

# Companies Office Investment Promotion Authority

## Form 18 | Notice of location of records not kept at registered office

Section 164(4), Companies Act 1997

Place barcode here

### Notes

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

### Company name

### Company number

### 1. Addresses of the place (other than the registered office) where records are kept

District and Province

This item 1 must be completed. The address provided must be adequate to identify the office of firm at which the records are kept. Provide the suburb, street name and number, or allotment and section number or portion number. The district and province must be stated. If at the premises of a firm or in a building the particulars must be provided. A village address is insufficient. A PO Box address is not allowed.

### 2. Description of records not kept at registered office

Note: the share register of the company cannot be kept at an address other than the registered office.

### 3. Date records kept elsewhere, or date records were moved

/ /

### 4. 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: / /

### 5. Lodged by

Name:  
Address:

Telephone:

Email (optional):

