

ANNUAL RETURN

of

.....
..... Limited

as at

..... day of20.....

INSTRUCTIONS

Please note that this Annual Return consists of SEVEN parts.

Parts I, II and III may be completed on this document.

Part IV (an audited copy of the last balance sheet) is prepared independently by the company and must be attached to this Return.

Parts V, VI and VII are provided in the attached Worksheets; if additional space is required please attach sheets using the same headings as on the Worksheets. Alternatively, these Worksheets may be downloaded from the Annual Return package on the department's website and attached to Parts I to IV.

FOR OFFICIAL USE ONLY

Entered by

Checked by

Companies (Co-operative) Act (1943)

(Pursuant to Section 112)

FORM A

**FORM OF ANNUAL RETURN OF A COMPANY
HAVING A SHARE CAPITAL**

Annual Return of.....

.....

Limited, made up to the 31st day of March, 20.....

The address of the registered office of the company is as follows:-

.....

PART 1

SUMMARY OF SHARE CAPITAL AND SHARES

NOTE: Where information asked for is not applicable insert "N/A".

Nominal Share Capital \$..... divided into ^(a)

..... shares of \$..... each

..... shares of \$..... each

Total number of shares taken up ^(a) to the thirty-first day of March
20..... being the date of the return (which number must agree
with the total shown in the list as held by existing members
[refer Part 6 of this return])

Number of shares issued subject to payment wholly in cash

Number of shares issued as fully paid up otherwise than in cash

Number of shares issued as partly paid up to the extent of
..... per share otherwise than in cash

Number of shares ^(b) (if any) issued at a discount.....

Total amount of discount on the issue of shares which
has not been written off at the date of this return \$.....

(a) Where there are shares of different kinds of amounts (eg, preference and ordinary of \$2 and 10c) state the number and nominal values separately.

(b) If the shares are of different kinds state them separately.

There has been called up on each ^(c)share \$.....

There has been called up on each ^(c)share \$.....

There has been called up on each ^(c)share \$.....

Total amount of calls received ^(d) including payments on application and allotment \$.....

Total amount (if any) agreed to be considered as paid on shares which have been issued as fully paid up otherwise than in cash \$.....

Total amount (if any) agreed to be considered as paid on shares which have been issued as partly paid up to the extent of per share otherwise than in cash \$.....

Total amount of calls unpaid \$.....

Total amount of the sums (if any) paid by way of commission in respect of any shares or debentures or allowed by way of discount in respect of any debentures since the date of the last return \$.....

Total number of shares forfeited

Total amount paid (if any) on shares forfeited \$.....

Total amount of the indebtedness of the company in respect of all mortgages and charges affecting the property of the company \$.....

(c) Where various amounts have been called, or there are shares of different kinds, state them separately.

(d) This total should include all cash received on existing and forfeited shares.

NOTE: Where information asked for is not applicable insert "N/A".

PART 2

AUDITOR and AGM

Name(s) of the auditor(s) of the company at the date of this return:-

.....

Date of holding last annual meeting

PART 3

DEBENTURE HOLDERS

List of holders of debentures which do not constitute a charge on assets of company, and same particulars as required in relation to shares ^(e) \$.....

(e) Attach separate list containing columns as in Part 6 of this return or if there are no such holders, state "Nil" here.

PART 4

COPY OF LAST AUDITED BALANCE SHEET OF THE COMPANY

NOTE: This return *must*, except in the case of a proprietary company, include a copy, certified by a Director or by the Manager or Secretary of the company to be a true copy, of the last balance sheet which has been audited by the company's auditors (including every document required by law to be annexed thereto).

PART 5

DIRECTORS' PARTICULARS

Please complete and attach the table as downloaded from the *Excel* worksheet and ensure that it is signed as required.

PART 6

LIST OF SHAREHOLDERS

Please complete and attach the table as downloaded from the *Excel* worksheet and ensure that it is signed as required. Alternatively, please supply a copy of the company's current share register that shows the same information.

PART 7

LIST OF PERSONS WHO HAVE CEASED TO BE MEMBERS

Please complete and attach the table as downloaded from the *Excel* worksheet and ensure that it is signed as required.