Form 10

(Regulation 11)

(In typescript and completed in duplicate)



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**

**(Act No. 10 of 2017)**

**\_\_\_\_\_\_\_\_\_\_\_\_**

**The Companies (Prescribed Forms) Regulations, 2018**

***(Section 82 and 100)***

***Available at*** [***www.pacra.org.zm***](http://www.pacra.org.zm)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NOTICE OF CHANGE OF DIRECTORS OR SECRETARY AND PARTICULARS** | | | | | | | | |
| **PART A**  **COMPANY DETAILS** | | | | | | | | |
|  | Company Number  *Indicate the 12 digit registration number* | | | |  | | |  |
|  | Company Name  *Indicate the name as captured on the certificate of incorporation* | | | |  | | |  |
| **PART B**  **CHANGE OF DIRECTOR** | | | | | | | | |
| **PARTICULARS OF DIRECTOR** | | | | | | |  | |
|  | | First Name | | |  | |  | |
| Surname | | |  | |
| Gender | | |  | |
| Date of Birth | | |  | |
| Nationality | | |  | |  | |
| Identity Type  For Zambians: *NRC*  For non-Zambians: *NRC/Passport/ Driver’s Licence/Resident Permit* | | |  | |  | |
| Identity Number | | |  | |
| Phone Number  *Include the international code (e.g. +260 for Zambia)* | | *Mobile* |  | |
| *Landline* |  | |
| Email Address | | |  | |  | |
| Physical Address | | *Plot/House/ Village* |  | |  | |
| *Street* |  | |
| *Area* |  | |
| *Town* |  | |
| *Province* |  | |
| *Country* |  | |
|  | | Reason for change  *Select reason for change by marking with “X”* | | | Appointed |  |  | |
| Resigned |  |
| Removed |  |
| Retired |  |
| Deceased |  |
| Other: *(Specify)* |  |
|  | | Date of change | | |  | |  | |
|  | | DECLARATION OF CONSENT TO BE APPOINTED DIRECTOR  I, whose names and particulars appear below, consent to be appointed as director.  Signature: Date: | | | | | | |
| *Continue with Part B to add more changes in directors* | | | | | | | | |
| **PART C**  **CHANGE IN COMPANY SECRETARY** | | | | | | | | |
| **SECRETARY** | | | | | | |  | |
|  | | First Name | | |  | |  | |
| Surname | | |  | |
| Gender | | |  | |
| Date of Birth | | |  | |
| Nationality | | |  | |  | |
| Identity Type  For Zambians: *NRC*  For non-Zambians: *NRC/Passport/ Driver’s Licence/Resident Permit* | | |  | |  | |
| Identity Number | | |  | |
| Name of Body Corporate  *Where applicant is a Body Corporate* | | |  | |  | |
| Nature of Body Corporate  *Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.* | | |  | |
| Registration Number, Date and Country of Incorporation of Body Corporate  *Where applicant is a Body Corporate* | | |  | |  | |
| Phone Number | *Mobile* | |  | |  | |
| *Landline* | |  | |
| Email Address | | |  | |  | |
| Physical Address | *Plot/House/ Village* | |  | |  | |
| *Street* | |  | |
| *Area* | |  | |
| *Town* | |  | |
| *Province* | |  | |
| *Country* | |  | |
|  | | Reason for change  *Select reason for change by marking with “X”* | | | Appointed |  |  | |
| Resigned |  |
| Removed |  |
| Retired |  |
| Deceased |  |
| Other: *(Specify)* |  |
|  | | Date of change | | |  |  |  | |
|  | | DECLARATION OF CONSENT TO BE APPOINTED SECRETARY  I, whose names and particulars appear below, consent to be appointed as secretary and declare that I have not been disqualified by this Act:  Signature: Date: | | | | | | |
| *Continue with Part C to add more changes in secretary* | | | | | | | | |
| **PART D**  **CHANGES IN PARTICULARS OF DIRECTORS AND SECRETARIES** | | | | | | | | |
|  | | Nature of Change | | |  | | ***Give details of the change in Directors or Company Secretary*** | |
| **PART E**  **DECLARATION** | | | | | | | | |
|  | | I, the undersigned, being a witness, confirm that each person appointed as director or secretary has consented to act in that capacity.  Identity Number:  First Name:  Surname:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Capacity: | Director |  | Secretary |  |   Signature: Date: | | | | | | |
| **PART F**  **PARTICULARS OF PERSON LODGING NOTICE** | | | | | | | | |
|  | | First Name | | |  | |  | |
|  | | Surname | | |  | |
|  | | Gender | | |  | |
|  | | Date of Birth | | |  | |
|  | | Nationality | | |  | |  | |
|  | | Identity Type  For Zambians: *NRC*  For non-Zambians: *NRC/Passport/ Driver’s Licence/Resident Permit* | | |  | |  | |
|  | | Identity Number | | |  | |
|  | | Phone Number | *Mobile* | |  | |
| *Landline* | |  | |
|  | | Email Address | | |  | |  | |
|  | | Physical Address | *Plot/House/ Village* | |  | |  | |
| *Street* | |  | |
| *Area* | |  | |
| *Town* | |  | |
| *Province* | |  | |
| *Country* | |  | |
|  | | Signature: Date: | | | | | | |