

# Companies Office Kingdom of Tonga

## Form 12 | Notice of change of registered office

Section 196(2), Companies Act 1995

### Notes

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

<b>For office use only</b> Document number <input type="text"/>
<i>Place barcode here</i>

### Company name

### Company number

## 1. Address of registered office

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

<input type="text"/>
Island group: <input type="text"/>

### Important information

- A company must have a registered office in Tonga.
- The registered office 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 registered office 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.

**Note:** A change in the registered office 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 registered office of the company takes effect on:

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*(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: <input type="text"/>
Address: <input type="text"/>

### Other contact details:

Telephone: <input type="text"/>
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Email: <input type="text"/>
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## 5. Checklist

- The prescribed fee of TOP\$80 plus 15% consumption tax must accompany this form. Please make cheques payable to 'Ministry of Trade & Economic Development'.