

ANNUAL RETURN

of

[F11-Insert full name of Company as registered] Limited

as at

[F11-Insert Day in words or numbers] day of [F11-Insert Month] 2011

INSTRUCTIONS

Please note that this Annual Return consists of SEVEN parts.

Parts I, II and III may be completed in this document by striking the F11 key and keyboarding in the information required for each of the highlighted sections. The cursor needs to be placed above the first highlighted section on this page (above) to be able to work through the entire document in order.

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 *Excel* Worksheets which may also be downloaded as part of this Annual Return package 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 [F11-Insert full name of Company as registered]
Limited, made up to the 31st day of March, 2011

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

[F11-Insert address of Registered Office]

PART 1

SUMMARY OF SHARE CAPITAL AND SHARES

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

Nominal Share Capital \$ [F11] divided into ^(a)

[Insert share type eg Ordinary] shares of	\$[F11]	each
[Insert share type eg Preference] shares of	\$[F11]	each

Total number of shares taken up ^(a) to the thirty-first day of March 2008, 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])

[F11]

Number of shares issued subject to payment wholly in cash

[F11]

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

[F11]

Number of shares issued as partly paid up to the extent of
[Insert value amount] per share otherwise than in cash

[F11]

Number of [Insert type] shares ^(b) (if any) issued at a discount

[F11]

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

\$[F11]

(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) [Insert type] share	\$F11
There has been called up on each ^(c) [Insert type] share	\$F11
There has been called up on each ^(c) [Insert type] share	\$F11
Total amount of calls received ^(d) including payments on application and allotment	\$F11
Total amount (if any) agreed to be considered as paid on [Insert number of shares] shares which have been issued as fully paid up otherwise than in cash	\$F11
Total amount (if any) agreed to be considered as paid on shares which have been issued as partly paid up to the extent of [Insert value amount] per share otherwise than in cash	\$F11
Total amount of calls unpaid	\$F11
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	\$F11
Total number of shares forfeited	F11
Total amount paid (if any) on shares forfeited	\$F11
Total amount of the indebtedness of the company in respect of all mortgages and charges affecting the property of the company	\$F11

(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:-

[Insert name(s) of auditor(s)]

Date of holding last annual meeting

[Date of last AGM]

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)

F11

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

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.