

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 21 OF 2019

**The Companies Act**

*(No. 10 of 2017)*

**The Companies (Prescribed Forms) Regulations, 2019**

ARRANGEMENT OF REGULATIONS

PART I

PRELIMINARY

*Regulation*

1. Title
2. Application for name clearance
3. Application for reservation of name
4. Application for incorporation
5. Application for change of name
6. Application to dispense with word "Limited"
7. Notice to Registrar to become or cease to be a guarantor of company limited by guarantee and declaration of guarantee
8. Notice of change of registered office
9. Application for conversion of company
10. Notice to dispense with holding of annual general meeting
11. Notice of change of directors or secretary and particulars
12. Notice of reduction of share capital
13. Notice of forfeiture or surrender of shares
14. Notice of allotment of shares
15. Notice of acquisition of fully paid up shares by company
16. Notice of acquisition of shares on securities exchange
17. Notice to redeem shares

18. Declaration to provide financial assistance
19. Notice of transfer of shares
20. Notice of transmission of shares
21. Notice of change in particulars in shareholding or beneficial ownership
22. Declaration of beneficial ownership
23. Return of declaration of beneficial ownership
24. Notice of resignation as director
25. Notice of intention to remove Director
26. Notice to withdraw prospectus or statement in prospectus
27. Return on distribution in accumulated profits in reduction of paid up share capital
28. Registration of a charge or acquired property subject to charge
29. Particulars of series of debentures where property is charged
30. Particulars of variation to registered charge
31. Notice of entry into possession of property as mortgagee
32. Notice of going out of possession of property as mortgagee
33. Notice of discharge for release of property from charge
34. Annual Return
35. No Charge return
36. Notice of change of financial year
37. Notice of proposed amalgamation
38. Application for registration of amalgamation
39. Application for registration as foreign company
40. Notice of alteration of registered particulars of foreign company
41. Annual accounts of foreign company
42. Notice of winding-up of foreign company
43. Notice of cessation of business of foreign company
44. Notice of intention to de-register company
45. Application for company de-registration
46. Certificate of incorporation
47. Certificate of registration of foreign company
48. Certificate of share capital

49. Annual return confirmation statement
50. Certificate of registration of charge
51. Certificate of amalgamation
52. Certificate of incorporation of amalgamated company
53. Application for duplicate certificate
54. Replacement certificate of incorporation for company converted to public company, private company limited by shares, an unlimited company or company limited by guarantee
55. Replacement certificate of share capital
56. Replacement certificate of incorporation of private or public company for adoption of Articles
57. Replacement certificate of incorporation for change of company name
58. Replacement certificate of registration for change of name of foreign company
59. Replacement certificate of incorporation for company limited by guarantee granted approval to dispense with word "Limited"
60. Request for information
61. Notice of lodgement
62. Revocation of S.I No. 17 of 1995

IN EXERCISE of the powers contained in section 375 of the Companies Act, 2017, the following Regulations are made:

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| Title   | 1. These Regulations may be cited as the Companies (Prescribed Forms) Regulations, 2019.  |
| Application for name clearance  | 2. An application for name clearance shall be made in Form 1 set out in the Schedule.   |
| Application for reservation of name   | 3. An application for reservation of name shall be in Form 2 set out in the Schedule.   |
| Application for incorporation   | 4. An application for incorporation shall be in Form 3 set out in the Schedule.   |
| Application for change of Name  | 5. An application for change of name shall be in Form 4 set out in the Schedule.  |
| Application to dispense with word "Limited"   | 6. An application to dispense with the word Limited shall be in Form 5 set out in the Schedule.   |
| Notice to Registrar to become or cease to be guarantor of company limited by guarantee and declaration of guarantee | 7. A notice to Registrar to become or cease to be guarantor of company limited by guarantee and declaration of guarantee shall be made in Form 6 set out in the Schedule. |
| Notice of change of registered office   | 8. A notice of change of registered office shall be in Form 7 set out in the Schedule.  |
| Application for conversion of company   | 9. An application for conversion of a company shall be in Form 8 set out in the Schedule.   |
| Notice to dispense with holding of annual general meeting   | 10. A notice to dispense with holding of annual general meeting shall be in Form 9 set out in the Schedule.   |
| Notice of change of directors or secretary and particulars  | 11. A notice of change of directors or secretary and their particulars shall be in Form 10 set out in the Schedule.   |
| Notice of reduction of share capital  | 12. A notice of reduction of share capital shall be in Form 11 set out in the Schedule.   |

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| 13. A notice of forfeiture or surrender of shares shall be in Form 12 set out in the Schedule.                              | Notice of forfeiture or surrender of shares                              |
| 14. A notice of allotment of shares shall be in Form 13 set out in the Schedule.  | Notice of allotment of shares  |
| 15. A notice of acquisition of fully paid up shares by company shall be in Form 14 set out in the Schedule.                 | Notice of acquisition of fully paid up shares by company                 |
| 16. A notice of acquisition of shares on securities exchange shall be in Form 15 set out in the Schedule.                   | Notice of acquisition of shares on securities exchange                   |
| 17. A notice to redeem shares shall be in Form 16 set out in the Schedule.  | Notice to redeem shares  |
| 18. A declaration to provide financial assistance shall be in Form 17 set out in the Schedule.                              | Declaration to provide financial assistance                              |
| 19. A notice of transfer of shares shall be in Form 18 set out in the Schedule.   | Notice of transfer of shares   |
| 20. A notice of transmission of shares shall be in Form 19 set out in the Schedule.   | Notice of transmission of shares   |
| 21. A notice of change in particulars in share holding or beneficial ownership shall be in Form 20 set out in the Schedule. | Notice of change in particulars in share holding or beneficial ownership |
| 22. A declaration of beneficial ownership shall be in Form 21 set out in the Schedule.                                      | Declaration of beneficial ownership                                      |
| 23. A return of declaration of beneficial ownership shall be in Form 22 set out in the Schedule.                            | Return of declaration of beneficial ownership                            |
| 24. A notice of resignation as director shall be in Form 23 set out in the Schedule.  | Notice of resignation as director  |
| 25. A notice of intention to remove a director shall be in Form 24 set out in the Schedule.                                 | Notice of intention to remove director                                   |

- Notice to withdraw prospectus or statement in prospectus
26. A notice to withdraw prospectus or statement in prospectus shall be in Form 25 set out in the Schedule.
- Return on distribution in accumulated profits in reduction of paid up share capital
27. A return on distribution in accumulated profits in reduction of paid up share capital shall be in Form 26 set out in the Schedule.
- Registration of a charge or acquired property subject to charge
28. The registration of a charge or acquired property subject to a charge shall be in Form 27 set out in the Schedule.
- Particulars of series of debentures where property is charged
29. The particulars of a series of debentures where property is charged shall be in Form 28 set out in the Schedule.
- Particulars of variation to registered charge
30. The particulars of variation to a registered charge shall be made in Form 29 set out in the Schedule.
- Notice of entry into possession of property as mortgagee
31. A notice of entry into possession of property as mortgagee shall be in Form 30 set out in the Schedule.
- Notice of going out of possession of property as mortgagee
32. A notice of going out of possession of property as mortgagee shall be in Form 31 set out in the Schedule.
- Notice of discharge for release of property from charge
33. A notice of discharge for the release of property from charge shall be in Form 32 set out in the Schedule.
- Annual return
34. An annual return shall be in Form 33 set out in the Schedule.
- No change return
35. A no change return shall be in Form 34 set out in the Schedule.
- Notice of change of financial year
36. A notice of change of financial year shall be in Form 35 set out in the Schedule.

37. A notice of proposed amalgamation shall be in Form 36 set out in the Schedule.	Notice of proposed amalgamation
38. An application for registration of amalgamation shall be in Form 37 set out in the Schedule.	Application for registration of amalgamation
39. An application for registration as a foreign company shall be in Form 38 set out in the Schedule.	Application for registration as foreign company
40. A notice of alteration of registered particulars of a foreign company shall be in Form 39 set out in the Schedule.	Notice of alteration of registered particulars of foreign company
41. The annual accounts of a foreign company shall be in Form 40 set out in the Schedule	Annual accounts of foreign company
42. A notice of winding-up of a foreign company shall be in Form 41 set out in the Schedule.	Notice of winding-up of foreign company
43. A notice of cessation of business of a foreign company shall be in Form 42 set out in the Schedule.	Notice of cessation of business of foreign company
44. A notice of intention to de-register a company shall be in Form 43 set out in the Schedule.	Notice of intention to de-register company
45. An application for company de-registration shall be in Form 44 set out in the Schedule.	Application for company de-registration
46. A certificate of incorporation shall be in Form 45 set out in the Schedule.	Certificate of incorporation
47. A certificate of registration of a foreign company shall be in Form 46 set out in the Schedule.	Certificate of registration of foreign company
48. A certificate of share capital shall be in Form 47 set out in the Schedule.	Certificate of share capital

- Annual return confirmation statement 49. An annual return confirmation statement shall be in Form 48 set out in the Schedule.
- Certificate of registration of charge 50. A certificate of registration of a charge shall be in Form 49 set out in the Schedule.
- Certificate of amalgamation 51. A certificate of amalgamation shall be in Form 50 set out in the Schedule.
- Certificate of incorporation of amalgamated company 52. A certificate of incorporation of amalgamated company shall be in Form 51 set out in the Schedule.
- Application for duplicate certificate 53. An application for a duplicate certificate shall be in Form 52 set out in the Schedule.
- Replacement certificate of incorporation for company converted to a public company, a private company limited by shares, an unlimited company or a company limited by guarantee 54. A replacement certificate of incorporation for a company converted to a public company, a private company limited by shares, an unlimited company or a company limited by guarantee shall be in Form 53 set out in the Schedule.
- Replacement certificate of share capital 55. A replacement certificate of share capital shall be in Form 54 set out in the Schedule.
- Replacement certificate of incorporation of private or public company for adoption of Articles 56. A replacement certificate of incorporation of a private or public company for adoption of Articles shall be in Form 55 set out in the Schedule.
- Replacement certificate of incorporation for change of company name 57. A replacement certificate of incorporation for change of company name shall be in Form 56 set out in the Schedule.

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| 58. A replacement certificate of registration for change of name of a foreign company shall be in Form 57 set out in the Schedule.  | Replacement certificate of registration for change of name of foreign company  |
| 59. A replacement certificate of incorporation for a company limited by guarantee granted approval to dispense with the word limited shall be in Form 58 set out in the Schedule. | Replacement certificate of incorporation for a company limited by guarantee granted approval to dispense with word "Limited" |
| 60. A request for information shall be in Form 59 set out in the Schedule.  | Request for information  |
| 61. A notice of lodgement shall be in Form 60 set out in the Schedule.  | Notice of lodgement  |
| 62. The Companies (Prescribed Forms) Regulations, 1995, are revoked.  | Revocation of S.I No. 17 of 1995   |

## SCHEDULE

(Regulations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 and 61)

## PRESCRIBED FORMS

FORM 1

(Regulation 2)

(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 39)

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

APPLICATION FOR NAME CLEARANCE						
PART A APPLICANT'S DETAILS						
1.	First Name					
2.	Surname					
3.	Gender					
4.	Date of Birth					
5.	Nationality					
6.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>					
7.	Identity Number					
8.	Name of Body Corporate <i>Where applicant is a Body Corporate</i>					
9.	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co- operative, Trust, Society, Etc.</i>					
10.	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>					
11.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	<table border="1"> <tr> <td><i>Mobile</i></td> <td></td> </tr> <tr> <td><i>Landline</i></td> <td></td> </tr> </table>	<i>Mobile</i>		<i>Landline</i>	
<i>Mobile</i>						
<i>Landline</i>						

12.	Email Address		
13.	Physical Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
<b>PART B APPLICATION DETAILS</b>			
14.	Type of Company <i>Select one type of Company by marking with "X"</i>	Private Company Limited by Shares	
		Private Company Limited by Guarantee with the word "Limited"	
		Private Company Limited By Guarantee without the word "Limited"	
		Foreign Company	
		Public Limited Company	
		Unlimited Private Company	
15.	Company Category <i>Select category of Company by marking with "X"</i>	Local Bank	
		Foreign Bank	
		Insurance Company	
		Re-Insurance Company	
		Bureau De Change	
		Financial Institution	
		Other ( <i>Specify</i> )	
16.	Justification for omitting word "Limited"		
<b>PART C – PROPOSED NAMES</b>			
Indicate the proposed name(s) and related particulars			
17.	Proposed Name(s) <i>Indicate names in the Order of Preference</i>	(a)	
		(b)	
		(c)	
18.	Principal Business Activity		<i>Business activity to be classified in accordance with the ISIC Classification. A full list of the trade classification codes is available on our website: <a href="http://www.pacra.org.zm">www.pacra.org.zm</a></i>
19.	Other Business Activities		
20.	Name of Promoter(s)		
21.	Signature:	Date:	

PART D		
DETAILS OF PERSON LODGING		
22.	First Name	
23.	Surname	
24.	Gender	
25.	Date of Birth	
26.	Nationality	
27.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
28.	Identity Number	
29.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>
		<i>Landline</i>
30.	Email Address	
31.	Physical Address	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>
32.	Signature:	Date:

FORM 2

(Regulation 3)

(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 41)*

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

APPLICATION FOR RESERVATION OF NAME		
PART A APPLICANT DETAILS		
1.	First Name	
2.	Surname	
3.	Gender	
4.	Date of Birth	
5.	Nationality	
6.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
7.	Identity Number	
8.	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	
9.	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co- operative, Trust, Society, Etc.</i>	
10.	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>	
11.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>
		<i>Landline</i>
12.	Email Address	
13.	Physical Address	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>

PART B APPLICATION DETAILS			
14.	Approved name to be reserved		
15.	Signature:	Date:	
PART C DETAILS OF PERSON LODGING			
16.	First Name		
17.	Surname		
18.	Gender		
19.	Date of Birth		
20.	Nationality		
21.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
22.	Identity Number		
23.	Phone Number Include the international code (e.g. +260 for Zambia)	Mobile	
		Landline	
24.	Email Address		
25.	Physical Address	Plot/House/ Village	
		Street	
		Area	
		Town	
		Province	
		Country	
26.	Signature:	Date:	

