

Business Registries Office Kingdom of Tonga

Form 13D | Notice of location or change in location of accounting records

Section 204(2), Companies Act 1997

Notes

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

Place barcode here

Company name

Company number

1. Addresses of the principal share register of the company

Section 204(2) of the Companies Act provides:

- (1) A company need not keep its accounting records in Tonga.
- (2) If the records are not kept in Tonga, -
 - (a) the company shall ensure that accounts and returns for the operations of the company that –
 - (i) disclose with reasonable accuracy the financial position of the company at intervals not exceeding six months; and
 - (ii) will enable the preparation in accordance with the Ninth Schedule of the company's financial statements and any group financial statements and any other document required by this Act, -are sent to, and kept at, a place in Tonga; and
 - (b) notice of the place where -
 - (i) the accounting records; and
 - (ii) the accounts and returns required under paragraph (a), -are kept, shall be given to the Registrar.

If the company maintains its accounting records outside of the Kingdom of Tonga, attach a sheet to this form that sets forth the particulars of the location.

Note: the company does not have to keep its accounting records 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

4. Signed by director or authorised person

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

Name:

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

Signature:

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*'.

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