

PAPUA NEW GUINEA
Business Names Act

Act, Sec.12(1)

Form

3

**STATEMENT FOR RENEWAL OF REGISTRATION OF BUSINESS NAME
FOR INSTRUCTIONS SEE OTHER SIDE**

- 1 Business name (insert business name as registered).....
.....

2. If the business is carried on -
 - (a) at one address in the country state -
 - (i) the precise location of the place of business.....
.....
 - (ii) the postal address:.....
 - (b) at more than one address in the country state -
 - (i) the precise location of the principal place of business:
.....
 - (ii) the postal address of that place of business:
 - (iii) the precise location of each other place of business:
.....

3. Concise description of nature of business:

4. Name and other particulars of each person carrying on business under the business name: -

<i>Given names of surname of each individual and corporate name of each corporation. (If any applicant is under the age of 21 years, he is to be described as an infant and the date of his birth is to be set out).</i>	<i>Former given names or surname (if any) of each individual.</i>	<i>Usual place of residence and postal address of each individual and place of registered office in the country of each corporation.</i>
.....
.....
.....
.....

5. Full name and address of resident agent authorised, in writing, to accept service on my or our behalf of any notices for the purposes of the Business Names Act, and of any process:-.....
of

Dated20.....
.....
(Signature.)

**PLEASE COMPLETE BOTH SIDES OF THIS FORM
FOR INSTRUCTIONS SEE OTHER SIDE**

BUSINESS NAME RENEWAL INSTRUCTIONS

This application for Renewal of Registration of Business Name may be lodged within the period of one month before and ending one month after the expiry date shown on the certificate of registration. All particulars must be the same as the registered application.

Item 5 is to be completed where the person or ALL the persons carrying on the business resides or reside outside the country or has or have no fixed address in the country.

This application for Renewal of Registration of Business Name is to be signed by the person or ONE of the persons in relation to whom the name is registered or by some person authorised, in writing, to sign the statement on his or their behalf. In the case of a corporation, the statement is to be signed by a director or manager or the secretary of the corporation or, in the case of a foreign company, it may be signed by the agent of the corporation appointed for the purpose of the Companies Act.

CHANGE IN PARTICULARS AFTER REGISTRATION

If after registration there are changes in the details given in the application for Registration an appropriate Form, must be lodged with the Registrar.

- (1) A Statement of Change in Certain Particulars (Form 4) must be lodged with a fee of K5 if there is a change in the:-
 - (a) postal address;
 - (b) registered Office; or
 - (c) nature of business.

- (2) A Statement of Change of Person in Relation to whom Business Name is Registered (Form 6) must be lodged with a fee of K10 if there is a change of proprietors of the business name.

Please note that a Business Name once registered cannot be changed. The only option is to cease registration under the registered name by completing a Notice of Cessation of Registration of Business Name (Form 5). A new business name may then be registered.

PERIOD OF REGISTRATION

Registration of a Business Name is valid for three years. It expires three years after the date of registration. It must be renewed if the business is still in operation. The expiry date of a registered business name is shown on the certificate of registration.

<p>Lodged by:</p> <p>.....</p> <p>Address:</p> <p>.....</p> <p>Telephone:</p> <p>Email.....</p>	<p>Lodged in the office of the Registrar of Companies on:</p> <p>.....</p> <p>Registrar of Companies</p>
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