Form 13

(Regulation 14)

(In typescript and completed in duplicate)



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**

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

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

***(Section 149)***

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

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| **NOTICE OF ALLOTMENT OF SHARES** |
| **PART A****COMPANY DETAILS** |
|  | Company Number*Indicate the 12 digit registration number* |  |  |
|  | Company Name*Indicate the name as captured on the certificate of incorporation* |  |  |
|  | Phone Number*Include the international code (e.g. +260 for Zambia)* | *Mobile* |  |  |
| *Landline* |  |
|  | Email Address |  |  |
|  | Number of Shares Alloted |  |  |
|  | Class of Shares*If “other” indicate the specific class of shares.* | ORDINARY | PREFERENTIAL | OTHER |  |
|  | Number of Shares |  |  |  | *Not for limited by guarantee* |
|  | Number of Paid Up Shares |  |  |  |
|  | Number of Unpaid Shares |  |  |  |
|  | Par Value of Shares |  |  |  |
| **PART B****ALLOTTEE SHAREHOLDERS***Applicable to Public Company, Private Company Limited by Shares and Unlimited Private Company* |
| **PARTICULARS OF SHAREHOLDERS** |  |
|  | First Name |  |  |
| Surname |  |
| Gender |  |
| Date of Birth |  |
| Nationality |  |  |
| Identity TypeFor 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* |  |
|  | Number of Shares | *Shares held before allotment* |  |  |
| *Shares allotted* |  |
| *Shares held after allotment* |  |
|  | Class of Shares |  |  |
|  | Numbering of Shares*Indicate Numbering Of Shares As In The Company Register Of Shares* |  |  |
| From  |  | To |  |  |  |
|  |  |
|  | Date of Allotment |  |
|  | Consideration for the Shares |  |
|  | Signature: Date:*Legal owner to sign if not the Beneficial Owner* |
| *Continue with Part B to add more allottees* |
| **PART C****ALLOTTEE BENEFICIAL OWNERSHIP***Applicable to Public Company, Private Company Limited by Shares and Unlimited Private Company* |
| **PARTICULARS OF BENEFICIAL OWNERSHIP** |  |
|  | First Name |  |  |
| Surname |  |
| Gender |  |
| Date of Birth |  |
| Nationality |  |  |
| Identity TypeFor Zambians: *NRC* For non-Zambians: *NRC/Passport/ Driver’s Licence/Resident Permit* |  |  |
| Identity Number |  |
| Occupation |  |  |
| 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/ Registered Office Address | *Plot/House/ Village* |  |  |
| *Street* |  |
| *Area* |  |
| *Town* |  |
| *Province* |  |
| *Country* |  |
| **DIRECTOR/TRUSTEE OF BODY CORPORATE** |
|  | *No* | *First Name:* | *Surname:* | *Identity Number:* | *Date Appointed:* |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
| *3* |  |  |  |  |
| *4* |  |  |  |  |
| **SHAREHOLDER/SETTLER OF BODY CORPORATE** |
|  | *No* | *First Name:* | *Surname:* | *Identity Number:* | *Number of Shares:* | *Class of Shares:* | *Number of Paid Up Shares:* |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |
| *4* |  |  |  |  |  |  |
| **BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE** |
|  | *No* | *First Name:* | *Surname:* | *Identity Number:* | *Nature of Interest* |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
| *3* |  |  |  |  |
| *4* |  |  |  |  |
|  | Number of Shares (if any) | *Shares held before allotment* |  |  |
| *Shares allotted* |  |
| *Shares remaining after being allotted* |  |
|  | Class of Shares (if any) |  |
|  | Nature of Beneficial Ownership*Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained* |  |  |
| Date when beneficial interest was acquired |  |
| If beneficial owner is politically exposed person (PEP) as defined in the Financial Intelligence Act No. 46 of 2010, provide details (e.g. position held) |  |
|  | DECLARATIONI, whose names and particulars appear below, do consent to the allotment of the shares and declare that the information relating to beneficial ownership is true and correct.Signature: Date: |
| *Continue with Part C to add more allottee Beneficial Owners* |
| **PART D****PARTICULARS OF PERSON LODGING DOCUMENT** |
|  | First Name |  |  |
|  | Surname |  |
|  | Gender |  |
|  | Date of Birth |  |
|  | Nationality |  |  |
|  | Identity TypeFor 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: |
| **PART C** **DECLARATION** |
|  | I, the undersigned, declare that the information is true and correct.First Name:Surname:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capacity: | Director |  | Secretary |  |

Signature: Date: |