

# Companies Office Investment Promotion Authority

## Form 52 | Annual return of overseas company

Section 391(1), Companies Act 1997

### Notes

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

If there is insufficient space on the form to supply the information required, attach a separate sheet containing the information set out in the prescribed format.

Place barcode here

### 1. Overseas company name

Papua New Guinea

### Overseas company number

This is the registration number in

### 2. Date of annual return

This must be a date within the month allocated by the Registrar for filing your annual return.

### 3. Carrying on business

Has the overseas company carried on business in Papua New Guinea since the date of its last annual return or, if no annual return has been filed, since its date of registration?

Yes

No

If "Yes" then complete all items. If "No" then only complete items 5, 6, 7 and 11.

### 4. Business address

Where the overseas company has a place of business in Papua New Guinea, provide the full address of the place of business in the country of the overseas company or, where the overseas company has more than one place of business in the country, the full address of the principal place of business in the country of the overseas company.

#### Business Address

Provide the suburb, street name and number, or allotment and section 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.

  

### Also provide the following information:

#### Postal Address

This may be the same as the business address. Provide the suburb, street name and number, or allotment and section number. The district and province must be stated. If at the premises of a firm or in a building the particulars must be provided.

## 5. Email address

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

Email address:

## 6. Directors

### Instructions for completing director information

1. If there are more than four existing directors please attach a separate sheet containing the information set out in the prescribed format. All names should be set out in BLOCK letters.
2. If there has been a change in directors (appointment or cessation) or a change in the details of an existing director, Form 50 must be submitted together with this annual return.
3. The following persons are confirmed as the directors of the company as at the date of the annual return:

Full legal name:

Date of birth:

Full legal name:

Date of birth:

Full legal name:

Date of birth:

Full legal name:

Date of birth:

## 7. Resident agent in Papua New Guinea

1. If there has been a change in the resident agent (appointment or cessation) or a change in the details of an existing resident agent, Form 50 must be submitted together with this annual return.
2. The following person(s) is confirmed as the resident agent of the overseas company as at the date of the annual return:

If the person authorized to accept service is a natural person, complete this box:

Full legal name:

*Initials in the name are not sufficient. With regard to the address, provide the suburb, street name and number, or allotment and section or portion number. The district and province must be stated. A village address is insufficient.*

If the person authorized to accept service is a registered entity, complete this box:

Full registered name:

If the person authorized to accept service is a registered entity, please refer to the registered office address of that entity.

**8. Ongoing business activity**

The following is the principal activity of the overseas company in Papua New Guinea:

- Agriculture, Manufacturing, Distribution, Retail, Forestry, Tourism, Mining, Oil and gas, Fisheries, Statutory company, Construction, Transportation, Entertainment/catering, Telecommunication, Professional & other services, Financial Institution, Information technology, Other

**9. Financial Statements**

A true and correct copy of the financial statement of the overseas company and an auditor’s report on the statement must be submitted with this annual return if the overseas company is carrying on business in Papua New Guinea. Where the financial statements are not in English, a translation certified in accordance with Section 11 of the Companies Regulation must be submitted.

**10. Employees**

Total number of full-time employees working for the company in Papua New Guinea that are citizens of Papua New Guinea as of the date of this annual return: [Form]

Total number of part-time employees working for the company in Papua New Guinea that are citizens of Papua New Guinea as of the date of this annual return: [Form]

Total number of full-time employees working for the company in Papua New Guinea that are not citizens of Papua New Guinea as of the date of this annual return: [Form]

Total number of part-time employees working for the company in Papua New Guinea that are not citizens of Papua New Guinea as of the date of this annual return: [Form]

**11. Declaration and authorised signature**

I certify that all information on this form is true and correct, and any document submitted with this form is a true and correct copy of the original document.

The annual return must be signed by a director or a person authorized by the Board to submit the annual return.

Name: [Form]

Signature: .....

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

Designation: [ ] Director or [ ] uthorised person

Date: [ / / ]

## 12. Lodged by

Name:

Address:

Telephone:

Email (optional):

## 13. Checklist

The following must accompany this form:

- Copies of financial statements if required.
- The prescribed fee of **K1000.00**. A prescribed fee of **K500.00** if annual return is lodged through *Online Registry Service*. Please make cheques payable to '*Registrar of Companies*'.  
Please deliver documents to: Investment Promotion Authority, \_\_\_\_\_.