



THE COMPANIES ACT, 1995

**NOTICE OF ADDRESS OF REGISTERED OFFICE**

FORM 4

INSTRUCTIONS

*Format*

Documents required to be sent to the Registrar pursuant to the Act must conform to regulation 3 of the Regulations.

*Item 1*

Set out the full legal name of the company.

*Item 2*

State company number except where a number has not yet been assigned.

*Item 3*

Set out in full the location of the registered office including street address and, if multi-office building, room number.

*Item 4*

Mailing address may include post office box number. If mailing address is same as in item 3, state "same as above".

*Item 5*

This item needs to be completed only if there is a change in the location or address of the registered office.

*Item 6*

Set out title.

In the case of a notice of address of registered office, an incorporator shall sign the notice indicating that he is an incorporator.

In the case of a notice of change of address, a director or an authorized officer of the company shall sign the notice indicating the capacity in which he is signing.

*Service of Documents*

Note that documents may, under section 491 of the Act, be sent to or served upon the company at its registered office.

Completed documents, in duplicate, and the prescribed fees are to be filed at the office of the Registrar and one set of the duplicate originals would be returned to the company or its representative with the endorsement "Registered" and the date of registration.