



POTUNGAUE FEFAKATAU'AKI
MO E LANGA FAKALAKALAKA
FAKA'EKONOMIKA

Ministry of Trade & Economic Development

How to manage your company: submitting change filings

Background. All change filings for companies must be submitted through the online register: no paper change filings will be accepted. The online system has been designed so that all filings that are possible under the law can be submitted online. There are over 70 filings available including those related to rare events such as amalgamations, receiverships, and liquidations. Most companies will never need to submit most of the filings. This can be confusing, and this brochure will help you select the proper filing for your business need, focusing on the most common filings.

Using the online registry. Log in to your client account and select your company from the My Entities section of your client account dashboard. Click on the registration number of the company that needs a change filing and you will be taken to this screen:



ENTITY PROFILE

[BACK TO PREVIOUS PAGE](#)[+ NEW FILING](#)[REGENERATE CERTIFICATE](#)[ORDER DOCUMENTS](#)[+ ADD TO WATCHLIST](#)

Click on the “**+NEW FILING**” link to reveal a page with this field called “Form Category:

Form Category

Select a Category to Load the Available Forms

Click to Select

When you click in the field called “Form Category” you will see the types of filings that can be lodged:

New Filing


Registration Number	Entity Name (English)	Entity Type
LC0000000	DEMO CO LTD	Company

Form Category

Select a Category to Load the Available Forms

Click to Select

- Click to Select
- Annual Return or Financial Position
- Change of Directors or Officers
- Change of Entity Details and/or Shareholder Matters
- Compliance Filings
- Miscellaneous
- Winding Up

Filings organized by Form Categories. Change filings are organized by general Categories, such as Annual Returns, Change of Directors, etc. Click in the field for Form Category to reveal the following types of filings. If you need to file a change of director, for example, click on the “Change of Directors of Officers” item and you will then see the types of individual filings that are available:

New Filing


Registration Number	Entity Name (English)	Entity Type
LC0000000	DEMO CO LTD	Company

Form Category

Change of Directors or Officers

Forms Available to File

Click to Select

- Click to Select
- CO-15 | Notice of change of directors and particulars of directors
- CO-16 | Response to Registrar's Notice to produce director consent
- CO-23 | Change in particulars of existing shareholders
- CO-83 | Registrar's notice to produce director consents
- CO-88 | Registrar appointment of auditor

Select the category and then the correct form. You will then be taken to the correct form into which you will enter the relevant information.

Description of a few common filings. The following is a brief description of the most common filings:

- *Appoint new director, or cease or change the details of a current director.* You will use this one form to either appoint a new director(s), cease an existing director(s), or change the details (like name and address) of a current director. The system will present you with all of the current directors. To change the details of a current director, click on the edit icon . The next screen will allow you to change their name and address, or else you can remove them from being a director. If you need to appoint a new director, click on the  icon and enter the details of the new director.
- *Shareholder changes.* There are two main filings regarding shareholders. The “Change of name, address, etc. For an existing shareholder” is used to change details of a current

shareholder. It works just like a change in the details for a director, simply click on the edit icon  and the next screen will allow you to change their details. If a shareholder transfers their shares to another, use the “Notice of share transfer” filing to enter the details of the new shareholder and the number of shares transferred to them (which could be all or part of the shares owned by the transferor).

- *Annual Return.* Every company must file an annual return. You will receive email notifications when your return is due. To file, select the category “Annual Return” and click on the annual return filing. You will be presented with all the current information for the company. If all is correct, simply click on  and the filing is complete and ready for payment. However, if the information is not correct you must address that before filing the return. For example, if a new director was appointed in the past but the “Appoint new director” form was not filed, you will need to file that director form before completing the annual return.