

COMPANIES OFFICE FORMS - WHERE CAN I GET THEM?

WHAT IS THE PROCEDURE?

The forms required under the Companies Act 1997 and the Companies Regulations 1998 can all be obtained on this site. They can be downloaded, printed and used to fulfil the obligations.

How to find the forms

On this site, go to:

Companies

Legislation & Regulations

Full text of the Regulations under the Act.

Scroll down to:

Section 2 - page 19

Schedule 1 - LIST OF FORMS

Select the appropriate form from the list and scroll down to that form.

For example, the Annual Return is Form 22 on page 48 of the Regulations

Printing the form

The form may be printed direct from this site.

It must be printed on good quality A4 paper.

It must be clearly legible.

Other ways to obtain the forms

Copies of the prescribed forms in hard copy or on diskette (Microsoft WORD for Windows 95 Version 7.0) may be purchased from the Office of the Registrar of Companies.

Computer-generated forms, as well as downloaded forms, are acceptable if they are in the form prescribed by the Regulations.

Your professional lawyer or accountant can also assist.

Completing the form

It is important to ensure that all forms are completed correctly in accordance with the relevant instructions, and all the necessary information is provided.

Lodging the form with the Registrar of Companies

Forms may be lodged over the counter at the Companies Office, 4th Floor, Monian Tower, Douglas Street, Port Moresby, NCD or by post to the same address, together with the appropriate fee.

All forms forwarded to the Registrar for filing must show the name and the registration number of the company to which the document relates. The name, postal address and telephone number of the person by, or on whose behalf, any document or form is submitted must be stated on the document or form.

The Registrar may refuse to register a document or decline to accept a document for registration for the following reasons:

- it is not in the prescribed form;
- it does not comply with the Companies Act or Regulations made under the Act;
- it is not printed or handwritten clearly (ie. in block letters) in type of not less than 9 point times, or is not clearly legible;
- it has not been properly completed in accordance with the notes, instructions or directions specified in the form;
- it is not on good quality A4 paper;
- it does not bear original signatures;
- it does not have margins of not less than 25 mm on the left hand side, and 10 mm on all other sides;
- it does not disclose the words "Submitted to the Office of the Registrar" at the foot of the first page;
- it contains matter contrary to law;
- it contains an error, alteration or erasure; or
- the correct fees have not been paid.

Fees

A filing fee is payable with most or all forms. Fees can be paid by way of bank cheque or cash. Cheques must be made payable to the Registrar of Companies. Individual or company cheques will not be accepted unless prior arrangement has been made with the Registrar.

Standard fees for documents lodged with the Registrar of Companies and the penalty fees are prescribed in the Companies Regulations 1998, although some have been reduced.

Details are available on this site. On this site, go to:

Companies

Legislation & Regulations

Full text of the Regulations under the Act.

Scroll down to (at the end):

Section 5 - page 105

Schedule 2 - FEES

Select the appropriate form from the list and the fee is shown.

Because some of the fees have been reduced, it is wise to check with the Companies Office. Those which have been reduced include:

Item No, 1 - Application to register a company in accordance with section 13 - K200 plus Stamp Duty K15

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