NOTIFICATION OF CHANGE/APPOINTMENT OF COMPANY SECRETARY

THE COMPANIES ACT, 2019 (ACT 992) SECTION 216

FORM 17A



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 process

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					changes accordingly
					Clearly state the exact date for the
					the Nature of Change in the particular
					Provide here a detailed description of
					•
Secretary	Removal	Deputy S	ecretary	y	the nature of Change
y	Removal	of Secret	ary		Tick the appropriate box(s) to indicate
TIN*					documents to the Registrar of Companies
					person or legal entity submitting
					Full name and TIN of the natural
					Certificate
					the top left side of the Registration Certificate
					The Registration Number is stated at
					Name after registration do state the new name
					should there have been any Change o
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(C)			In (Case	the	Cor	npa	ny S	ecre	tary	is a	Bod	y Co	rpoi	rate		
Corporate Name*																	The Corporate Body must have as one
																	of its promoters, subscribers or operating officers a person who
Corporate TIN*																	qualifies to be a Company Secretary.
Digital Address*																	The Cornerate Depresentative must
Corporate Address																	The Corporate Representative must hold at least one of the qualification(s)
H/No. LMB*																	of secretary stated above
																	Reference to section 211 (2) Act 992
P.O. Box/DTD/PMB*																	
Name of Person Representing																	
the Corporate Secretary*																	
TIN of Representative*																	
Ghana Card (National Identity	Cara	<i>l</i>)*			GF	IA -											
Signature(Corporate Representative)*										I							
Corporate Stamp*																	
	1			A	Attes	ted b	у										For authentication purposes, two
Director*	Т	IN															officers of the company are to sign
Name*																	their signatures together with a seal or stamp of the company
		-	1	-	1		1	1	-	-	1	-					Reference to section 150 (1) (D) (i) Act
Signature*																	992
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Director/secretary's Signature*																								
(F)							Ben	eficia	al Ov	vner	(B0)												
A beneficial owner (or owners) i	s the	indiv	vidua	l or i	natur							-	inter	est i	n, or	exer	cises	Sec	ction 3	35 (14	4) and	(15)	of Act 9	92
influence over the legal person (subst	antia	l ben	efit fi	rom t	the a	pplic	ant's	activ	vity.	A							
beneficial owner is an individual	and	cann	ot be	a co	mpar	ıy.																		
SANCTIONS: Failure to discle	ose is	s an o	offen	ce a	nd wi	ill att	ract	sanct	ions	and 1	pena	lties												
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Name of Company Inspector*																								1
Name of Company Inspector* Filing Date*																								

3 of 4

Signature*

Important Information

Privacy Notice

Collection of Information: We collect personal identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our customers. The information provided is used to fulfill your specific request.

Distribution of Information: This would be done as permitted or required by law / Companies Act 2019 (Act 992)

Commitment to Data Security: Your personal identifiable information is kept secure. Only authorized employees, agents and contractors who have agreed to keep information secure and confidential have access to this information.

Change Notice

Every company is required to furnish the Registrar with any change after incorporation e.g. Change of Company Name, Change of Address, Change of Director(s) / Secretary etc.

Annual Return of a Company Incorporated		
All companies incorporated are to file mandatory Annual Returns after the fir	st eighteen m	onths together with Audited Accounts and subsequently annually at a fee. Late/Non
Filing attracts Penalties		
Check List (✓)		
Please make sure you have complied with the following		
The document has been signed at all indicated places		
Company Secretary has required qualification(s)		
Company Secretary has attached Consent Letter, if any		
All supplementary Forms are attached, if any		
Filled BO Form(s) attached, if any		
Filled TIN Form(s), if any		