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)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 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  *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 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: | | | | | | | | | |