

COMPANIES ACT OF 1994
NOTICE OF SECRETARY/ASSISTANT SECRETARY
FORM 29
INSTRUCTIONS

Format:

Documents required to be sent to the Registrar pursuant to the Act shall conform to regulations 15 to 18 of the Regulations under the Act.

Items 1, 2:

Set out the full name of the company and state the company number.

Item 3, and 4:

- (a) Set out the date of appointment or change.
- (b) In the case of an individual acting as Secretary/Assistant Secretary:
 - (i) set out the first given name, middle initial(s) and family name;
 - (ii) state full residential address; and
 - (iii) specify occupation, e.g. manager, farmer, geologist.
 - (iv) state the capacity of the individual, whether Secretary or Assistant Secretary
- (c) In the case of a corporation acting as Secretary/Assistant Secretary:
 - (i) set out the registered name
 - (ii) state the registered office address
 - (iii) specify occupation, e.g. firm of accountants
 - (iv) state the capacity of the corporation, whether Secretary or Assistant Secretary

Item 5:

Set out particulars as for items 3 and 4 above.

Signature:

A director or authorized officer of the company shall sign a notice.

Completed documents, in duplicate, to be deposited at the office of the Registrar.