FORM 8  
(Regulation 4)

(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 12, 13, and 94)Available at [www.pacra.org.zm](http://www.pacra.org.zm)

APPLICATION FOR INCORPORATION					
PART A COMPANY DETAILS					
1.	Type of Company <i>Select one type of Company by marking with "X"</i>	Private Company Limited By Shares	<input type="checkbox"/>	<i>Ensure that the members of the company understand the kind of company being incorporated and the liability it carries</i>	
		Private Company Limited By Guarantee	<input type="checkbox"/>		
		Public Limited Company	<input type="checkbox"/>		
		Unlimited Private Company	<input type="checkbox"/>		
2.	Company Category <i>Select category of Company by marking with "X"</i>	Local Bank	<input type="checkbox"/>		
		Foreign Bank	<input type="checkbox"/>		
		Insurance Company	<input type="checkbox"/>		
		Re-Insurance Company	<input type="checkbox"/>		
		Bureau De Change	<input type="checkbox"/>		
		Financial Institution	<input type="checkbox"/>		
		Other (Specify)	<input type="checkbox"/>		
3.	Company Name <i>Ensure that the name is captured exactly as approved by Company Registry and has not expired</i>				
4.	Principal Business Activity			<i>Business activity to be classified in accordance with the ISIC Classification. A full list of the trade classification codes is available on our website: <a href="http://www.pacra.org.zm">www.pacra.org.zm</a></i>	
5.	Other Business Activities				
6.	Whether Articles Restrict Nature of Business <i>Mark with "X" As Appropriate</i>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

7.	Type of Articles Mark With "X" As Appropriate	STANDARD			NON- STANDARD			
8.	Physical Address State the registered office of the Company	Plot/House/ Village						
		Street						
		Area						
		Town						
		Province						
9.	Postal Address State the notification address of the Company	Post Box						
		Area						
		Town						
		Province						
10.	Phone Number Include the international code (e.g. +260 for Zambia)	Mobile						
		Landline						
11.	Email Address							
12.	Nominal Capital or Guaranteed Amount <i>Nominal Capital or Guaranteed amount must not be less than the prescribed minimum</i>							
13.	Class of Shares <i>If other indicate the specific class of shares.</i>	ORDINARY	PREFERENTIAL	OTHER	<i>Not applicable to companies limited by guarantee</i>			
14.	Number of Shares							
15.	Par Value							
16.	Financial Year End <i>The first financial year end must not be more than 12 months from the date of incorporation</i>							
17.	Pledged Investment Amount <i>In case of foreign Investors state the amount and period for pledged investment</i>							

<b>PART B FIRST DIRECTORS</b>			
<i>Note: Minimum of two Directors for private and three for public limited companies. The number of directors resident in Zambia shall not be less than half the number of directors appointed</i>			
<b>PARTICULARS OF DIRECTOR</b>			
18.	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
	Identity Number		
	Phone Number	<i>Mobile</i>	
	<i>Include the international code (e.g. +260 for Zambia)</i>	<i>Landline</i>	
	Email Address		
	Physical Address	<i>Plot/House/ Village</i>	
<i>Street</i>			
<i>Area</i>			
<i>Town</i>			
<i>Province</i>			
	<i>Country</i>		
DECLARATION FOR CONSENT TO ACT AS DIRECTOR:			
19.	I, whose names and particulars appear above, consent to act as director for the above mentioned company:  <i>Signature:</i> _____ <i>Date:</i> _____		
<i>Continue with Part B to add more first directors</i>			
<b>PART C SHAREHOLDERS</b>			
<i>Applicable to Public Company, Private Company Limited by Shares and Unlimited Private Company</i>			
<b>PARTICULARS OF SHAREHOLDERS</b>			
20.	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
	Identity Number		
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>		
	Nature of Body Corporate <i>Where applicant is a Body Corporate. indicate whether applicant is a Company, Co- operative, Trust, Society, Etc.</i>		

	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>		
	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
	Email Address		
	Physical Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
21.	Number of Shares		
	Class of Shares		
22.	<i>Signature:</i>	<i>Date:</i>	
	<i>Legal owner to sign if not the Beneficial Owner</i>		
<i>Continue with Part C to add more Shareholders</i>			
<b>PART D</b>			
<b>BENEFICIAL OWNERSHIP</b>			
<i>Applicable to Public Company, Private Company Limited by Shares and Unlimited Private Company</i>			
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>			
23.	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type		
	<i>For Zambians: NRC</i>		
	<i>For non-Zambians: NRC/Passport/Driver's Licence/Resident Permit</i>		
	Identity Number		
	Occupation		
	Name of Body Corporate		
	<i>Where applicant is a Body Corporate</i>		
	Nature of Body Corporate		
	<i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>		
	Registration Number, Date and Country of Incorporation of Body Corporate		
	<i>Where applicant is a Body Corporate</i>		
Phone Number	<i>Mobile</i>		
	<i>Landline</i>		
Email Address			
Physical/ Registered Office Address	<i>Plot/House/Village</i>		
	<i>Street</i>		
	<i>Area</i>		
	<i>Town</i>		
	<i>Province</i>		
	<i>Country</i>		

DIRECTOR/TRUSTEE OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Date Appointed:		
24.	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:
25.	1					
	2					
	3					
	4					
BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Nature of Interest		
26.	1					
	2					
	3					
	4					
27.	Number of Shares (if any)					
	Class of Shares (if any)					
	Nature of Beneficial Ownership <i>Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained</i>					
	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)					
DECLARATION OF BENEFICIAL OWNERSHIP:						
I, whose names and particulars appear above, declare that I am the beneficial owner as indicated above.						
Signature:		Date:				
<i>Continue with Part D if the Beneficial Owners are more than two</i>						
PART E GUARANTORS <i>Applicable to Companies Limited by Guarantee</i>						
GUARANTOR						
First Name						
Surname						
Gender						
Date of Birth						
Nationality						
Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC' Passport Driver's Licence Resident Permit</i>						

29.	Identity Number			
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>			
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Phone Number	<i>Mobile</i>		
		<i>Landline</i>		
	Email Address			
	Physical Address	<i>Plot/House/Village</i>		
		<i>Street</i>		
		<i>Area</i>		
<i>Town</i>				
<i>Province</i>				
	<i>Country</i>			
30.	Guaranteed Amount			
<b>GUARANTOR'S DECLARATION:</b>				
31.	I, whose names and particulars appear above, hereby undertake to contribute the guaranteed amount specified:			
	Signature:	Date:		
<i>Continue with Part E to add more Guarantors</i>				
<b>PART F</b>				
<b>COMPANY SECRETARY</b>				
<b>SECRETARY</b>				
32.	First Name			
	Surname			
	Gender			
	Date of Birth			
	Nationality			
	Identity Type <i>For Zambians: NRC</i> <i>For non-Zambians: NRC/Passport/Driver's Licence/Resident Permit</i>			
	Identity Number			
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>			
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Phone Number	<i>Mobile</i>		
		<i>Landline</i>		
	Email Address			

First Name			
Surname			
Gender			
Date of Birth			
Nationality			
Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>			
Identity Number			
Name of Body Corporate <i>Where applicant is a Body Corporate</i>			
Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>			
Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>			
Phone Number	<i>Mobile</i>		
	<i>Landline</i>		
Email Address			
Physical Address	<i>Plot/House/ Village</i>		
	<i>Street</i>		
	<i>Area</i>		
	<i>Town</i>		
	<i>Province</i>		
	<i>Country</i>		
DECLARATION FOR CONSENT TO ACT AS COMPANY SECRETARY:			
<p>I, whose names and particulars appear above, consent to act as Company secretary for this Company:</p> <p>Signature: _____ Date: _____</p>			
<i>Continue with Part F to add more Secretaries</i>			
<b>PART G DECLARATION OF COMPLIANCE</b>			
<p>I, .....do solemnly and sincerely declare that I am: a legal practitioner engaged in the formation of the Company a first director named in the application for incorporation or the first secretary named in the application for incorporation (<i>delete whichever is not applicable</i>) and that all the requirements of the Companies Act, No 10 of 2017, in respect of matters precedent to the incorporation of the Company and incidental thereto, have been complied with. I make this solemn declaration conscientiously believing the same to be true.</p> <p>Declared at ..... the ..... day of ....., 20 .....</p> <p>Signature: .....</p>			

Continue with Part F to add more Secretaries

**PART G  
DECLARATION OF COMPLIANCE**

I, .....do solemnly and sincerely declare that I am: a legal practitioner engaged in the formation of the Company a first director named in the application for incorporation or the first secretary named in the application for incorporation (*delete whichever is not applicable*) and that all the requirements of the Companies Act, No 10 of 2017, in respect of matters precedent to the incorporation of the Company and incidental thereto, have been complied with. I make this solemn declaration conscientiously believing the same to be true.

Declared at ..... the ..... day of .....  
20 .....

Signature: .....

**PART H  
PARTICULARS OF PERSON LODGING APPLICATION**

33.	First Name		
34.	Surname		
35.	Gender		
36.	Date of Birth		
37.	Nationality		
38.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
39.	Identity Number		
40.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
41.	Email Address		
42.	Physical Address	<i>Plot/House/ Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
43.	Signature:		<i>Date:</i>



PART C PARTICULARS OF PERSON LODGING APPLICATION		
9.	First Name	
10.	Surname	
11.	Gender	
12.	Date of Birth	
13.	Nationality	
14.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
15.	Identity Number	
16.	Phone Number	<i>Mobile</i>
		<i>Landline</i>
17.	Email Address	
18.	Physical Address	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>
19.	Signature:	Date:



PART C PARTICULARS OF PERSON LODGING APPLICATION		
9.	First Name	
10.	Surname	
11.	Gender	
12.	Date of Birth	
13.	Nationality	
14.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
15.	Identity Number	
16.	Phone Number	<i>Mobile</i>
		<i>Landline</i>
17.	Email Address	
18.	Physical Address	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
	<i>Country</i>	
19.	<i>Signature:</i>	<i>Date:</i>

FORM 6  
(Regulation 7)  
(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 10)

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

NOTICE TO REGISTRAR TO BECOME OR CEASE TO BE GUARANTOR OF COMPANY LIMITED BY GUARANTEE AND DECLARATION OF GUARANTEE			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. -260 for Zambia)</i>	Mobile	
		Landline	
4.	Email Address		
PART B PARTICULARS OF NEW GUARANTOR (Persons becoming a guarantor)			
GUARANTOR			
5.	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>		
	Identity Number		
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>		
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>		
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>		

Phone Number	<i>Mobile</i>		
	<i>Landline</i>		
Email Address			
Physical Address	<i>Plot House/Village</i>		
	<i>Street</i>		
	<i>Area</i>		
	<i>Town</i>		
	<i>Province</i>		
	<i>Country</i>		
6.	Guaranteed Amount		
<b>GUARANTOR'S DECLARATION:</b>			
7.	I, whose names and particulars appear above, hereby undertake to contribute the guaranteed amount specified:		
	<i>Signature:</i>	<i>Date:</i>	
<b>PART C</b>			
<b>PARTICULARS OF PERSON CEASING TO BE A GUARANTOR</b>			
<b>GUARANTOR</b>			
	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/Driver's Licence/Resident Permit</i>		
	Identity Number		
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>		
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>		
8.	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>		
	Phone Number	<i>Mobile</i> <i>Landline</i>	
	Email Address		
	Physical Address	<i>Plot House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
9.	Guaranteed Amount		
10.	<b>GUARANTOR'S SIGNATURE:</b>		
	<i>Signature:</i>	<i>Date:</i>	



FORM 7  
(Regulation 8)

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

NOTICE OF CHANGE OF REGISTERED OFFICE			
<b>PART A COMPANY DETAILS</b>			
1.	Type of Company <i>Select one type of company by marking with "X"</i>	Private Company Limited by Shares	
		Private Company Limited by Guarantee	
		Public Limited Company	
		Unlimited Private Company	
2.	Company Number <i>Indicate the 12 digit registration number</i>		
3.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
<b>PART B CURRENT ADDRESS</b>			
4.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
5.	Email Address		
6. 7.	Physical Address <i>State the registered office of the Company</i>	Plot/House/Village	
		Street	
		Area	
		Town	
	Province		
8.	Postal Address <i>State the notification address of the Company</i>	Post Box	
		Area	
		Town	
		Province	
<b>PART C NEW ADDRESS</b>			
9.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
10.	Email Address		

11.	Physical Address <i>State the registered office of the Company</i>	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
12.	Postal Address <i>State the notification address of the Company</i>	<i>Post Box</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
13.	<i>Signature:</i>	<i>Date:</i>	
<b>PART C PARTICULARS OF PERSON LODGING NOTICE</b>			
14.	First Name		
15.	Surname		
16.	Gender		
17.	Date of Birth		
18.	Nationality		
19.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/Driver's Licence/Resident Permit</i>		
20.	Identity Number		
21.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
22.	Email Address		
23.	Physical Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
24.	<i>Signature:</i>	<i>Date:</i>	



PART C PARTICULARS OF PERSON LODGING APPLICATION		
10.	First Name	
11.	Surname	
12.	Gender	
13.	Date of Birth	
14.	Nationality	
15.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
16.	Identity Number	
17.	Phone Number	<i>Mobile</i>
		<i>Landline</i>
18.	Email Address	
19.	Physical Address	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>
20.	<i>Signature:</i>	<i>Date:</i>



17.	Phone Number	Mobile		
		Landline		
18.	Email Address			
19.	Physical Address	Plot/House/ Village		
		Street		
		Area		
		Town		
		Province		
		Country		
20.	Signature:			Date:

