

# Companies Office Investment Promotion Authority

## Form 17 | Notice of change of registered office

Section 162(2), Companies Act 1997

### Notes

The information on this form must be either typewritten or printed legibly in BLOCK letters.

Place barcode here

### Company name

### Company number

## 1. Addresses

### New registered address:

See instructions below for completing this information properly.

District and Province:

### Address for communication

Postal address to which written communications from the Registrar may be sent

Postal address:

District and Province:

### Email address

This is the address which to which routine communications from the Registrar will be sent. An email is required in order to use the on-line filing services.

Email address):

### Instructions

- A company must have a registered office in Papua New Guinea.
- The registered office may be at the company's place of business or another place, but it must not be a PO Box. A village address is not acceptable.
- The address must include the suburb, street name and number or the allotment and section number or partial section number.
- If the registered office is at the office of any firm of chartered accountants, law practitioners, or any other person, you must also state the particulars of the location in any building of those offices in the address.
- If the registered office is not at the office of any such firm but is located in a building occupied by persons other than the company, the particulars of its location in the building must be stated.
- The address for communication may be a postal address or the same as the registered office.

## 2. Effective date of change

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**Note:** A change in the registered office will be effective -

- five working days after this notice is registered with the Registrar; or
- any date specified in the notice as the date on which the change is to be effective so long as it is five working days after the date this notice is registered.

### 3. Signed by director or authorised person

I certify that the information in this form is true and correct.

Name:  Signature: .....

*(Please give first name(s) followed by surname in BLOCK letters)*

Designation:  Director or  authorised person

Date:  /  /

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### 4. Lodged by

|                   |                      |
|-------------------|----------------------|
| Name:             | <input type="text"/> |
| Address:          | <input type="text"/> |
| Telephone:        | <input type="text"/> |
| Email (optional): | <input type="text"/> |

### 5. Checklist

The following must accompany this form:

The prescribed fee of **K100**. A prescribed fee of **K50.00** is payable if lodged through the Online Registry Service. Please make cheques payable to 'Registrar of Companies'.

Please deliver documents to: Investment Promotion Authority, \_\_\_\_\_.