

# Business Registries Office Kingdom of Tonga

## Form 13 | Notice of change of address for service

Section 196(2), Companies Act 1995

### Notes

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

**For office use only**

Document number

*Place barcode here*

### Company name

### Company number

## 1. Address for service

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

Island group:

### Important information

- A company must have an address for service in Tonga.
- The address for service may be at the company's place of business or another place, but it must not be a PO Box or a Private Bag.
- If the address for service is at the office of any firm of chartered accountants, law practitioners, or any other person, you must also state the particulars of the location in any building of those offices in the address.
- The address for communication may be a postal address or the same as the address for service.

**Note:** A change in the address for service will be effective—

- five working days after this notice is registered with the Registrar; or
- any date specified in the notice as the date on which the change is to be effective so long as it is five working days after the date this notice is registered.

## 2. Effective date

The change in address for service of the company takes effect on:

*(Must be at least 5 working days after this notice is registered)*

## 3. Signed by director or authorised person

Name:

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

Signature: .....

Designation:  Director or  Authorised person

Date:

## 4. Lodged by

Name:

Address:

### Other contact details:

Telephone:

Email (optional):

## 5. Checklist

- The prescribed fee of TOP\$80 plus 15% consumption tax must accompany this form. Please make cheques payable to 'Registrar of Companies'.