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				
1.	Company Number <i>Indicate the 12 digit registration number</i>			
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>			
PART B CHANGE OF DIRECTOR				
PARTICULARS OF DIRECTOR				
3.	First Name			
	Surname			
	Gender			
	Date of Birth			
	Nationality			
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/Driver's Licence/Resident Permit</i>			
	Identity Number			
	Phone Number <i>Include the international code (e.g. -260 for Zambia)</i>	<i>Mobile</i>		
		<i>Landline</i>		
	Email Address			
	Physical Address	<i>Plot/House/Village</i>		
		<i>Street</i>		
	<i>Area</i>			
	<i>Town</i>			
	<i>Province</i>			
	<i>Country</i>			
4.	Reason for change <i>Select reason for change by marking with "X"</i>	Appointed		
		Resigned		
		Removed		
		Retired		
		Deceased		
		Other: <i>(Specify)</i>		
5.	Date of change			
DECLARATION OF CONSENT TO BE APPOINTED DIRECTOR				
6.	I, whose names and particulars appear below, consent to be appointed as director.			
	<i>Signature:</i>	<i>Date:</i>		

Continue with Part B to add more changes in directors		
PART C CHANGE IN COMPANY SECRETARY		
7.	First Name	SECRETARY
	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	
8.	Reason for change Select reason for change by marking with "X"	Appointed Resigned Removed Retired Deceased Other: (Specify)
9.	Date of change	
DECLARATION OF CONSENT TO BE APPOINTED SECRETARY		
10.	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		
11.	Nature of Change	Give details of the change in Directors or Company Secretary
PART E DECLARATION		
12.	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 <input type="checkbox"/> Secretary <input type="checkbox"/> Signature: _____ Date: _____	

PART F PARTICULARS OF PERSON LODGING NOTICE		
13.	First Name	
14.	Surname	
15.	Gender	
16.	Date of Birth	
17.	Nationality	
18.	Identity Type	
	For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/Driver's Licence/Resident Permit</i>	
19.	Identity Number	
20.	Phone Number	<i>Mobile</i>
		<i>Landline</i>
21.	Email Address	
22.	Physical Address	<i>Plot/House/ Village.</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>
23.	<i>Signature:</i>	<i>Date:</i>

FORM 11  
(Regulation 12)

(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 ALTERATION OR REDUCTION OF SHARE CAPITAL						
PART A COMPANY DETAILS						
1.	Company Number <i>Indicate the 12 digit registration number</i>					
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>					
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile				
		Landline				
4.	Email Address					
5.	Type of Alteration <i>State the nature of alteration</i>	Shares Increased				Attach special resolution
		Shares Consolidated				
		Shares Divided				
		Shares Subdivided				
		Shares Converted				
		Shares Cancelled				
		The Stock Reconverted				
		Shares Redeemed				
		Shares Reduced				Attach court order
6.	Date of Resolution					
7.	Nominal Capital	Current				
		New				
8.	Class of Shares <i>If "other" indicate the specific class of shares</i>	ORDINARY	PREFERENTIAL	OTHER		
9.	Number of Shares <i>Indicate Nominal Capital before and after alteration</i>	Current				
		New				
10.	Par Value	Current				
		New				
11.	Amount of reduction <i>Applicable to reduction in capital</i>					
12.	Court Order <i>Indicate Court order number and attach court order where there is a reduction in capital</i>					
PART B DECLARATION						
13.	I, the undersigned, confirm that the information contained above is true and correct.					
	First Name:					
	Surname:					
	Capacity:	Director	<input type="checkbox"/>	Secretary	<input type="checkbox"/>	
	Signature:				Date:	

PART C PARTICULARS OF PERSON LODGING NOTICE		
	First Name	
15.	Surname	
16.	Gender	
17.	Date of Birth	
18.	Nationality	
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
19.	Identity Number	
20.	Identity Number	
21.	Phone Number	<i>Mobile</i> <i>Landline</i>
22.	Email Address	
23.	Physical Address	<i>Plot/House/ Village</i> <i>Street</i> <i>Area</i> <i>Town</i> <i>Province</i> <i>Country</i>
24.	Signature:	Date:
<i>Attach Form 20 where applicable</i>		

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				
1.	Company Number <i>Indicate the 12 digit registration number</i>			
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>			
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile		
		Landline		
4.	Email Address			
5.	Type of Application <i>Select type of change by marking in the appropriate box with "X"</i>	Forfeiture of Shares	<i>Attach a copy of a call on shares. The forfeiture should be in accordance with the Articles of Association.</i>	
		Surrender of Shares		
PART B DETAILS OF FORFEITURE OR SURRENDER				
6.	First Name			
	Surname			
	Gender			
	Date of Birth			
	Nationality			
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC Passport Driver's Licence/Resident Permit</i>			
	Identity Number			
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>			
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile		
		Landline		
	Email Address			
	Physical Address	Plot House		
		Village		
Street				
Area				
Town				
	Province			
	Country			

		<i>Shares held before forfeiture/surrender</i>	
7.	Number of Shares	<i>Shares forfeited/surrendered</i>	
		<i>Shares remaining after forfeiture/surrender</i>	
8.	Class of Shares		
9.	Numbering of Shares <i>Indicate numbering of shares as in the company register of shares</i>		FROM <input type="text"/> TO <input type="text"/>
<b>PART C DECLARATION</b>			
<i>I, the undersigned, declare that the share(s) have been duly forfeited/surrendered.</i>			
<i>First Name:</i>			
10.	<i>Surname:</i>		
Capacity: Director <input type="checkbox"/> Secretary <input type="checkbox"/>			
<i>Signature:</i>			<i>Date:</i>
<b>PART D PARTICULARS OF PERSON LODGING NOTICE</b>			
11.	<i>First Name</i>		
12.	<i>Surname</i>		
13.	<i>Gender</i>		
14.	<i>Date of Birth</i>		
15.	<i>Nationality</i>		
16.	<i>Identity Type</i> <i>For Zambians: NRC</i> <i>For non-Zambians: NRC/Passport/</i> <i>Driver's Licence/Resident Permit</i>		
17.	<i>Identity Number</i>		
18.	<i>Phone Number</i>	<i>Mobile</i>	
		<i>Landline</i>	
19.	<i>Email Address</i>		
20.	<i>Physical Address</i>	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
21.	<i>Signature:</i>		<i>Date:</i>

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)The Companies (Prescribed Forms) Regulations, 2018  
(Section 149)Available at [www.pacra.org.zm](http://www.pacra.org.zm)

NOTICE OF ALLOTMENT OF SHARES				
PART A COMPANY DETAILS				
1.	Company Number <i>Indicate the 12 digit registration number</i>			
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>			
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>		
		<i>Landline</i>		
4.	Email Address			
5.	Number of Shares Alloted			
6.	Class of Shares <i>If "other" indicate the specific class of shares.</i>	ORDINARY	PREFERENTIAL	OTHER
7.	Number of Shares			
8.	Number of Paid Up Shares			<i>Not for limited by guarantee</i>
9.	Number of Unpaid Shares			
10.	Par Value of Shares			
PART B ALLOTTEE SHAREHOLDERS <i>Applicable to Public Company, Private Company Limited by Shares and Unlimited Private Company</i>				
PARTICULARS OF SHAREHOLDERS				
11.	First Name			
	Surname			
	Gender			
	Date of Birth			
	Nationality			
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC Passport Driver's Licence Resident Permit</i>			
	Identity Number			
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>			
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Phone Number	<i>Mobile</i>		
	<i>Landline</i>			

	Email Address			
	Physical Address	Plot/House/Village		
		Street		
		Area		
		Town		
		Province		
	Country			
12.	Number of Shares	Shares held before allotment		
		Shares allotted		
		Shares held after allotment		
13.	Class of Shares			
14.	Numbering of Shares Indicate Numbering Of Shares As In The Company Register Of Shares	From <input type="text"/>	To <input type="text"/>	
15.	Date of Allotment			
16.	Consideration for the Shares			
17.	Signature: Legal owner to sign if not the Beneficial Owner	Date:		
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				
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>				
18.	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			
	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			
<b>DIRECTOR/TRUSTEE OF BODY CORPORATE</b>				
19.	No	First Name:	Surname:	
	1			
	2			
	3			
	4			
		Identity Number:	Date Appointed:	

SHAREHOLDER/SETTLER OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Number of Shares:	Class of Shares:	Number of Paid Up Shares:
20.	1					
	2					
	3					
	4					
BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Nature of Interest		
21.	1					
	2					
	3					
	4					
22.	Number of Shares (if any)	Shares held before allotment				
		Shares allotted				
		Shares remaining after being allotted				
23.	Class of Shares (if any)					
24.	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)					
25.	<p>DECLARATION</p> <p>I, 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.</p> <p>Signature: _____ Date: _____</p>					
Continue with Part C to add more allottee Beneficial Owners						
PART D PARTICULARS OF PERSON LODGING DOCUMENT						
26.	First Name					
27.	Surname					
28.	Gender					
29.	Date of Birth					
30.	Nationality					
31.	Identity Type For Zambians: NRC For non-Zambians: NRC/Passport. Driver's Licence Resident Permit					
	Identity Number					
33.	Phone Number		Mobile			
			Landline			
34.	Email Address					
35.	Physical Address		Plov/House			
			Village			
			Street			
			Area			
			Town			
36.	Signature:		Date:			



FORM 14  
(Regulation 15)

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

NOTICE OF ACQUISITION OF FULLY PAID UP SHARES BY COMPANY						
PART A COMPANY DETAILS						
1.	Company Number <i>Indicate the 12 digit registration number</i>					
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>					
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>				
		<i>Landline</i>				
4.	Email Address					
5.	Number of Shares Acquired					
6.	Nominal Capital	<i>Current</i>				
		<i>New</i>				
7.	Class of Shares <i>If "other" indicate the specific class of shares</i>	ORDINARY	PREFERENTIAL	OTHER		
8.	Number of Shares <i>Indicate Nominal Capital before and after alteration</i>	<i>Current</i>				
		<i>New</i>				
PART B PARTICULARS OF SHAREHOLDERS AND SHARES ACQUIRED						
PARTICULARS OF SHAREHOLDERS						
9.	First Name					
	Surname					
	Gender					
	Date of Birth					
	Nationality					
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC Passport Driver's Licence/Resident Permit</i>					
	Identity Number					
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>					
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>					
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>					
	Phone Number	<i>Mobile</i>				
		<i>Landline</i>				
	Email Address					
	Physical Address	<i>Plot/House</i>				
		<i>Village</i>				
<i>Street</i>						
<i>Area</i>						
<i>Town</i>						
	<i>Province</i>					
	<i>Country</i>					

10.	Number of Shares	Shares held before being acquired		
		Shares acquired		
		Shares held after being acquired		
11.	Class of Shares			
12.	Numbering of Shares Indicate numbering of shares as in the Company Register of Shares		From <input type="text"/>	To <input type="text"/>
13.	Date of Resolution			
14.	Consideration for the Shares			
15.	Signature:		Date: *	
<i>Continue with Part B to add more shareholders</i>				
<b>PART C DECLARATION</b>				
16.	I, the undersigned, declare that the shares indicated above have been acquired by the company and confirm that the information contained above is true and correct.			
	First Name:			
	Surname:			
	Capacity:      Director <input type="checkbox"/> Secretary <input type="checkbox"/>			
	Signature:		Date:	
<b>PART D PARTICULARS OF PERSON LODGING APPLICATION</b>				
17.	First Name			
18.	Surname			
19.	Gender			
20.	Date of Birth			
21.	Nationality			
22.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC Passport/</i> <i>Driver's Licence/Resident Permit</i>			
23.	Identity Number			
24.	Phone Number	Mobile		
		Landline		
25.	Email Address			
26.	Physical Address:	Plot/House/ Village		
		Street		
		Area		
		Town		
		Province		
		Country		
27.	Signature:		Date:	
Attach a special resolution to acquire shares and declaration of solvency by directors				



	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>		
	Phone Number:	<i>Mobile</i> <i>Landline</i>	
	Email Address		
	Physical Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
10.	Number of Shares	<i>Shares held before being acquired</i>	
		<i>Shares acquired</i>	
		<i>Shares held after being acquired</i>	
11.	Class of Shares		
12.	Numbering of Shares <i>Indicate numbering of shares as in the Company Register of Shares</i>	From <input type="text"/> To <input type="text"/>	
13.	Date of Resolution		
14.	Consideration for the Shares		
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>			
	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/Driver's Licence/Resident Permit</i>		
	Identity Number		
	Occupation		
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>		
15.	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>		
	Registration Number, Date and Country of Incorporation of Body Corporate		
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>		
	Phone Number:	<i>Mobile</i> <i>Landline</i>	
	Email Address		
	Physical/Registered Office Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	

DIRECTOR/TRUSTEE OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Date Appointed:		
16.	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:
17.	1					
	2					
	3					
	4					
BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Nature of Interest		
18.	1					
	2					
	3					
	4					
19.	Number of Shares (if any)	Shares held before acquisition				
		Shares held after being acquired				
20.	Class of Shares (if any)					
21.	Nature of Beneficial Ownership <i>Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained</i>					
	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)					
PART C DECLARATION						
22.	I, the undersigned, declare that the shares indicated above have been acquired by the Company and confirm that the information contained above is true and accurate.					
	First Name:					
	Surname:					
	Capacity:      Director <input type="checkbox"/> Secretary <input type="checkbox"/>					
Signature:		Date:				
PART D PARTICULARS OF PERSON LODGING APPLICATION						
23.	First Name					
24.	Surname					
25.	Gender					
26.	Date of Birth					
27.	Nationality					
28.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC Passport/Driver's Licence Resident Permit</i>					

29.	Identity Number		
30.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
31.	Email Address		
32.	Physical Address	<i>Plot/House</i>	
		<i>Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
33.	<i>Signature:</i>		<i>Date:</i>
<i>Only applies to private companies. This form may be sent to the securities exchange and to shareholders following acquisition of shares</i>			

FORM 16

(Regulation 17)

(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 181)

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

NOTICE TO REDEEM SHARES		
PART A COMPANY DETAILS		
1.	Company Number <i>Indicate the 12 digit registration number</i>	
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>	
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile
		Landline
4.	Email Address	
PART B PARTICULARS OF REDEMPTION OF SHARES		
PARTICULARS OF SHAREHOLDER		
5.	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>	
	Identity Number	
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>	
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>	
	Phone Number	Mobile
		Landline
	Email Address	

