

Number of }
Company }

THE COMPANIES CODE, 1963

Form of Annual Return of a Company incorporated under The Companies Code, 1963

As required by Part M of the Companies Code, 1963 (Section 122)

Fee GH¢

Annual Returns of

.....
LIMITED

made up to the day of 20.....

(Being the date of the Annual General Meeting for the year 20.....)

SITUATION AND P. O. BOX NUMBER OF REGISTERED OFFICE

The address of the Registered }
Office of the Company is }

SITUATION OF REGISTER OF MEMBERS

The address of the place }
at which the Register }
of Members is kept (if }
other than the Regis- }
tered Office of the }
Company) is }

SITUATION OF REGISTER OF DEBENTURE- HOLDERS

The address of the place in Ghana }
other than the Registered Office }
of the Company, at which is }
kept any Register of holders of }
debentures of the Company is }

COMPANY'S PRINCIPAL PLACE OF BUSINESS

CERTIFICATE APPROPRIATE TO A PRIVATE COMPANY ONLY

A. CERTIFICATE TO BE GIVEN BY A DIRECTOR AND THE SECRETARY OF EVERY PRIVATE COMPANY (whether an Exempted body Corporate or not).

WE CERTIFY that the Company has not since the date of [the incorporation of the Company/the last Annual Return] issued any invitation to the public to acquire any Shares or Debentures of the Company or to deposit money with it.

Signed.....Director
In the case of the first Return strike out the second alternative

Signed.....Secretary
In the case of a second or subsequent Return strike out the first alternative.

B. WE CERTIFY that (a) the number of Members and debenture-holders of the Company does not exceed fifty/or that any excess of the number of Members of the Company over fifty consist wholly of persons who under paragraph (b) of Subsection (3) of Section 9 of The Companies Code, 1963, are no to be included in reckoning the number of fifty.

Signed.....Director

Signed.....Secretary

The Return must be signed, at the end, by a Director and the Secretary of the Company

3. Summary of Stated Capital, Shares and Debentures*

1. STATED CAPITAL

GHC

- (a) amount of total proceeds of every issue of shares for cash, including any amounts paid on calls made on shares issued with an unpaid liability, without any deductions for expenses or commissions . .
- (b) amount of total value of the consideration as stated in the agreement, received for every issue of shares otherwise than for cash
- (c) total amount transferred to stated capital from surplus, as defined in section 69 of this Code, including the credit balance on the share deals account referred to in section 63 of this Code

 Total

(b) ISSUED SHARES AND DEBENTURES

	<i>Number</i>	<i>Class</i>
2. Number of authorised shares of each class	{ Shares
	 shares
	 shares
	 shares

3. Number of shares of each class	{ Shares
	 shares
	 shares
	 shares

4. Number of treasury shares of each class	{ Shares
	 shares
	 shares

NOTE. - This margin is reserved for binding and must not be written across

	<i>Amount</i>	<i>Class</i>
5. Total amount of calls unpaid which are due and payable of each class.	Gh¢.....shares
	Gh¢.....shares
	Gh¢.....shares
	Gh¢.....shares

	<i>Number</i>	<i>Class</i>
6. Total number of shares of each class forfeited.shares
shares
shares
shares

7. Total amount paid (if any) on shares forfeited Gh¢.....

NOTE. - This margin is reserved for binding and must not be written across

4. Particulars of Indebtedness

Total amount of indebtedness of the company in respect of all mortgages and charges which are required to be regis- } Gh¢.....

6. Particulars of
Particulars of the persons who are directors*

Present Forename and Surname	Any former Forename or Surname*	Nationality

Particulars of the person who is secretary of the company at the date of this return

Name (In the case of an individual, present Forenames and Surname, †In the case of a corporation the corporate name)¶	Any former Forename or Forenames and Surname‡	Usual residential address (In the case of a corporation, the registered or principal office)¶

NOTE. - This margin is reserved for binding and must not be written across

Directors and Secretaries

of the company at the date of this return

NOTE. - This margin is reserved for binding and must not be written across

Usual residential address	Business occupation and particulars of other directorships*

.....
Director

.....
Secretary

NOTES

* The names of all bodies corporate incorporated in Ghana of which the director is also a director should be given

5. List of Past and

*List of person holding shares in the company as at the date of the Annual since the date of the last return, or in the case of the first return, of the incorporation, an index sufficient to enable the name of any

Folio in register ledger containing Particulars	NAME AND ADDRESSES, ETC†				
	Present forename and Surname	Any former forename or Surname	Residential and postal Address	Business Occupation	Nationality

NOTE. - This margin is reserved for binding and must not be written across

NOTES

*If the return for either of the two immediately preceding years has given as at the date of that return the full particulars...

