEONE
AUGUST 2015