Physical Address	<i>Plot/House/Village</i>				
	<i>Street</i>				
	<i>Area</i>				
	<i>Town</i>				
	<i>Province</i>				
	<i>Country</i>				
6. Number of Shares	<i>Shares held before redemption</i>				
	<i>Shares redeemed</i>				
	<i>Shares held after redemption</i>				
7. Class of Shares					
8. Numbering of Shares <i>Indicate Numbering Of Shares As In The Company Register Of Shares</i>	From <input style="width: 40px;" type="text"/>	To <input style="width: 40px;" type="text"/>			
9. Consideration for the Shares	I, whose names appear against the signature below, hereby notify the Company that I have exercised the option to redeem the shares indicated on this Form				
10. Signature:		Date:			
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>					
11.	First Name				
	Surname				
	Gender				
	Date of Birth				
	Nationality				
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>				
	Identity Number				
	Occupation				
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>				
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>				
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>				
	Phone Number	<i>Mobile</i> <i>Landline</i>			
	Email Address				
	Physical/ Registered Office Address	<i>Plot/House/Village</i>			
<i>Street</i>					
<i>Area</i>					
<i>Town</i>					
<i>Province</i>					
	<i>Country</i>				
<b>DIRECTOR/TRUSTEE OF BODY CORPORATE</b>					
12.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Date Appointed:</i>
	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:
13.	1					
	2					
	3					
	4					
BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Nature of Interest		
14.	1					
	2					
	3					
	4					
15.	Number of Shares (if any)	Shares held before redemption				
		Shares redeemed				
		Shares held after redemption				
16.	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					
17.	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)					
The redemption of shares becomes effective when the notice is received by the Company secretary or on such later time as may be specified in the notice						

FORM 17  
(Regulation 18)  
(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 184)

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

DECLARATION TO PROVIDE FINANCIAL ASSISTANCE			
<b>PART A</b>			
<b>COMPANY DETAILS AND PARTICULARS OF FINANCIAL ASSISTANCE</b>			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>	
		<i>Landline</i>	
4.	Email Address		
5.	Particulars of financial assistance to be given		<i>Provide reasons for providing financial assistance.</i>
<b>PART B</b>			
<b>RECIPIENT DETAILS</b>			
<b>RECIPIENT OF FINANCIAL ASSISTANCE</b>			
6.	Name of Body Corporate		
	Nature of Body Corporate		
	Registration Number, Date and Country of Incorporation of Body Corporate		
	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
	Email Address		
	Physical Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
<i>Area</i>			
<i>Town</i>			
<i>Province</i>			
	<i>Country</i>		

PART C DECLARATION BY A COMPANY PROVIDING ASSISTANCE					
7.	We, the undersigned directors, declare that to the best of our knowledge and belief, the company shall be able to pay its debts in full, should it commence winding up within twelve months of the date of the declaration, or as they fall due during the year immediately following that date, in any other case.				
<i>Directors: ..... (Name of company providing assistance)</i>					
8.	No	<i>First Name:</i>	<i>Surname:</i>	<i>Signature:</i>	<i>Date:</i>
	1				
	2				
	3				
	4				
<i>Directors: ..... (Name of company receiving assistance)</i>					
9.	No	<i>First Name:</i>	<i>Surname:</i>	<i>Signature:</i>	<i>Date:</i>
	1				
	2				
	3				
	4				
PART D PARTICULARS OF PERSON LODGING APPLICATION					
10.	First Name				
11.	Surname				
12.	Gender				
13.	Date of Birth				
14.	Nationality				
15.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>				
16.	Identity Number				
17.	Phone Number	<i>Mobile</i>			
		<i>Landline</i>			
18.	Email Address				
19.	Physical Address	<i>Plot/House</i>			
		<i>Village</i>			
		<i>Street</i>			
		<i>Area</i>			
		<i>Town</i>			
		<i>Province</i>			
		<i>Country</i>			
20.	<i>Signature:</i>		<i>Date:</i>		
Must be accompanied by a Special Resolution, auditor's report or court order and a statutory declaration by two or more directors					

FORM 18

(Regulation 19)

(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 188)

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

NOTICE OF TRANSFER OF SHARES		
<b>PART A COMPANY DETAILS</b>		
1.	Company Number <i>Indicate the 12 digit registration number</i>	
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>	
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile
		Landline
4.	Email Address	
<b>PART B TRANSFEROR (Person Transferring Shares)</b>		
<b>PARTICULARS OF SHAREHOLDER</b>		
5.	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/Driver's Licence/Resident Permit</i>	
	Identity Number	
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>	
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>	
	Phone Number	Mobile Landline
	Email Address	

	Physical Address	Plot/House/ Village		
		Street		
		Area		
		Town		
		Province		
		Country		
6	Number of Shares	Shares held before transfer		
		Shares transferred		
		Shares held after transfer		
7	Class of Shares			
8	Numbering of Shares <i>Indicate numbering of shares as in the Company Register of Shares</i>	From <input type="text"/>	To <input type="text"/>	
9	Date of Resolution			
10	Consideration for the Shares			
11	<p>DECLARATION</p> <p>I, whose names appear on this form, declare that I have transferred shares indicated on this form and that the beneficial ownership information provided is true and accurate.</p> <p>Signature: _____ Date: _____</p>			
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>				
	First Name			
	Surname			
	Gender			
	Date of Birth			
	Nationality			
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>			
	Identity Number			
	Occupation			
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>			
12.	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>			
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>			
	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:		
13.	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:
14.	1					
	2					
	3					
	4					
BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Nature of Interest		
15.	1					
	2					
	3					
	4					
16.	Number of Shares (if any)	Shares held before transfer				
		Shares transferred				
17.	Class of Shares (if any)	Shares held after transfer				
18.	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					
19.	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)					
PART C TRANSFeree (Person Acquiring Shares)						
PARTICULARS OF SHAREHOLDER						
20.	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/ Registered Office Address	Plot/House/ Village		
		Street		
		Area		
		Town		
		Province		
		Country		
21.	Number of Shares	Shares held before being acquired		
		Shares acquired		
		Shares held after transfer		
22.	Class of Shares			
23.	Numbering of Shares <i>Indicate numbering of shares as in the Company Register of Shares</i>		From <input type="text"/>	To <input type="text"/>
24.	Date of Resolution			
25.	Consideration for the Shares			
26.	<p><b>DECLARATION</b></p> <p>I, whose names appear on this form, declare that I have acquired shares indicated on this form and that the beneficial ownership information provided is true and accurate.</p> <p><i>Signature:</i> _____ <i>Date:</i> _____</p>			
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>				
27.	First Name			
	Surname			
	Gender			
	Date of Birth			
	Nationality			
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>			
	Identity Number			
	Occupation			
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>			
	Registration Number, Date and Country of Incorporation of Body Corporate			
	<i>Where applicant is a Body Corporate</i>			
	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:		
28.	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:
29.	1					
	2					
	3					
	4					
BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE						
No	First Name:	Surname:	Identity Number:	Nature of Interest		
30.	1					
	2					
	3					
	4					
PARTICULARS OF BENEFICIAL OWNERSHIP						
31.	Number of Shares (if any)	Shares held before being acquired				
		Shares acquired				
		Shares held after transfer				
32.	Class of Shares (if any)					
33.	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					
34.	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)					
PART C PARTICULARS OF PERSON LODGING NOTICE						
35.	First Name					
36.	Surname					
37.	Gender					
38.	Date of Birth					
39.	Nationality					
40.	Identity Type					
	For Zambians: NRC For non-Zambians: NRC: Passport/ Driver's Licence Resident Permit					
41.	Identity Number					
42.	Phone Number	Mobile				
		Landline				
43.	Email Address					
44.	Physical Address	Plot/ House				
		Village				
		Street				
		Area				
		Town				
45.	Signature:	Province				
		Country				
		Date:				
Also note that property transfer tax clearance certificate must be attached together with copies of identification documents for both the transferor and transferee.						

FORM 19  
(Regulation 20)

(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 190 and 191)Available at [www.pacra.org.zm](http://www.pacra.org.zm)

NOTICE OF TRANSMISSION OF SHARES				
PART A COMPANY DETAILS				
1.	Company Number <i>Indicate the 12 digit registration number</i>			
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>			
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile		
		Landline		
4.	Email Address			
PART B PERSON FROM WHOM SHARES ARE TRANSMITTED				
PARTICULARS OF SHAREHOLDER				
5.	First Name			
	Surname			
	Gender			
	Date of Birth			
	Nationality			
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>			
	Identity Number			
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>			
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>			
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>			
	Phone Number	Mobile		
		Landline		
	Email Address			
	Physical Address	Plot/House		
		Village		
Street				
Area				
Town				
	Province			
	Country			

6.	Number of Shares	Shares held before transmission					
		Shares transmitted					
		Shares held after transmission					
7.	Class of Shares						
8.	Numbering of Shares		From <input type="text"/>	To <input type="text"/>			
Indicate numbering of shares as in the Company Register of Shares							
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>							
9.	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						
	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					
<b>DIRECTOR/TRUSTEE OF BODY CORPORATE</b>							
10.	No	First Name:	Surname:	Identity Number:	Date Appointed:		
	1						
	2						
	3						
	4						
<b>SHAREHOLDER/SETTLER OF BODY CORPORATE</b>							
11.	No	First Name:	Surname:	Identity Number:	Number of Shares:	Class of Shares:	Number of Paid Up Shares:
	1						
	2						
	3						
	4						
<b>BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE</b>							
12.	No	First Name:	Surname:	Identity Number:	Nature of Interest		
	1						
	2						
	3						
	4						

13	Number of Shares (if any)	Shares held before transmission			
		Shares transmitted			
		Shares held after transmission			
14	Class of Shares (if any)				
15	Nature of Beneficial Ownership <i>Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained</i>				
16	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)				
<b>DECLARATION</b>					
17	I, whose names appear against the signature below, declare that I am the personal representative of the shareholder indicated on this Form  <i>Signature:</i> _____ <i>Date:</i> _____				
<b>PART C PERSON TO WHOM SHARES ARE TRANSMITTED</b>					
<b>PARTICULARS OF SHAREHOLDER</b>					
18	First Name				
	Surname				
	Gender				
	Date of Birth				
	Nationality				
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>				
	Identity Number				
	Occupation				
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>				
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>				
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>				
	Phone Number		<i>Mobile</i> <i>Landline</i>		
	Email Address				
	Physical/Registered Office Address		<i>Plot/House/ Village Street Area Town Province Country</i>		
	19	Number of Shares (if any)	Shares held before transmission		
			Shares transmitted		
			Shares held after transmission		
	20	Class of Shares			
21	Numbering of Shares <i>Indicate numbering of shares as in the Company Register of Shares</i>		From <input type="text"/> To <input type="text"/>		

DECLARATION																																																																					
22. I, whose names appear on this form, acknowledge receipt of shares indicated on this form and that the beneficial ownership information provided is true and accurate.																																																																					
Signature:			Date:																																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">First Name</td> <td colspan="3"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Surname</td> <td colspan="3"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Gender</td> <td colspan="3"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Date of Birth</td> <td colspan="3"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Nationality</td> <td colspan="3"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Identity Type <i>For Zambians: NRC For non-Zambians: NRC-Passport/ Driver's Licence/Resident Permit</i></td> <td colspan="3"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Identity Number</td> <td colspan="3"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Name of Body Corporate <i>Where applicant is a Body Corporate</i></td> <td colspan="3"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i></td> <td colspan="3"></td> <td colspan="2"></td> </tr> </table>							First Name							Surname							Gender							Date of Birth							Nationality							Identity Type <i>For Zambians: NRC For non-Zambians: NRC-Passport/ Driver's Licence/Resident Permit</i>							Identity Number							Name of Body Corporate <i>Where applicant is a Body Corporate</i>							Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>						
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28. Class of Shares (if any)																																																																					

29.	Nature of Beneficial Ownership <i>Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained</i>		
30.	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)		
<b>PART D PARTICULARS OF PERSON LODGING DOCUMENT</b>			
31.	First Name		
32.	Surname		
33.	Gender		
34.	Date of Birth		
35.	Nationality		
36.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/Driver's Licence/Resident Permit</i>		
37.	Identity Number		
38.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
39.	Email Address		
40.	Physical/ Registered Office Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
41.	Signature:	Date:	
<i>To be completed by a Personal Representative. Attach copy of identity documents. In the case of transmission as a result of death, the instrument appointing a personal representative must be attached.</i>			

FORM 20  
(Regulation 21)

(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 21)

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

NOTICE OF CHANGES IN PARTICULARS IN SHAREHOLDING OR BENEFICIAL OWNERSHIP		
PART A COMPANY DETAILS		
1.	Company Number <i>Indicate the 12 digit registration number</i>	
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>	
PART B CURRENT SHAREHOLDER DETAILS		
PARTICULARS OF SHAREHOLDER		
3.	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>	
	Identity Number	
	Occupation	
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>	
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>	
	Phone Number	<i>Mobile</i> <i>Landline</i>
	Email Address	
	Physical/ Registered Office Address	<i>Plot/ House/ Village Street Area Town Province Country</i>

4.	Number of Shares		
5.	Class of Shares		
6.	Par Value of Shares		
7.	Numbering of Shares <i>Indicate numbering of shares as in the Company Register of Shares</i>	From <input type="text"/>	To <input type="text"/>
8.	Consideration for the shares <i>Indicate payment received for shares where applicable</i>		
<b>PART C NEW SHAREHOLDER DETAILS (Complete only where details have changed)</b>			
<b>PARTICULARS OF SHAREHOLDER</b>			
9.	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>		
	Identity Number		
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>		
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>		
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>		
	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
	Email Address		
Physical Address	<i>Plot/House/Village</i>		
	<i>Street</i>		
	<i>Area</i>		
	<i>Town</i>		
	<i>Province</i>		
	<i>Country</i>		
10.	Number of Shares		
11.	Class of Shares		
12.	Par Value of Shares		
13.	Numbering of Shares <i>Indicate Numbering Of Shares As In The Company Register Of Shares</i>	From <input type="text"/>	To <input type="text"/>
14.	Consideration for the shares <i>Indicate payment received for shares where applicable</i>		
15.	<b>DECLARATION:</b>  I, whose names and particulars appear on this form, do hereby declare that the particulars of shareholding relating to shares indicated on this form, are correct and accurate to the best of my knowledge.  <i>Signature:</i> _____ <i>Date:</i> _____		