Present Members

General Meeting for 20 , and of persons who have held shares therein at any time poration of the company. *N.B. If the names in the list are not arranged in alphabetical person to be readily found must be annexed.*

NOTE. - This margin is reserved for binding and must not be written across

ACCOUNT OF SHARES				Remarks
Number of shares held by existing members at date of return*†	Particulars of shares transferred since the date of the last return, or, in the case of the first return, of the incorporation of the company, by (a) persons who are still members and (b) persons who have ceased to be members‡			
	Number†	Date of registration of transfer		
		(a)	(b)	

* The aggregate number of shares held by each member must be stated, and the aggregates must be added up so to agree with the number of shares stated in the summary of Stated Capital and Debentures to have been taken up.

5. List of past and

*List of person holding shares in the company as at the date of the Annual since the date of the last return, or in the case of the first return, of the incorporation, an index sufficient to enable the name of any

Folio in register ledger containing Particulars	NAME AND ADDRESSES, ETC.				
	Present forename and Surname	Any former forename or Surname	Residential and postal Address	Business Occupation	Nationality

NOTE. - This margin is reserved for binding and must not be written across

NOTES

*If the return for either of the two immediately preceding years has given as at the date of that return the full particulars required as to past and present members and the shares and stock held and transferred by them, only such of the particulars need be given as relate to persons ceasing to be or becoming members since the date of the last return and to shares transferred since that date or to changes as compared with that date in the amount of stock held by a member. If only

Present Members - continued

General Meeting for 20 , and of persons who have held shares therein at any time poration of the company. - *N.B. If the names in the list are not arranged in alphabetical person to be readily found must be annexed.*

ACCOUNT OF SHARES				Remarks
Number of shares held by existing members at date of return*†	Particulars of shares transferred since the date of the last return, or, in the case of the first return, of the incorporation of the company, by (a) persons who are still members and (b) persons who have ceased to be members‡			
	Number*†	Date of registration of transfer		
		(a)	(b)	

NOTE. - This margin is reserved for binding and must not be written across

*The aggregate number of shares held by each member must be stated, and the aggregates must be added up so as to agree with the number of shares stated in the Summary of Stated Capital and Debentures to have been taken up.

†When the shares are of different classes these columns should be sub-divided so that the number of each class held, or transferred, may be shown separately. Where any shares have been converted into stock the amount of stock held by each member must be shown.

THE NATURE OF THE AUTHORISED BUSINESS OR OBJECTS

NOTE. - This margin is reserved for binding and must not be written across

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Director

SUBSIDIARY COMPANIES AND BODIES CORPORATE IN WHICH THE COMPANY IS BENEFICIALLY ENTITLED TO 25% VOTING RIGHTS

Name of Company	Country of Incorporation	Nature of Business

NOTE. - This margin is reserved for binding and must not be written across

Certified copies of Accounts

Except where the company is either an exempted body corporate as defined by section 269 (5) of the Companies Code, 1963, which sends with this return a certificate in the form set out below, there must be annexed to this return a written copy, certified both by a director and by the secretary of the company to be a true copy of every balance sheet circulated to the members and debenture-holders for the period to which this return relates in pursuance of section 124 of the Companies Code, 1963. If any such balance sheet or document required by law to be annexed thereto is in a foreign language there must also be annexed to that balance sheet a translation in English of the balance sheet or document certified in the prescribed manner to be a correct translation. If any such balance sheet as aforesaid or document required by law to be annexed thereto did not comply with the requirements of the law as in force at the date of the audit with respect to the form of balance sheets or documents aforesaid, as the case may be, there must be made such additions to and corrections in the copy as would have been required to be made in the balance sheet or documents in order to make it comply with the said requirements, and the fact that the copy has been so amended must be stated thereon.

Additional Certificate to be given in the case of an Exempt Private Company by the Persons signing the Certificates on page 1

We certify that, to the best of our knowledge and belief the conditions mentioned in subsection (5) of section two hundred and sixty-nine of the Companies Code, 1963, are satisfied at the date of this return and have been satisfied at all times since

.....
Director

.....
Secretary