



Ministry of Commerce, Industry, and Labour
 Matagaluega o Pisinisi, Alamanuia ma Leipa

P.O.Box 862
 Apia
 SAMOA
 Telephone: 20441
 Facsimile: 20443
 Email: mpal@mcil.gov.ws
 Website: www. mcil.gov. ws
 Level 4, ACB House, Apia

[inclusive of Registries of Companies and Intellectual Property]

Form 12
Annual return
Section 124, Companies Act 2001

[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.]

Company name

Company number

Place a tick ✓ in the appropriate box

Private company

Public company

Address for communication

[This address must be a physical address and not a PO Box, or Private Bag address.]

Current address	Updated address

Address of Registered office

[This address must be a physical address and not a PO Box, or Private Bag address.]

Current address	Updated address

Form 12 – continued

Postal address

[This is the postal address to which communications from the Registrar will usually be sent.]

Current address	Updated address

Company directors

Full legal name*	Residential address and postal address

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

Share parcels

Total number of shares issued

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[Please give in the table below the names and addresses of, and the number of shares held by, the persons holding the 10 largest numbers of shares.]

Form 12 – continued

[Please tick ✓ the box if the company has more than 10 share parcels.]

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Number of shares in share parcel	Full legal name(s) of shareholders(s)	Address(es) of shareholder(s)*

**If the shareholder is a natural person, please give a residential address. If the shareholder is a body corporate, please give the address of its registered office or, if it does not have a registered office, the address of its principal place of business.*

[Note: If the trustees of a trust (for example, a family trust) are not incorporated under any Act, the names of all the trustees must be shown and the shares recorded as being jointly held by them.]

Auditor*

Full legal name of auditor	Address of auditor	Date of appointment

**To be completed if applicable.*

Important information

Under section 131 of the Act a company must have an auditor in respect of an accounting period if—

- it is registered as a public company at any time during that accounting period; or
- the company’s rules require it to appoint an auditor in respect of that accounting period; or
- a shareholder or shareholders holding shares that together carry the right to receive more than 20% of distributions made by the company give written notice to the company before the end of the accounting period requiring the financial statements of the company for that period to be audited.

Form 12 - continued

Date of annual return

[This is the date within the month that your return is due to be filed.]

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Day

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Month

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Year

Authorised signature I certify that the particulars contained in this annual return are correct.

Signature of director/
authorised person:

Date:

Full legal name of director/
authorised person:

Details of person filing this return

Completed by

Address

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Email*
**Optional*

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Telephone

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Facsimile*
**Optional*

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For official use only

Date received _____

Submitted by (Name) _____

Receiving Officer (Name) _____

Receipt Number _____

Amount Paid _____

Date of Payment _____

Comments/Action _____