PART D BENEFICIAL OWNERSHIP DETAILS							
PARTICULARS OF BENEFICIAL OWNERSHIP							
16.	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						
	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				
	<b>DIRECTOR/TRUSTEE OF BODY CORPORATE</b>						
17.	No	First Name:	Surname:	Identity Number:	Date Appointed:		
	1						
	2						
	3						
	4						
<b>SHAREHOLDER/SETTLER OF BODY CORPORATE</b>							
18.	No	First Name:	Surname:	Identity Number:	Number of Shares:	Class of Shares:	Number of Paid Up Shares:
	1						
	2						
	3						
	4						
<b>BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE</b>							
19.	No	First Name:	Surname:	Identity Number:	Nature of Interest		
	1						
	2						
	3						
	4						
20.	Number of Shares (if any)						
21.	Class of Shares (if any)						
22.	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						

23	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)						
24	DECLARATION: I, whose names and particulars appear on this form, do hereby declare that the particulars of beneficial ownership relating to shares indicated on this Form, are correct and accurate to the best of my knowledge.  <i>Signature:</i> _____ <i>Date:</i> _____						
<b>PART E NEW BENEFICIAL OWNERSHIP DETAILS (Complete only where details have changed)</b>							
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>							
25.	First Name						
	Surname						
	Gender						
	Date of Birth						
	Nationality						
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>						
	Identity Number						
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>						
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>						
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>						
	Phone Number	<i>Mobile</i> <i>Landline</i>					
	Email Address						
Physical Address	<i>Plot/House/ Village</i>						
	<i>Street</i>						
	<i>Area</i>						
	<i>Town</i>						
	<i>Province</i>						
	<i>Country</i>						
<b>DIRECTOR/TRUSTEE OF BODY CORPORATE</b>							
26.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Date Appointed:</i>		
	1						
	2						
	3						
	4						
<b>SHAREHOLDER/SETTLER OF BODY CORPORATE</b>							
27.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Number of Shares:</i>	<i>Class of Shares:</i>	<i>Number of Paid Up Shares:</i>
	1						
	2						
	3						
	4						
<b>BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE</b>							
28.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Nature of Interest</i>		
	1						
	2						
	3						
	4						

29.	Number of Shares (if any)		
30.	Class of Shares (if any)		
31.	Nature of Beneficial Ownership <i>Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained</i>		
32.	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)		
33.	<p>DECLARATION:</p> <p>I, whose names and particulars appear on this form, do hereby declare that the particulars of beneficial ownership relating to shares indicated on this Form, are correct and accurate to the best of my knowledge.</p> <p><i>Signature:</i> _____ <i>Date:</i> _____</p>		
<b>PART D</b>			
<b>PARTICULARS OF PERSON LODGING NOTICE</b>			
34.	First Name		
35.	Surname		
36.	Gender		
37.	Date of Birth		
38.	Nationality		
39.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
40.	Identity Number		
41.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
42.	Email Address		
43.	Physical Address	<i>Plot/House</i>	
		<i>Village</i>	
		<i>Street</i>	
		<i>Areci</i>	
		<i>Town</i>	
44.	<i>Signature:</i>	<i>Province</i>	
		<i>Country</i>	
		<i>Date:</i>	

*To be completed only when there is a change in the registered particulars of shareholders or beneficial owners.*

FORM 21

(Regulation 22)

(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 123)

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

DECLARATION OF BENEFICIAL OWNERSHIP		
PART A COMPANY DETAILS		
1.	Company Number <i>Indicate the 12 digit registration number</i>	
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>	
PART B DETAILS OF PERSON ENTERED IN THE REGISTER OF MEMBERS		
PARTICULARS OF SHAREHOLDER		
3.	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport Driver's Licence/Resident Permit</i>	
	Identity Number	
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>	
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>	
	Phone Number	<i>Mobile</i> <i>Landline</i>
	Email Address	
	Physical Address	<i>Plot/House/Village</i> <i>Street</i> <i>Area</i> <i>Town</i> <i>Province</i> <i>Country</i>
4.	Number of Shares	<i>Shares held before declaration</i> <i>Shares declared</i> <i>Shares held after declaration</i>
5.	Class of Shares	
6.	Par Value of Shares	

Signature:

Date:

7	Numbering of Shares <small>Indicate numbering of shares as in the Company Register of Shares</small>	From	<input style="width: 40px; height: 15px;" type="text"/>	To	<input style="width: 40px; height: 15px;" type="text"/>																																																																																
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13. Number of Shares (if any)																																																																																					
14. Class of Shares (if any)																																																																																					
15. Name of Beneficial Ownership <small>(If applicable explain the nature of beneficial ownership (shareholder, trust, legal arrangement etc.) including how ownership control or economic interest is maintained)</small>																																																																																					
16. If beneficial owner is politically exposed person (PEP) as defined in the Financial Intelligence Act No 40 of 2010, provide details (e.g. position held)																																																																																					
17. Voting Rights held																																																																																					
18. DECLARATION:																																																																																					
I, whose names and particulars appear on this form, do hereby declare that the particulars of beneficial ownership relating to shares indicated on this Form, are correct and accurate to the best of my knowledge.																																																																																					
Signature:				Date:																																																																																	



14.	Email Address		
15.		<i>Plot House</i>	
		<i>Village</i>	
16.	Physical Address	<i>Street</i>	
17.		<i>Area</i>	
18.		<i>Town</i>	
19.		<i>Province</i>	
20.		<i>Country</i>	
21.	<i>Signature:</i>	<i>Date:</i>	
<i>Beneficial ownership declarations made to the Company must be attached</i>			

FORM 23  
(Regulation 24)

(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 99(2))Available at [www.pacra.org.zm](http://www.pacra.org.zm)

NOTICE OF RESIGNATION AS DIRECTOR	
PART A COMPANY DETAILS	
1.	Company Number <i>Indicate the 12 digit registration number</i>
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>
PART B PARTICULARS 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	
3.	Phone Number <i>Include the international code (e.g. -260 for Zambia)</i>
	Mobile Landline
Email Address	
Physical Address	Plot House
	Village
	Street
	Area
	Town
	Province
	Country
4.	Reason for Resignation <i>(Optional)</i>
5.	Effective Date <i>(When resignation becomes effective)</i>
6.	Signature: _____ Date: _____
The resignation becomes effective when the notice is received by the Company secretary or on such later time as may be specified in the notice	

FORM 24  
(Regulation 25)

(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 98)

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

NOTICE OF INTENTION TO REMOVE DIRECTOR		
PART A COMPANY DETAILS		
1.	Company Number <i>Indicate the 12 digit registration number</i>	
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>	
PART B PARTICULARS OF MEMBER INTENDING TO MOVE MOTION TO REMOVE A DIRECTOR		
PARTICULARS OF SHAREHOLDER		
3.	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC Passport/ Driver's Licence/Resident Permit</i>	
	Identity Number	
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>	
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>	
	Phone Number	<i>Mobile</i> <i>Landline</i>
	Email Address	
	Physical Address	<i>Plot/House/ Village/ Street/ Area/ Town/ Province/ Country</i>

PART C PARTICULARS OF MOTION	
4.	Name of Director <i>Name of director to be removed</i>
5.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>
6.	Identity Number
7.	Meeting at which the motion is to be moved
8.	Grounds for Director's removal
9.	DECLARATION: I, whose name and particulars appear above, declare my intention to move the motion stated <i>Signature:</i> _____ <i>Date:</i> _____
<i>Where necessary, attach documents in support of the motion.</i>	

FORM 25

(Regulation 26)

(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 98)*

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

NOTICE TO WITHDRAW PROSPECTUS OR STATEMENT IN PROSPECTUS		
PART A DETAILS OF PROSPECTUS		
1.	Company Number <i>Indicate the 12 digit registration number</i>	
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>	
3.	Date and medium of Publication of Prospectus  <i>Where applicable</i>	
4.	Subject of Prospectus	
PART B PARTICULARS OF NOTICE		
I, ..... <i>(indicate name)</i> being, ..... <i>(indicate capacity)</i> in the above mentioned Company, give notice to withdraw consent to:		
(a) a statement in a prospectus issued in the above mentioned statement for the following reasons: .....		
(b) the above mentioned prospectus for the following reasons: ..... .....		
Name: .....		
Signature: .....		
Date: .....		
<i>The form may be varied to meet the circumstances of the case. The notice of withdraw must be published in the daily newspaper of general circulation in Zambia.</i>		

FORM 26  
(Regulation 27)

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

RETURN ON DISTRIBUTION ACCUMULATED PROFITS IN REDUCTION OF PAID UP SHARE CAPITAL					
PART A COMPANY DETAILS					
1.	Company Number <i>Indicate the 12 digit registration number</i>				
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>				
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile			
		Landline			
4.	Email Address				
PART B PARTICULARS OF NOTICE					
5.	Amount Accumulated				
6.	Amount to be distributed				
7.	Share Capital	Current			<i>Indicate Nominal Capital before and after alteration</i>
		New			
8.	Paid up capital	Current			<i>Indicate the Paid Up Capital before and after alteration</i>
		New			
9.	Class of shares <i>If "other" indicate the specific class of shares</i>	ORDINARY	PREFERENTIAL	OTHER	
10.	Number of shares	Current			<i>Indicate number of shares before and after alteration</i>
		New			
11.	Par Value	Current			
		New			
12.	Other Particulars <i>(Optional)</i>				

PART C DECLARATION		
I, the undersigned, confirm that I have been duly authorised as a representative or agent of the company.		
First Name:		
Surname:		
13.	Capacity:	Director <input type="checkbox"/> Secretary <input type="checkbox"/>
Signature:		Date:
PART D PARTICULARS OF PERSON LODGING NOTICE		
14.	First Name	
15.	Surname	
16.	Gender	
17.	Date of Birth	
18.	Nationality	
19.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
20.	Identity Number	
21.	Phone Number	<i>Mobile</i>
		<i>Landline</i>
22.	Email Address	
23.	Physical Address	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
24.	Signature:	Date:
<i>The form must be accompanied by a special resolution to reduce paid up capital and a tax clearance certificate</i>		

FORM 27

(Regulation 28)

(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 238)

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

REGISTRATION OF A CHARGE OR ACQUIRED PROPERTY SUBJECT TO A CHARGE			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
4.	Email Address		
5.	Physical Address <i>State the registered office of the Company</i>	Plot/House/Village	
		Street	
		Area	
		Town	
6.	Postal Address <i>State the notification address of the Company</i>	Province	
		Post Box	
		Area	
		Town	
PART B PARTICULARS OF CHARGE OR ACQUIRED PROPERTY SUBJECT TO A CHARGE			
7.	Date of creation of charge or acquisition of property subject to a charge		<i>Charge includes mortgage, security interest, security agreement, and debenture</i>
8.	Description of charge		<i>Provide a description of the instrument creating or evidencing the mortgage</i>

9.	Amount secured		Indicate the amount secured by the mortgage or charge	
10.	Particulars of property charged or acquired		Indicate the short particulars of all the property mortgage	
11.	Particulars of commission, allowance or discount		Indicate any commission, allowance or discount that may be payable to an agent.	
<b>PART C DETAILS OF CREDITOR</b>				
12.	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 <i>Where applicant is a Body Corporate</i>			
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, etc.</i>			
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>			
	Phone Number	Mobile Landline		
	Email Address			
13.	Physical Address <i>State the registered office of the Company</i>	Plot/House/ Village		
		Street		
		Area		
		Town		
		Province		
14.	Postal Address <i>State the notification address of the Company</i>	Country		
		Post Box		
		Area		
		Town		
		Province		

PART D PARTICULARS OF PERSON LODGING DOCUMENTS		
15	First Name	
16	Surname	
17	Gender	
18	Date of Birth	
19	Nationality	
20	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
21	Identity Number	
22	Phone Number	<i>Mobile</i>
		<i>Landline</i>
23	Email Address	
24	Physical Address	<i>Plot/ House</i>
		<i>Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
	<i>Province</i>	
	<i>Country</i>	
25	Signature:	Date:
<i>Attach a certified copy of the instrument by which the charge is created or evidenced</i>		

FORM 28  
(Regulation 29)  
(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 238)

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

PARTICULARS OF SERIES OF DEBENTURES WHERE PROPERTY IS CHARGED			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
4.	Email Address		
5.	Physical Address <i>State the registered office of the Company</i>	Plot/House/ Village	
		Street	
		Area	
		Town	
		Province	
6.	Postal Address <i>State the notification address of the Company</i>	Post Box	
		Area	
		Town	
		Province	
PART B DETAILS OF SERIES OF DEBENTURE			
7.	Charge Number <i>Where applicable</i>		
8.	Particulars of series of debentures		
9.	Total amount secured		
10.	Date of resolution authorising issue of series		
11.	Date of document creating security <i>Where applicable</i>		
12.	Description of property charged		
13.	Date of issue		
14.	Particulars of commission, allowance or discount <i>Indicate any commission, allowance or discount that may be payable to an agent</i>		

PART C DETAILS OF CREDITOR		
15.	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
	Identity Number	
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>	
	Registration Number, Date and Country of Incorporation of Body Corporate <i>Where applicant is a Body Corporate</i>	
Phone Number	<i>Mobile</i>	
	<i>Landline</i>	
Email Address		
16.	Physical Address <i>State the registered office of the Company</i>	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>
17.	Postal Address <i>State the notification address of the Company</i>	<i>Post Box</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>

