

**COMPANIES ACT OF 1994**  
(Section 194)  
**LOCAL COMPANY ANNUAL RETURN**

The Annual Return is a summary of information about a company including its business activities, the name and address of its secretary, its share capital, interest in real property and corporate affiliation. It is required to be filed by domestic companies not later than 1<sup>st</sup> April in each year after incorporation or continuation under the Act. Late filing or failure to file the annual return is an offence for which a company and every director and officer in default is liable on summary conviction to a fine of \$2,000.00.

**INSTRUCTIONS**

- General:** Yes or No responses are to be indicated by placing a tick [or X] in the applicable box [If using the electronic version of this form, simply right click on the box of choice, select "Properties" on the menu, under the heading "Default Value" select the option "Checked, then select "OK".]
- Item 1:** Set out the full name of the company followed by the street address of its registered office. [A complete address must be given, including the name of the State];
- Item 2:** State the company number assigned on registration;
- Item 3:** Insert the year of the reporting period;
- Item 4:** Indicate whether a change has occurred in the location of the registered office of the company and Notice of Change of Address of Registered Office in the prescribed form was filed pursuant to s. 176 of the Act;
- Item 5:** Briefly list the main type(s) of business activity carried on by the company during the reporting period
- Item 6:** Indicate whether any changes have occurred in the directorship of the company during the reporting period and whether Notice of Change of Directors in the prescribed form was filed pursuant to s. 77 of the Act;
- Item 7:** State the first name, middle initial(s), last name and residential address of the Company Secretary.
- Item 8:** In the event that the corporate records and registers required to be kept under ss.177 and 179 are not kept at the registered office of the company, indicate where they are kept and by whom.
- Item 9:** Indicate whether the company is a public company, whether the gross revenue of the company as shown its most recent financial statements exceeds \$4,000,000 and whether assets of the company as shown in the most recent financial statements exceed \$2,000,000 and in the event of an affirmative answer to either a., b. or c. of this item, whether financial statements have been filed with the Registrar in accordance with section 154 of the Act. Note that s.154 requires that a copy of comparative financial statements be filed at least 21 days before each Annual Meeting of the Shareholders. [All other companies are required to file Certificates of Solvency annually.]
- Item 10:** Describe the class (es) of shares in the company by distinctive name [e.g. common or preference] or by designation [e.g. Class A or B etc.] and state the total number of shares issued in each class. A Share Capital Schedule in the prescribed form shall accompany the Annual Return;
- Item 11:** Indicate whether the company carries on business outside St. Vincent and the Grenadines and if so, name the other jurisdictions where it carries on business;
- Item 12:** Indicate whether the company has acquired an interest in land;
- Item 13:** State whether the company is affiliated with another company within the meaning of ss.538, 539 or 540 of the Act, and if so, name all affiliated companies stating in each case the nature of the relationship between the affiliated company and the reporting company.
- Item 14:** Insert the first name, middle initial(s) and last name of the signatory to the Annual Return. The return shall be certified by a director or officer of the company who has been duly authorised by the company to make the return. The making of a false or misleading return is an offence for which the person making the return is liable on summary conviction to a fine of \$2,000.00 or to imprisonment for a term of 6 months, or both.