Form 12

(Regulation 13)

(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 148)***

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

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| --- |
| **NOTICE OF FORFEITURE OR SURRENDER 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 |  |  |
|  | Type of Application*Select type of change by marking in the appropriate box with “X”* | Forfeiture of Shares |  | *Attach a copy of a call on shares. The forfeiture should be in accordance with the Articles of Association.* |
| Surrender of Shares |  |
| **PART B****DETAILS OF FORFEITURE OR SURRENDER** |
|  | 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*Include the international code (e.g. +260 for Zambia)* | *Mobile* |  |  |
| *Landline* |  |
| Email Address |  |  |
| Physical Address | *Plot/House/ Village* |  |  |
| *Street* |  |
| *Area* |  |
| *Town* |  |
| *Province* |  |
| *Country* |  |
|  | Number of Shares | *Shares held before forfeiture/ surrender* |  |  |
| *Shares forfeited/ surrendered* |  |
| *Shares remaining after forfeiture/ surrender* |  |
|  | Class of Shares |  |
|  | Numbering of Shares*Indicate numbering of shares as in the company register of shares* |  |
| FROM  |  | TO |  |  |
|  |
| **PART C** **DECLARATION** |
|  | *I, the undersigned, declare that the share(s) have been duly forfeited/surrendered.**First Name:*Surname:

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

Signature: Date: |
| **PART D** **PARTICULARS OF PERSON LODGING NOTICE** |
|  | 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: |