PART D DETAILS OF ASSIGNEE (If any)		
	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC Passport/ Driver's Licence/Resident Permit</i>	
	Identity Number	
18.	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	<i>Attach certified copy of the document containing the charge.</i>
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>	
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>	
	Phone Number	
	Email Address	
19.	Physical Address <i>State the registered office of the Company</i>	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>
20.	Postal Address <i>State the notification address of the Company</i>	<i>Post Box</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>
PART E PARTICULARS OF PERSON LODGING DOCUMENTS		
21.	First Name	
22.	Surname	
23.	Gender	
24.	Date of Birth	
25.	Nationality	
26.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC Passport/ Driver's Licence/Resident Permit</i>	
27.	Identity Number	
28.	Phone Number	<i>Mobile</i> <i>Landline</i>
29.	Email Address	

30	Physical Address	Plot/House		
		Village		
		Street		
		Area		
		Town		
		Province		
		Country		
31	Signature:		Date:	
<i>Attach a certified copy of the instrument by which the charge is created or evidenced</i>				

FORM 29  
(Regulation 30)  
(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 242)

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

PARTICULARS OF VARIATION TO A REGISTERED CHARGE		
PART A COMPANY DETAILS		
1.	Company Number <i>Indicate the 12 digit registration number</i>	
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>	
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>
		<i>Landline</i>
4.	Email Address	
5.	Physical Address <i>State the registered office of the Company</i>	<i>Plot/House/Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
6.	Postal Address <i>State the notification address of the Company</i>	<i>Province</i>
		<i>Post Box</i>
		<i>Area</i>
		<i>Town</i>
PART B PARTICULARS OF VARIATION		
7.	Charge Number	
8.	Date of Variation	
9.	Terms of the original charge that have been varied	
10.	Nature of variation	
11.	Details of Variation of Charge <i>Indicate each term varied, and state how it is varied</i>	

PART C DECLARATION			
<p>I, the undersigned, confirm that the information contained above is true and correct.</p> <p>First Name:</p> <p>12. Surname:</p> <p>Capacity:</p> <p>Signature: Date:</p>			
PART D PARTICULARS OF PERSON LODGING DOCUMENT			
13.	First Name		
14.	Surname		
15.	Gender		
16.	Date of Birth		
17.	Nationality		
18.	Identity Type <i>For Zambians: NRC*</i> <i>For non-Zambians: NRC* Passport* Driver's Licence Resident Permit</i>		
19.	Identity Number		
20.	Phone Number	<i>Mobile</i> <i>Landline</i>	
21.	Email Address		
22.	Physical Address	<i>Plot House</i> <i>Village</i> <i>Street</i> <i>Area</i> <i>Town</i> <i>Province</i> <i>Country</i>	
23.	Signature:	Date:	
<p><i>Notification of the satisfaction of a mortgage or charge (in whole or in part), or of the release of part of the property or undertaking from a mortgage or charge secured over it, or of part of that property or undertaking, should be given to the Registrar on Form No. 32 and not on this form.</i></p>			

FORM 30  
(Regulation 31)  
(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 243)

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

NOTICE OF ENTRY INTO POSSESSION OF PROPERTY AS MORTGAGEE			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
4.	Email Address		
PART B DETAILS OF NOTICE			
5.	Charge Number		
6.	Mortgagee <i>Indicate name mortgagee</i>		
7.	Physical Address <i>Indicate address of mortgagee</i>	Plot/House/Village	State the principal office of the Company
		Street	
		Area	
		Town	
		Province	
8.	Description of property subject of entry		
9.	Date of entry into possession		
10.	Powers under the registered mortgage <i>Indicate the powers contained in the registered mortgage</i>		
11.	First Name:		
	Surname:		
	Capacity:		
	Signature:		
		Date:	

PART C PARTICULARS OF PERSON DELIVERING DOCUMENT			
12.	First Name		
13.	Surname		
14.	Gender		
15.	Date of Birth		
16.	Nationality		
17.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC Passport/ Driver's Licence Resident Permit</i>		
18.	Identity Number		
19.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
20.	Email Address		
21.	Physical Address	<i>Plot/ House:</i>	
		<i>Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
22.	<i>Signature:</i>	<i>Date:</i>	

FORM 31

(Regulation 32)

(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 243)

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

NOTICE OF GOING OUT OF POSSESSION OF PROPERTY AS MORTGAGEE			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
4.	Email Address		
PART B DETAILS OF NOTICE			
5.	Charge Number		
6.	Mortgagee <i>Indicate name mortgagee</i>		
7.	Physical Address <i>Indicate address of mortgagee</i>	Plot/House Village	State the principal office of the Company
		Street	
		Area	
		Town	
		Province	
8.	Description of property subject of entry		
9.	Date of going out of possession		
10.	Powers under the registered mortgage <i>Indicate the powers contained in the registered mortgage</i>		
11.	First Name:		
	Surname:		
	Capacity:		
	Signature:	Date:	

PART C PARTICULARS OF PERSON DELIVERING DOCUMENT		
12.	First Name	
13.	Surname	
14.	Gender	
15.	Date of Birth	
16.	Nationality	
17.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC Passport/ Driver's Licence Resident Permit</i>	
18.	Identity Number	
19.	Phone Number	<i>Mobile</i>
		<i>Landline</i>
20.	Email Address	
21.	Physical Address:	<i>Plot/ House</i>
		<i>Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
	<i>Province</i>	
	<i>Country</i>	
22.	<i>Signature:</i>	<i>Date:</i>

FORM 32

(Regulation 33)

(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 241)

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

NOTICE OF DISCHARGE FOR THE RELEASE OF PROPERTY FROM CHARGE				
PART A COMPANY DETAILS				
1.	Company Number <i>Indicate the 12 digit registration number</i>			
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>			
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile		
		Landline		
4.	Email Address			
PART B DETAILS OF DISCHARGE				
5.	Instrument being discharged <i>Provide a short description of the instrument being discharged</i>			
6.	Charge Number			
7. 8.	Type of Discharge <i>Select type of discharge by marking with "X"</i>	Wholly paid	<input type="checkbox"/>	
		Partly paid	<input type="checkbox"/>	
9.	Amount paid			
10.	Indicate Assets Released			
11.	Capacity <i>Indicate position in relation to company</i>			
12.	Name and signature of the person signing on behalf of the Creditor			
13.	Date			
PART C PARTICULARS OF PERSON LODGING DOCUMENT				
14.	First Name			
15.	Surname			
16.	Gender			
17.	Date of Birth			
18.	Nationality			

19.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/Driver's                  Licence/Resident Permit</i>		
20.	Identity Number		
21.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
22.	Email Address		
23.	Physical Address	<i>Plot/House/ Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
24.	<i>Signature:</i>	<i>Date:</i>	

FORM 33  
(Regulation 34)  
(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 241)

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

ANNUAL RETURN					
PART A COMPANY DETAILS					
1.	Company Number <i>Indicate the 12 digit registration number</i>				
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>				
3.	Principal Business Activity			<i>Business activity to be classified in accordance with the ISIC Classification. A full list of the trade classification codes is available on our website: <a href="http://www.pacra.org.zm">www.pacra.org.zm</a></i>	
4.	Other Business Activities				
5.	Physical Address <i>State the registered office of the Company</i>	Plot House/ Village			
		Street			
		Area			
		Town			
		Province			
6.	Postal Address <i>State the notification address of the Company</i>	Post Box			
		Area			
		Town			
		Province			
7.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile			
		Landline			
8.	Email Address				
9.	Nominal Capital or Guaranteed Amount <i>Nominal Capital or Guaranteed amount must not be less than the prescribed minimum</i>				
10.	Class of Shares <i>If other indicate the specific class of shares.</i>	ORDINARY	PREFERENTIAL	OTHER	<i>Not applicable to companies limited by guarantee</i>
11.	Number of Shares				
12.	Number of Paid Up Shares				



PART G PARTICULARS OF PERSON LODGING NOTICE		
22.	First Name	
23.	Surname	
24.	Gender	
25.	Date of Birth	
26.	Nationality	
27.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
28.	Identity Number	
29.	Phone Numbers <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>
		<i>Landline</i>
30.	Email Address	
31.	Physical Address <i>State the principal office of the Company</i>	<i>Plot/House:</i>
		<i>Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
	<i>Province</i>	
	<i>Country</i>	
32.	<i>Signature:</i>	<i>Date:</i>

FORM 34  
(Regulation 35)

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

NO CHANGE RETURN			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. - 260 for Zambia)</i>	Mobile	
		Landline	
4.	Email Address		
PART B ANNUAL RETURN DETAILS			
5.	Type of Company <i>Select one type of Company by marking with "X". In case of Public Limited Companies, attach annual audited Financial Statements and updated Beneficial Ownership information.</i>	Private Limited By Shares	
		Private Limited By Guarantee	
		Unlimited Private Company	
		Public Limited Company	
6.	Company Category <i>Select category of Company by marking with "X"</i>	Local Bank	
		Foreign Bank	
		Insurance Company	
		Re-Insurance Company	
		Bureau De Change	
		Financial Institution	
	Other (Specify)		
7.	Period <i>Indicate the years to which the annual return relates</i>		
8.	Date of Financial Year End		

PART C DECLARATION													
9.	<p>I, the undersigned, declare that there has been no change in any given particulars of the company since the date of the last return</p> <p>First Name:</p> <p>Surname:</p> <p>Capacity:    Director    <input type="checkbox"/>    Secretary    <input type="checkbox"/>    Receiver/Liquidator    <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>												
PART D PARTICULARS OF PERSON LODGING DOCUMENT													
10.	First Name												
11.	Surname												
12.	Gender												
13.	Date of Birth												
14.	Nationality												
15.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's            Licence/Resident Permit</i>												
16.	Identity Number												
17.	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Phone Numbers <i>Include the international code (e.g. +260 for Zambia)</i></td> <td style="width: 30%;"><i>Mobile</i></td> </tr> <tr> <td></td> <td><i>Landline</i></td> </tr> </table>	Phone Numbers <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>		<i>Landline</i>								
Phone Numbers <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>												
	<i>Landline</i>												
18.	Email Address												
19.	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Physical Address</td> <td><i>Plot/House/Village</i></td> </tr> <tr> <td></td> <td><i>Street</i></td> </tr> <tr> <td></td> <td><i>Area</i></td> </tr> <tr> <td></td> <td><i>Town</i></td> </tr> <tr> <td></td> <td><i>Province</i></td> </tr> <tr> <td></td> <td><i>Country</i></td> </tr> </table>	Physical Address	<i>Plot/House/Village</i>		<i>Street</i>		<i>Area</i>		<i>Town</i>		<i>Province</i>		<i>Country</i>
Physical Address	<i>Plot/House/Village</i>												
	<i>Street</i>												
	<i>Area</i>												
	<i>Town</i>												
	<i>Province</i>												
	<i>Country</i>												
20.	Signature: _____ Date: _____												

FORM 35  
(Regulation 36)

(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 274, 301)Available at [www.pacra.org.zm](http://www.pacra.org.zm)

NOTICE OF CHANGE OF FINANCIAL YEAR			
PART A COMPANY DETAILS			
1.	Type of Company	Local Company	Foreign Company
2.	Company Number <i>Indicate the 12 digit registration number</i>		
3.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
4.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
5.	Email Address		
6.	Physical Address <i>State the registered office of the Company</i>	Plot/House Village	
		Street	
		Area	
		Town	
		Province	
PART B PARTICULARS OF THE CHANGE OF FINANCIAL YEAR			
7.	Current Financial Year End <i>Indicate the date of the current financial year end</i>		
8.	New Financial Year End <i>Indicate the date of the proposed new financial year end</i>		
PART C DECLARATION			
9.	First Name:		
	Surname:		
	Capacity:	Director	<input type="checkbox"/> Secretary <input type="checkbox"/>
	Signature:	Date:	

PART D PARTICULARS OF PERSON LODGING NOTICE		
10.	First Name	
11.	Surname	
12.	Gender	
13.	Date of Birth	
14.	Nationality	
15.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>	
16.	Identity Number	
17.	Phone Numbers Include the international code (e.g. +260 for Zambia)	<i>Mobile</i>
		<i>Landline</i>
18.	Email Address	
19.	Physical Address	<i>Plot/House/ Village</i>
		<i>Street</i>
		<i>Area</i>
		<i>Town</i>
		<i>Province</i>
		<i>Country</i>
20.	<i>Signature:</i>	<i>Date:</i>



FORM 37  
(Regulation 38)

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

APPLICATION FOR REGISTRATION OF AMALGAMATION				
PART A COMPANY DETAILS				
1.	Amalgamating Companies	COMPANY NAME	COMPANY NUMBER	Indicate the name of the companies as they appear on the respective certificates of incorporation and their 12 digit registration numbers
2.	Type of Amalgamation Select type of amalgamation by marking with "X"	One company to continue		
		All Amalgamating Companies to be dissolved		
3.	State Company to be dissolved			Where one of the Companies continues after amalgamation, state the company to be dissolved
4.	Name of Amalgamated Company Indicate name under which amalgamated company will operate			
5.	Type of Company Select one type of company by marking with "X"	Private Company Limited by Shares		
		Private Company Limited by Guarantee		
		Public Limited Company		
		Unlimited Private Company		



15.	Class of Shares <i>If other indicate the specific class of shares.</i>	ORDINARY	PREFERENTIAL	OTHER		
16.	Number of Shares				<i>Not applicable to companies limited by guarantee</i>	
17.	Par Value					
18.	Financial Year End <i>The first financial year end must not be more than 12 months from the date of incorporation</i>					
19.	Pledged Investment Amount <i>In case of foreign Investors state the amount and period for pledged investment</i>					
<b>PART B FIRST DIRECTORS</b>						
<i>Note: Minimum of two Directors for private and three for public limited companies. The number of directors resident in Zambia shall not be less than half the number of directors appointed</i>						
<b>PARTICULARS OF DIRECTOR</b>						
20.	First Name					
	Surname					
	Gender					
	Date of Birth					
	Nationality					
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>					
	Identity Number					
	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	<i>Mobile</i>				
		<i>Landline</i>				
	Email Address					
	Physical Address	<i>Plot/House/ Village</i>				
		<i>Street</i>				
	<i>Area</i>					
	<i>Town</i>					
	<i>Province</i>					
	<i>Country</i>					
DECLARATION FOR CONSENT TO ACT AS DIRECTOR:						
21.	I, whose names and particulars appear above, consent to act as director for the above mentioned company:					
	<i>Signature:</i>		<i>Date:</i>			

