



CORPORATE AFFAIRS COMMISSION

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SIXTH SCHEDULE SECTION (317) 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	

must agree with the total shown
Shares		
in the list as held by members).		
Numbers of Shares of each
Shares		
Payment wholly in cash
Shares		
Numbers of shares of each		Shares issued as paid up to
Class issued as party		the extent of Le per share
Paid up for a consideration		
Other than cash and extent		shares issued as paid
To which each such share		up to the extent of Le
Is so paid up	
Numbers of shares (if any)	SharesShares
Of each class issued at	Shares
A discount	Shares
Amount of discount on the		
issued share which has not		
been written off at the date		
of this return	Le.....

Number

Class

Amount called Le.....Per Share	Shares
Up on number Le.....Per Share	Shares
On shares of Le..... Share	
On each class of Le.....Per	SharesShares

Total number of calls received.

Including payment on		
application and allotments		Shares
And any sum received on		
shares forfeited		

Number

Class

Shares

Total amount (if any) agreed to be		
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 (if any) agreed to be		

considered as paid on the number of shares of each class issued as fully paid	
Shares		
up for a consideration paid other 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

Folio in register containing	Name and address	Number of shares held by existing members at date of return	Account of Shares	Remarks
			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.....

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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

