

# Business Registries Office, Kingdom of Tonga

## Form 4 | Annual return

Section 223(1), Companies Act 1995

### Notes

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

If there is insufficient space on the form to supply the information required, attach a separate sheet containing the information set out in the prescribed format.

For office use only

Document number

Place barcode here

### Company name

### Company number

### 1. Date of annual return

This must be a date within the month allocated by the Registrar for filing your annual return.

### 2. Tax Identification Number (TIN)

### 3. Addresses

There are no changes in addresses (tick this box if applicable and skip to item 4).

If there are changes to any addresses, provide the current information below.

#### Address of registered office

This must be a physical address in Tonga and must not be a PO Box or Private Bag address.

Island group:

#### Address for service

The address for service is the same as the registered office address

or

The address for service is set out below.

This must be a physical address in Tonga and must not be a PO Box or Private Bag address

Island group:

#### Address for communications

The postal address for communications is the same as the registered office address

or

The postal address to which communications from the Registrar may be sent is set out below.

Island group:

Email (optional):

**4. Share register**

To be completed only if the share register is divided into two or more registers that are kept at different places – otherwise go to **5. Records**.

Description of part of share register	Address of place where kept

**5. Records**

To be completed if any of the records described in section 198(1) of the Companies Act 1995 are not kept at the company's registered office – otherwise go to **6. Directors**.

Description of records	Address of place where records kept

**6. Directors**Instructions for completing director information

1. If there are more than four existing directors please attach a separate sheet containing the information set out in the prescribed format. All names should be set out in BLOCK letters.
2. If there has been a change in directors (appointment or cessation) or a change in the details of an existing director, **form 16 must be submitted together with this annual return**.
3. The following persons are confirmed as the directors of the company as at the date of the annual return:

*Note | If there are more than four directors please attach a separate sheet containing the information set out in the prescribed format*

Full legal name*:  Birthdate:
Full legal name*:  Birthdate:
Full legal name*:  Birthdate:
Full legal name*:  Birthdate:

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

## 7. Shareholders

### Instructions for completing shareholder information

1. If there are more than four existing shareholders please attach a separate sheet containing the information set out in the prescribed format. All names should be set out in BLOCK letters.
2. If there has been a change in shareholders or a change in the details of an existing shareholder, **a form 9, 10, 11 or 11A, respectively, must be submitted together with this annual return.**
3. The following persons are confirmed as the shareholders of the company as at the date of the annual return:

*Note | If there are more than four shareholders please attach a separate sheet containing the information set out in the prescribed format*

Full name*:  Address:	Class of shares:  Number of shares held in each class:
Full name*:  Address:	Class of shares:  Number of shares held in each class:
Full name*:  Address:	Class of shares:  Number of shares held in each class:
Full name*:  Address:	Class of shares:  Number of shares held in each class:

\* In the case of a natural person, please give first name(s) followed by surname in BLOCK letters.

## 8. Resolution that no auditor be appointed

Has the company passed a resolution under Section 205(2) of the Companies Act 1995 that no auditor be appointed?  Yes  No

If yes, the date of the resolution was:

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And the text of the resolution is –

- attached to this annual return, or  
 set out below.

**9. Authorised signature**

The annual return must be signed by a director of the company or solicitor or public accountant authorised for that purpose.

Signature .....

Name
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**10. Lodged by**

Name:
Address:

**Other contact details:**

Telephone:
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Email (optional):
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**11. Checklist**

- Please complete and attach to this annual return the information concerning shares requested on the appendix.
- Please pay the prescribed fee of TOP\$100 plus 15% consumption tax. Please make cheques payable to *'Registrar of Companies'*.

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

## Appendix to Annual Return

### Shareholding information

Please supply the following information as applicable and attach this sheet to the annual return

Total shares issued:

Class of shares:

Number of shares held in this class:

Value of consideration for each share issued:

Number of shares issued for cash:

Number of shares issued other than for cash:

Amount called on each share:

**And where the full consideration was not payable or required to be provided in respect of the issue of the share:**

The value of that part of the consideration paid or provided in respect of the issue of the share:

Class of shares:

Number of shares held in this class:

Value of consideration for each share issued:

Number of shares issued for cash:

Number of shares issued other than for cash:

Amount called on each share:

**And where the full consideration was not payable or required to be provided in respect of the issue of the share:**

The value of that part of the consideration paid or provided in respect of the issue of the share:

Total amount (\$) of calls received:

Write 'NIL' if not applicable

Total amount (\$) of calls unpaid:

Write 'NIL' if not applicable

Total number of shares forfeited and not sold or otherwise disposed of:

Write 'NIL' if not applicable

Total number of shares purchased or otherwise acquired:

Write 'NIL' if not applicable

Total number of shares redeemed:

Write 'NIL' if not applicable