Continue with Part B to add more directors		
PART C SUBSCRIBERS <i>Applicable to Public Company, Private Company Limited by Shares and Unlimited Private Company</i>		
PARTICULARS OF SHAREHOLDERS		
	<input type="checkbox"/>	<input type="checkbox"/>
22.	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>	
	Identity Number	
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>	
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>	
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>	
	Phone Number	<i>Mobile</i> <i>Landline</i>
	Email Address	
	Physical Address	<i>Plot/House/ Village</i>
<i>Street</i>		
<i>Area</i>		
<i>Town</i>		
<i>Province</i> <i>Country</i>		
23	Number of Shares	
	Class of Shares	
24	Signature: <i>Legal owner to sign if not the Beneficial Owner</i>	Date: <i>Continue with Part C to add more Shareholders</i>
PART D BENEFICIAL OWNERSHIP <i>Applicable to Public Company, Private Company Limited by Shares and Unlimited Private Company</i>		
PARTICULARS OF BENEFICIAL OWNERSHIP		
25.	First Name	
	Surname	
	Gender	
	Date of Birth	
	Nationality	
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport Driver's Licence/Resident Permit</i>	
	Identity Number	

	Occupation						
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>						
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>						
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>						
	Phone Number	<i>Mobile</i>					
		<i>Landline</i>					
	Email Address						
	Physical/ Registered Office Address	<i>Plot/House/ Village</i>					
		<i>Street</i>					
		<i>Area</i>					
		<i>Town</i>					
		<i>Province</i>					
		<i>Country</i>					
<b>DIRECTOR/TRUSTEE OF BODY CORPORATE</b>							
26	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Date Appointed:</i>		
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						
<b>SHAREHOLDER/SETTLER OF BODY CORPORATE</b>							
27	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Number of Shares:</i>	<i>Class of Shares:</i>	<i>Number of Paid Up Shares:</i>
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						
<b>BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE</b>							
28	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Nature of Interest</i>		
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						
29	Number of Shares (if any)						
	Class of Shares (if any)						
	Nature of Beneficial Ownership <i>Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained</i>						
	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)						

DECLARATION OF BENEFICIAL OWNERSHIP:	
30.	I, whose names and particulars appear above, declare that I am the beneficial owner as indicated above.  Signature: _____ Date: _____
<i>Continue with Part D if the Beneficial Owners are more than two</i>	
<b>PART D GUARANTORS</b> <i>Applicable to Companies Limited by Guarantee</i>	
<b>GUARANTOR</b>	
31.	First Name
	Surname
	Gender
	Date of Birth
	Nationality
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>
	Identity Number
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co- operative, Trust, Society, Etc.</i>
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>
Phone Number	<i>Mobile</i> <i>Landline</i>
Email Address	
Physical Address	<i>Plot/House/ Village</i>
	<i>Street</i>
	<i>Area</i>
	<i>Town</i>
	<i>Province</i> <i>Country</i>
32.	Guaranteed Amount
<b>GUARANTOR'S DECLARATION:</b>	
33.	I, whose names and particulars appear above, hereby undertake to contribute the guaranteed amount specified:  Signature: _____ Date: _____

<i>Continue with Part D if the Guarantors are more than two</i>																																
<b>PART E COMPANY SECRETARY SECRETARY</b>																																
34.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">First Name</td></tr> <tr><td colspan="2">Surname</td></tr> <tr><td colspan="2">Gender</td></tr> <tr><td colspan="2">Date of Birth</td></tr> <tr><td colspan="2">Nationality</td></tr> <tr><td colspan="2">Identity Type <i>For Zambians: NRC</i> <i>For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i></td></tr> <tr><td colspan="2">Identity Number</td></tr> <tr><td colspan="2">Name of Body Corporate <i>Where applicant is a Body Corporate</i></td></tr> <tr><td colspan="2">Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i></td></tr> <tr><td colspan="2">Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i></td></tr> <tr> <td style="width: 30%;">Phone Number</td> <td><i>Mobile</i> <i>Landline</i></td> </tr> <tr><td colspan="2">Email Address</td></tr> <tr> <td rowspan="5">Physical Address</td> <td><i>Plot/House/ Village</i></td> </tr> <tr><td><i>Street</i></td></tr> <tr><td><i>Area</i></td></tr> <tr><td><i>Town</i></td></tr> <tr><td><i>Province</i></td></tr> <tr><td><i>Country</i></td></tr> </table>	First Name		Surname		Gender		Date of Birth		Nationality		Identity Type <i>For Zambians: NRC</i> <i>For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>		Identity Number		Name of Body Corporate <i>Where applicant is a Body Corporate</i>		Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>		Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>		Phone Number	<i>Mobile</i> <i>Landline</i>	Email Address		Physical Address	<i>Plot/House/ Village</i>	<i>Street</i>	<i>Area</i>	<i>Town</i>	<i>Province</i>	<i>Country</i>
First Name																																
Surname																																
Gender																																
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	<i>Area</i>																															
	<i>Town</i>																															
	<i>Province</i>																															
<i>Country</i>																																
35.	<p><b>DECLARATION FOR CONSENT TO ACT AS COMPANY SECRETARY:</b></p> <p>I, whose names and particulars appear above, consent to act as Company secretary for this Company:</p> <p>Signature: _____ Date: _____</p>																															
<i>Continue with Part E to add more Secretaries</i>																																
<b>PART F DECLARATION OF COMPLIANCE</b>																																
36.	<p>I, .....do solemnly and sincerely declare that I am: a legal practitioner engaged in the formation of the Company a first director named in the application for incorporation or the first secretary named in the application for incorporation (<i>delete whichever is not applicable</i>) and that all the requirements of the Companies Act, No 10 of 2017, in respect of matters precedent to the incorporation of the Company and incidental thereto, have been complied with. I make this solemn declaration conscientiously believing the same to be true.</p> <p>Declared at ..... the ..... day of ..... 20 .....</p> <p>Signature: .....</p>																															

PART G PARTICULARS OF PERSON LODGING APPLICATION			
37	First Name		
38	Surname		
39	Gender		
40	Date of Birth		
41	Nationality		
42	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
43	Identity Number		
44	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
45	Email Address		
46	Physical Address	<i>Plot House</i>	
		<i>Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
47	Signature:	Date:	
<p><i>The form must be accompanied by special resolutions of amalgamating companies, a proposal for amalgamation by the amalgamating companies and clearance from the Competition and Consumer Protection Commission (CCPC). The proposal for amalgamation and resolutions should comply with the provisions of Sections 283 and 284, respectively.</i></p>			



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 299)

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

APPLICATION FOR REGISTRATION AS A FOREIGN COMPANY			
PART A COMPANY DETAILS IN ZAMBIA			
1.	Type of Company <i>Select one type of Company by marking with "X"</i>	Private Company Limited By Shares	<i>Ensure that the members of the company understand the kind of company being incorporated and the liability it carries</i>
		Private Company Limited By Guarantee	
		Public Limited Company	
		Unlimited Private Company	
2.	Company Name <i>Ensure that the name is captured exactly as approved by Company Registry and has not expired</i>		
3.	Whether Articles Restrict Nature of Business <i>Mark with "X" As Appropriate</i>	NO	YES
4.	Principal Business Activity		<i>Business activity to be classified in accordance with the ISIC Classification. A full list of the trade classification codes is available on our website: <a href="http://www.pacra.org.zm">www.pacra.org.zm</a></i>
5.	Other Business Activities		
6.	Accompanying Documents	CERTIFIED COPY OF ARTICLES OF ASSOCIATION	<i>Mark with an "x" and Attach whichever document is applicable</i>
		CERTIFIED COPY OF MEMORANDUM OF ASSOCIATION	
		CERTIFIED COPY OF THE CHARTER, STATUTES, REGULATIONS	
		COPY OF THE CERTIFICATE OF INCORPORATION FROM THE COUNTRY OF ORIGIN	
		INSTRUMENT CREATING OR EVIDENCING A CHARGE IN ZAMBIA (If Any)	
		ANY OTHER INSTRUMENT CONSTITUTING THE ENTITY	

7.	Type Of Articles Mark With "X" As Appropriate	STANDARD		NON-STANDARD		
8.	Physical Address State the registered office of the Company	Plot/House/ Village				
		Street				
		Area				
		Town				
		Province				
9.	Postal Address State the notification address of the Company	Post Box				
		Area				
		Town				
		Province				
10.	Phone Number Include the international code (e.g. +260 for Zambia)	Mobile				
		Landline				
11.	Email Address					
12.	Particulars of all charges on any property in Zambia Specify details of the charge. If no charge was acquired, a statement must be written to that effect.					
13.	Date when charge was created Property in Zambia acquired by the company must not have been acquired less than fourteen days before the lodgement of the application					
14.	Total amount secured by the charge Where applicable					
15.	Date of Acquisition of Mortgage or Charge Where applicable					
16.	Type of Property Mortgaged or Charged Select type of property by marking with "X"	LAND				Where applicable
		BUILDINGS				
		OTHER				
		OTHER (Specify)				
17.	Description of Instrument creating or evidencing the Mortgage					Where applicable
18.	Title Deed Number					Where applicable
19.	Short particulars of all the property mortgaged					Where applicable
20.	Nominal Capital or Guaranteed Amount Nominal Capital or Guaranteed amount must not be less than the prescribed minimum					

21.	Class of Shares <i>If other indicate the specific class of shares.</i>	ORDINARY	PREFERENTIAL	OTHER	<i>Not applicable to companies limited by guarantee</i>	
22.	Number of Shares					
23.	Par Value					
24.	Number of paid up shares					
25.	Number of unpaid shares					
26.	Amount paid/payable in cash					
27.	Amount paid/payable other than in cash					
28.	Financial Year End <i>The financial year end must not be more than 15 months from the date of incorporation</i>					
29.	Pledged Investment Amount <i>In case of Foreign Investors, state the amount and period for pledged investment</i>					
<b>PART B PARTICULARS OF DOCUMENTARY AGENT</b>						
30.	First Name					
	Surname					
	Gender					
	Date of Birth					
	Nationality					
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC/Passport/ Driver's Licence/Resident Permit</i>					
	Identity Number					
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>					
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>					
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>					
	Phone Number	<i>Mobile</i>				
		<i>Landline</i>				
	Email Address					
Physical Address	<i>Plot/House/Village</i>					
	<i>Street</i>					
	<i>Area</i>					
	<i>Town</i>					
	<i>Province</i>					
	<i>Country</i>					

ACCEPTANCE OF APPOINTMENT AS DOCUMENTARY AGENT			
31.	I/We, whose names and particulars appear above, accept to be appointed as Documentary Agent for this Company:		
	Signature:		
	Date:		
<b>PART C</b>			
<b>PARTICULARS OF LOCAL DIRECTORS</b>			
<i>Note: Minimum of one local director</i>			
<b>PARTICULARS OF DIRECTOR</b>			
32.	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type		
	For Zambians: <i>NRC</i>		
	For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
	Identity Number		
	Phone Number	<i>Mobile</i>	
	<i>Include the international code (e.g. +260 for Zambia)</i>	<i>Landline</i>	
Email Address			
Physical Address	<i>Plot/House/ Village</i>		
	<i>Street</i>		
	<i>Area</i>		
	<i>Town</i>		
	<i>Province</i>		
	<i>Country</i>		
DECLARATION FOR CONSENT TO ACT AS DIRECTOR:			
33.	I, whose names and particulars appear above, consent to act as director for the above mentioned company:		
	Signature: Date:		
<i>Continue with Part C to add more directors</i>			
<b>PART D</b>			
<b>DETAILS OF COMPANY IN THE COUNTRY OF ORIGIN</b>			
34.	Company Name		
35.	Type of Company <i>Select one type of Company by marking with "X"</i>	Private Company Limited By Shares	
		Private Company Limited By Guarantee	
		Public Limited Company	
		Unlimited Private Company	
		Other ( <i>Specify</i> )	
		<i>The type of company should be as obtaining in the country of origin</i>	
36.	Country of Incorporation		
37.	Date of Incorporation		

38	Principal Business Activity				Business activity to be classified in accordance with the ISIC Classification. A full list of the trade classification codes is available on our website: <a href="http://www.pacra.org.zm">www.pacra.org.zm</a>	
39	Other Business Activities					
40	Whether Articles Restrict Nature of Business Mark with "X" As Appropriate	NO	YES			
41	Physical Address State the registered office of the Company	Plot/House/Village				
		Street				
		Area				
		Town				
42	Postal Address State the notification address of the Company	Province				
		Post Box				
		Area				
		Town				
43	Phone Number Include the international code (e.g. +260 for Zambia)	Mobile				
		Landline				
44	Email Address					
45	Nominal Capital or Guaranteed Amount Nominal Capital or Guaranteed amount must not be less than the prescribed minimum					
46	Class of Shares If other indicate the specific class of shares.	ORDINARY	PREFERENTIAL	OTHER	Not applicable to companies limited by guarantee	
47	Number of Shares					
48	Par Value					
49	Number of Shares Issued Other Than For Cash					
50	Financial Year End					
<b>PART E</b>						
<b>BENEFICIAL OWNERSHIP IN COUNTRY OF ORIGIN</b>						
<b>PARTICULARS OF BENEFICIAL OWNERSHIP</b>						
50	First Name					
	Surname					
	Gender					
	Date of Birth					
	Nationality					

51.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>						
	Identity Number						
	Occupation						
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>						
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co- operative, Trust, Society, Etc.</i>						
	Registration Number, Date and Country of Incorporation of Body Corporate						
	<i>Where applicant is a Body Corporate</i>						
	Phone Number	<i>Mobile Landline</i>					
Email Address							
Physical/ Registered Offi ce Address	<i>Plot/House/ Village</i>						
	<i>Street</i>						
	<i>Area</i>						
	<i>Town</i>						
	<i>Province</i>						
	<i>Country</i>						
<b>DIRECTOR/TRUSTEE OF BODY CORPORATE</b>							
52.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Date Appointed:</i>		
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						
<b>SHAREHOLDER/SETTLER OF BODY CORPORATE</b>							
53.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Number of Shares:</i>	<i>Class of Shares:</i>	<i>Number of Paid Up Shares:</i>
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						
<b>BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE</b>							
54.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Nature of Interest</i>		
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						
55.	Number of Shares (if any)						
	Class of Shares (if any)						
	Nature of Beneficial Ownership <i>Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained</i>						

