FORM 13

THE COMPANIES ACT, 2019 (ACT 992) PURSUANT TO SECTION 123 & 124

NOTICE OF SITUATION OF REGISTERED OFFICE OR ANY CHANGE THEREIN

OFFICE OF THE REGISTRAR OF COMPANIES
REPUBLIC OF GHANA

FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN BETWEEN WORDS

PLEASE WRITE ALL WORDS WITH NO ABBREVIATIONS

ALL FIELDS MARKED WITH AN ASTERISK (*) INDICATES A MANDATORY FIELD

A fee is payable on presentation of this form. Please see the fees on our website www.orc.gov.gh

Read the instructions before completing the Form. Incomplete applications or invalid data may delay the registration process

(A)

*Company Name**		Name should be exact as registered, should there have been any Change of Name after registration do state the new name The Registration Number is stated at the top left side of the Registration Certificate
*Registration Number**		
*Presented By**		Full name and TIN of the natural person or legal entity submitting documents to the Registrar of Companies
	TIN*	
*Nature of Change**	**Principal Place of Business** ☐ **Registered Office Address** ☐ **Other Place of Business** ☐ **Postal Address** ☐ **Contact Number/Email** ☐	Tick the applicable type of change
*Digital Address**		Digital Address of the Registered or Principal Place of Business (www.ghanapostgps.com) State the Street, City, District, Region in which the Company is situated.
H/No. /Building /Flat No.:		
District		
Street		
Region		
Present Postal Address (P.O.Box / DTD / PMB)		
New Mobile No.		
New Fax No.		
New Email Address		
Website		
Declaration		Provide Signature of the Director or Secretary and also mention clearly either its Director or Secretary's signature State Date in the provided space as per format.
*Name**		
*Position/Designation**		
*TIN**		
*Ghana Card (National Identity Card)**	**GHA -**	
*Director's Signature**	……	
*Date**	D D M M Y Y Y Y	

(G) **For Office Use Only**

*Date of Submission of Document**																						
*Name of Company Inspector**																						
*Filing Date**																						

*Signature**

……..