



CORPORATE AFFAIRS COMMISSION

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SIXTH SCHEDULE SECTION (317 AND 319) ANNUAL RETURN OF COMPANY HAVING SHARE CAPITAL

ANNUAL RETURN
 OF.....Limited
 made up to the day
 of.....(Being the
 fourteenth day after the date of the annual general meeting for the year
 20.....)

1. Address
 (Address of the registered office of the company)

2. Situation of registers of members and Debenture holders.
 - a) (Address of place at which the register of members is kept,
 If other than the registered office of the company

 - b) (Address of any place in sierra Leone other than the registered
 Office of the Company at which any register of
 Holders of debenturers of the company or such register or
 Part of such register is kept

3. Summary of Share capital and Debentures.
 - a) Nominal Share Capital
 Nominal Share Capital
 Divided Into:

(Insert number and Class)	Shares of	each
.. .. .	Shares of	each
.. .. .	Shares of	Each
.. .. .	Shares of	Each

b) Issued Share Capital and debentures

	Number	Class	Shares
Number of shares of each	Shares
Class taken up to the date	Shares
Of this return (Which number)	Shares

considered as paid on the number of shares of each class issued as fully paid		
Shares		
up for a consideration paid other		
shares		
than cash		shares
Total amount of calls unpaid		Le
Total amount of the sum (if any) Paid by way of the commission in respect Of any shares of debentures		Le
Total amount of the sum (if any) Allowed by way of discount in Respect of any debenture since The day of the last return		Le
Total numbers of shares		Shares
Each class forfeited		Shares
		Shares

4. Particulars of debentures

Total amount of indebtedness of the company in respect of all mortgages and charges which are required to be registered with the commission under this Act

5. List of past and present members

List of person's holdings shares and stocks in the company on the fourteenth day after the annual general meeting for 20..... and persons who have held shares or stock therein at any time since the date of the last return, or the case of the first return, of the incorporation of the company

			Account of Shares	Remarks
Folio in register containing	Name and addresses.	Number of shares held by existing members at date of return	Particulars of shares transferred since the date of the last return of the incorporation of the company of (a) persons who are still members and (b) Persons who have ceased to be members * Registration of transfers	

The aggregate members of each shares must be stated, and the aggregate must be added up so as to agree with the number of shares stated in the summary of share capital and debentures to have been taken up.

When the shares are of different classes these column should be subdivided so that the number of each class held, or transferred must be shown separately where any share have been converted into stock the amount of stock held by each member must be shown.

The date of registration of each transfer should be given as well as the number of shares transferred on each date, the particulars should be placed together to that of the transferee, but the name of the transferee must be inserted in the "marks" column immediately opposite the particulars of each.

- i. If the return of either of the two preceding years was given as at date of that return the full particulars required as to past and present members

And the share and stock held and transferred by them. Only such of the particulars need to be given as related to person ceasing to be or becoming members since the date of the last return and to shares transferred since that date or changes as compared with date in the amount held by a member.

- ii. If the names in the list are not arrange in alphabetical order, an indent sufficient to enable the name of any persons to be readily found must be annexed.

6. Particulars directors and securities

Particulars of the persons who are directors of the company at the date of this return.

Names present Fore- names and Surname	Any Former forenam es or names and surname	Nationali ty	Usual residenti al Address	Business occupation and particulars of other directorships	Date of Birth
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Particulars of the person who is secretary of the company at the date of this return

Name (In this case of an individual. present forenames or names and	Any former forename or surname	Usual residential address(in the case of a corporation, the
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surname In the case of corporation ,the corporate)		register or principal office)
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Signed.....
.....

Director.....
.....

Notes

“Director” include any persons who occupied the position of a director by whatsoever name called and any person in accordance with whose directions or instructions the directors of the company are accustomed to act.

“Former Forename” and former surname” do not include in the case of a marriage woman the name or surname by which she has known **previous to the marriage**

Where all the partners in the firm are joint secretaries, the name and principal office of the firm may be stated.

*Delivered for filing

by.....
.....

*This should be printed at the bottom of the first page of the return

**SEVENTH SCHEDULE
(SECTION 319)**



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ANNUAL RETURN FOR A SMALL COMPANY

PART I *Content*

1. The name and addresses of registered office of the company.
2. If the register of office members is, under this act keep elsewhere than at the registered office of the company, the address of the place where it is kept.
3. If any register of holders of debentures of th company or such register or part of such register is, under Act kept elsewhere than at the registered office of the company, the address of the place where it kept.
4. The authorized share capital of the company.
5. The issued capital
6. The total paid-up capital
7. Particulars of the total amount of the indebtedness of the company in respect of the company in respect of all mortgages and charges which are required to be registered with the commission under this Act.
8. Particulars of the directors and secretary.

PART II

Annual returns oflimited made up to the day of 20 (being the fourteenth day after the date of the annual general meeting for the year.....

.....

1. Name

.....

2. Address

(Address of the register office of the company).

.....

3. Situation of registered of members and debenture holders.

.....

- a) (Address of place at which the register of members is kept, if other than the registered office of the company)
- b) Address of any place in Sierra Leone other than the registered office of the company at which any register of holders of debentures of the company or any duplicate of such register of part of such register is kept.

4) Particulars of Indebtedness

Particulars of the persons who are directors of the company at the date of this return

Name present forename or names and surname	Any former forenames or names and surname	Nationality	Usual residential address	Business occupation and particulars of other directorships	Date of birth

Full Legal name of the reporting Company	Names of all shareholders holding more than 5 %(whether natural person or company) of total shareholding. This category also includes persons holding (directly or indirectly) 5% of voting rights in the company	Country of Incorporation	Address of reporting Company	Tax Identification Number
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Particular of the person who is secretary of the company at the date of this return

Name (In the case of an individual, present forename or names and surname, , and in the case of a corporation, the corporate name).	Any former forename or surname	Usual residential address (In the case of a corporation, the registered or principal office).

5) Information on Beneficial Ownership

All companies must disclose details on beneficial ownership as per statutory obligation

NB-Please be reminded that there is a duty to disclose whether beneficial owner is a natural person or legal entity

Signed.....

Director.....

Notes

“Director” include any person who occupies the position of a director by whatsoever name called any person in accordance with whose directions or instruction the directors of the company are accustomed to act.

““Former Forename” and former surname” do not include in the case of a marriage woman the name or surname by which she has known **previous to the marriage.**

The name s of all bodies corporate of which the director is also a director should be given except those bodies of which the company is making the return is wholly-owned subsidiary or bodies corporate which are the wholly owned subsidiaries either of the companies or of another company of which the company is the subsidiary of another if it has no members except that other and that other wholly-owned subsidiaries and it or their nominees. If the space provided in the form is sufficient, particulars of both directorship should be listed on a separate statement attached to the return.

Where all partners in a firm are joint secretaries, the name and principal office of the firm may be stated

*Delivered for filling by

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*This should be printed at the bottom of the first page of the return.