	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)		
<b>PART F</b>			
<b>PARTICULARS OF PERSON LODGING APPLICATION</b>			
56.	First Name		
57.	Surname		
58.	Gender		
59.	Date of Birth		
60.	Nationality		
61.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
62.	Identity Number		
63.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
64.	Email Address		
65.	Physical Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
		<i>Country</i>	
66.	Signature:	Date:	
<i>This form must be accompanied by the documents specified under section 299(4)</i>			

FORM 39  
(Regulation 40)  
(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 299)

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

NOTICE OF ALTERATION OF REGISTERED PARTICULARS OF A FOREIGN COMPANY			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
4.	Email Address		
5.	Nature of Change	Articles of Association	
		Memorandum of Association	
		Company Name	
		Beneficial Ownership	
		Address	
		Directorship	
		Documentary Agent	
Other(Specify):			
6.	Particulars of Change		
7.	Indicate Whether Change Relates to Company in Country of Origin or Company Registered in Zambia		
PART B CHANGE OF DOCUMENTARY AGENT			
DETAILS OF NEW DOCUMENTARY AGENT			
8.	First Name		
	Surname		
	Gender		
	Date of Birth		
	Nationality		
	Identity Type <i>For Zambians: NRC For non-Zambians: NRC Passport Driver's Licence Resident Permit</i>		
	Identity Number		
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>		

	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>		
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>		
	Phone Number	Mobile	
		Landline	
	Email Address		
	Physical Address	Plot/House/ Village	
Street			
Area			
Town			
Province			
Country			

9. ACCEPTANCE OF APPOINTMENT AS DOCUMENTARY AGENT  
I/We, whose names and particulars appear above, accept to be appointed as Documentary Agent for this Company:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Continue with part B to add more agents*

**PART C**  
**PARTICULARS OF NEW LOCAL DIRECTORS**  
*Note: Minimum of one local director*

**PARTICULARS OF DIRECTOR**

10.	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 <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
	Email Address		
Physical Address	Plot/House/ Village		
	Street		
	Area		
	Town		
	Province		
	Country		

11. DECLARATION FOR CONSENT TO ACT AS DIRECTOR:  
I, whose names and particulars appear above, consent to act as director for the above mentioned company:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Continue with Part C to add more directors*

PART D BENEFICIAL OWNERSHIP IN COUNTRY OF ORIGIN							
PARTICULARS OF BENEFICIAL OWNERSHIP							
12.	First Name						
	Surname						
	Gender						
	Date of Birth						
	Nationality						
	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>						
	Identity Number						
	Occupation						
	Name of Body Corporate <i>Where applicant is a Body Corporate</i>						
	Nature of Body Corporate <i>Where applicant is a Body Corporate, indicate whether applicant is a Company, Co-operative, Trust, Society, Etc.</i>						
	Registration Number, Date and Country of Incorporation of Body Corporate  <i>Where applicant is a Body Corporate</i>						
	Phone Number		<i>Mobile</i>		<i>Landline</i>		
Email Address							
Physical/ Registered Office Address		<i>Plot/House/ Village</i>					
		<i>Street</i>					
		<i>Area</i>					
		<i>Town</i>					
		<i>Province</i>					
		<i>Country</i>					
DIRECTOR/TRUSTEE OF BODY CORPORATE							
13.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Date Appointed:</i>		
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						
SHAREHOLDER/SETTLER OF BODY CORPORATE							
14.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Number of Shares:</i>	<i>Class of Shares:</i>	<i>Number of Paid Up Shares:</i>
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						
BENEFICIAL OWNER/BENEFICIARY OF BODY CORPORATE							
15.	<i>No</i>	<i>First Name:</i>	<i>Surname:</i>	<i>Identity Number:</i>	<i>Nature of Interest</i>		
	<i>1</i>						
	<i>2</i>						
	<i>3</i>						
	<i>4</i>						

16.	Number of Shares (if any)			
	Class of Shares (if any)			
	Nature of Beneficial Ownership <i>Briefly explain the nature of beneficial ownership (whether trust, legal arrangement etc.) including how ownership control or economic interest is maintained</i>			
	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)			
17.	<i>First Name:</i>			
	<i>Surname:</i>			
	<i>Capacity:</i>			
	<i>Signature:</i>	<i>Date:</i>		
<b>PART E</b> <b>PARTICULARS OF PERSON LODGING NOTICE</b>				
18.	First Name			
19.	Surname			
20.	Gender			
21.	Date of Birth			
22.	Nationality			
23.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/</i> <i>Driver's Licence/Resident Permit</i>			
	24.	Identity Number		
25.	Phone Number	<i>Mobile</i>		
		<i>Landline</i>		
26.	Email Address			
27.	Physical Address	<i>Plot/House/</i> <i>Village</i>		
		<i>Street</i>		
		<i>Area</i>		
		<i>Town</i>		
		<i>Province</i>		
		<i>Country</i>		
28.	<i>Signature:</i>	<i>Date:</i>		

FORM 40  
(Regulation 41)

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

ANNUAL ACCOUNTS OF FOREIGN COMPANY			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile	
		Landline	
4.	Email Address		
5.	Country of Origin		
6.	Date of Financial Year End <i>Indicate the date that the statement is made up to</i>		
7.	Physical Address <i>State the registered office of the Company</i>	Plot/House/ Village	State the principal office of the Company
		Street	
		Area	
		Town	
		Province	
8.	Postal Address <i>State the notification address of the Company</i>	Post Box	State the notification address of the Company
		Area	
		Town	
		Province	
PART B DETAILS OF AUDITORS			
9.	Name of Auditor <i>Indicate the names of the Company's Auditors</i>		
10.	Registration Number of Audit Firm		
11.	Physical Address <i>State the registered office of the Company</i>	Plot/House/ Village	
		Street	
		Area	
		Town	
		Province	
		Country	
12.	Postal Address <i>State the notification address of the Company</i>	Post Box	
		Area	
		Town	
		Province	

13.	<i>First Name:</i>			
	<i>Surname:</i>			
	<i>Capacity:</i>			
	<i>Signature:</i>	<i>Date:</i>		
14.	First Name			
15.	Surname			
16.	Gender			
17.	Date of Birth			
18.	Nationality			
19.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>			
	20. Identity Number			
21.	Phone Number	<i>Mobile</i>		
		<i>Landline</i>		
22.	Email Address			
23.	Physical Address	<i>Plot/House/ Village</i>		
		<i>Street</i>		
		<i>Area</i>		
		<i>Town</i>		
		<i>Province</i>		
24.	<i>Signature:</i>		<i>Date:</i>	
<i>Attach annual accounts and auditor's report</i>				

FORM 41  
(Regulation 42)  
(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 311 and 312)

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

NOTICE OF WINDING-UP OF A FOREIGN COMPANY			
<b>PART A APPLICATION DETAILS</b>			
1.	Application Details <i>Select one type of Application by marking with "X"</i>	Winding up in the country of origin	
		Winding up in Zambia	
<b>PART B PARTICULARS OF FOREIGN COMPANY AS REGISTERED IN ZAMBIA</b>			
2.	Company Number <i>Indicate the 12 digit registration number</i>		
3.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
<b>PART C WINDING UP DETAILS</b>			
4.	Type of Winding Up <i>Select one type of winding up by marking with "X"</i>	Voluntary	Compulsory
5.	Date of Resolution/ Court Order		
6.	Date of The Winding-Up		
7.	Date of Dissolution <i>Where applicable</i>		
8.	First Name:		
	Surname:		
	Capacity:		
	Signature:	Date:	
<b>PART D PARTICULARS OF PERSON LODGING NOTICE</b>			
9.	First Name		
10.	Surname		
11.	Gender		
12.	Date of Birth		
13.	Nationality		
14.	Identity Type <i>For Zambians: NRC For non-Zambians: NRC Passport Driver's Licence Resident Permit</i>		
15.	Identity Number		
16.	Phone Number	Mobile	
		Landline	

17.	Email Address		
18.	Physical Address	Plot/House/ Village	
		Street	
		Area	
		Town	
		Province	
	Country		
19.	Signature:	Date:	
<i>Attach resolution, court order or any other relevant instrument</i>			

FORM 42  
(Regulation 43)

(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 313)

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

NOTICE OF CESSATION OF BUSINESS OF FOREIGN COMPANY			
PART A PARTICULARS OF FOREIGN COMPANY AS REGISTERED IN ZAMBIA			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
PART B CESSATION DETAILS			
3.	Date of Cessation of Business In Zambia		
4.	Reason For Cessation <i>State the cause of cessation</i>		
5.	<i>First Name:</i>  <i>Surname:</i>  <i>Capacity:</i>  <i>Signature: Date:</i>		
PART C PARTICULARS OF PERSON LODGING NOTICE			
6.	First Name		
7.	Surname		
8.	Gender		
9.	Date of Birth		
10.	Nationality		
11.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC Passport Driver's Licence Resident Permit</i>		
12.	Identity Number		
13.	Phone Number	<i>Mobile</i>	
		<i>Landline</i>	
14.	Email Address		
15.	Physical Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
16.	<i>Signature:</i>	<i>Date:</i>	

FORM 43

(Regulation 44)

(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 317)*

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

NOTICE OF INTENTION TO DE-REGISTER A COMPANY	
<b>PART A COMPANY DETAILS</b>	
1.	Company Number <i>Indicate the 12 digit registration number</i>
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>
<b>PART B PARTICULARS OF NOTICE</b>	
<p>Notice is given of the Registrar's intention to de-register the company on the following grounds:</p> <p>.....</p> <p>.....</p> <p>You are therefore required to show cause, within a period of 30 days, why the company should not be deregistered.</p> <p>3. Name of officer: .....</p> <p>Designation: .....</p> <p>Signature: .....</p> <p align="center"><i>Registrar</i></p> <p>Date: .....</p>	

FORM 44  
(Regulation 45)

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

APPLICATION FOR COMPANY DE-REGISTRATION						
<b>PART A COMPANY DETAILS</b>						
1.	Company Number <i>Indicate the 12 digit registration number</i>					
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>					
3.	Phone Number <i>Include the international code (e.g. +260 for Zambia)</i>	Mobile				
		Landline				
4.	Email Address					
5.	Date of Application					
6.	Reasons for De-Registration <i>Provide reasons for de-registration</i>					
<b>PART B DECLARATION</b>						
7.	<p><i>We, the undersigned directors, declare that the above company has resolved to de-register under section 318 of the Companies Act of 2017 and declare that the statements below are true and correct:</i></p> <p>(a) <i>the company is not carrying on business;</i>            (b) <i>all members of the company agree to the de-registration;</i>            (c) <i>the company has no outstanding liabilities; and</i>            (d) <i>the company is not a party to any legal proceedings.</i></p>					
<b>DIRECTOR</b>						
8.	No	First Name:	Surname:	Identity Number:	Signature	Date:
	1					
	2					
	3					
	4					
<b>PART C PARTICULARS OF PERSON LODGING NOTICE</b>						
9.	First Name					
10.	Surname					
11.	Gender					
12.	Date of Birth					
13.	Nationality					
14.	Identity Type For Zambians <i>NRC</i> For non-Zambians: <i>NRC Passport Driver's Licence Resident Permit</i>					
15.	Identity Number					

16.	Phone Number	Mobile		
		Landline		
17.	Email Address			
18.	Physical Address	Plot/House/ Village		
		Street		
		Area		
		Town		
		Province		
		Country		
19.	Signature:		Date:	
<i>Attach Special Resolution, summary of accounts and a statutory declaration by two or more directors</i>				

FORM 45

(Regulation 46)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 14)

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

**CERTIFICATE OF INCORPORATION**

This is to certify that..... is  
on and from the ..... day of ....., 20..... incorporated as a  
..... "company type".

Approval has been granted to dispense with the word "Limited" from the company  
name.

Given under my hand and seal at Lusaka, Zambia, this ..... day of  
....., 20....

.....  
*Registrar*



FORM 46  
(Regulation 47)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 299)

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

**CERTIFICATE OF REGISTRATION OF FOREIGN COMPANY**

**I CERTIFY** that..... has filed the documents required to be filed under Section 299 of the Companies Act and has been entered in the Register of Foreign Companies with effect from ..... day of ....., 20.....

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20....

.....

*Registrar*



FORM 47  
(Regulation 48)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 14)

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

**CERTIFICATE OF SHARE CAPITAL**

This is to certify that..... has the  
nominal capital of ..... divided into

..... shares of ..... each.

..... shares of ..... each.

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20....

.....

*Registrar*



FORM 48

(Regulation 49)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**

(Act No. 10 of 2017)

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

(Section 270 and 272)

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

**ANNUAL RETURN CONFIRMATION STATEMENT**

This serves to certify that..... has filled

(Entry)

Annual Returns from ..... to .....

Principal Business Activities: .....

Physical place of Business: .....

Postal Address: .....

Its registration number being: .....

The next Annual Return will be due on ..... day of ....., 20..... Note that an Annual Return cannot be filed before the due date.

Dated this ..... day of ....., 20.....

.....  
*Registrar*



FORM 49  
(Regulation 50)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 239)

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

**CERTIFICATE OF REGISTRATION OF CHARGE**

..... (Company name) .....

**IN RESPECT OF**

Name of secured party: .....

This is to certify that ..... dated this ..... day of ....., 20..... for securing the sum of ..... and interest thereon was this day registered pursuant to section 239 of the Companies Act.

Given under my hand at Lusaka this ..... day of ....., 20.....

.....

*Registrar*



FORM 50  
 (Regulation 51)  
 (In typescript and completed in duplicate)  
 Companies Registration No.....  
 Serial No. ....  
 QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
 (Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
 (Section 290)

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

**CERTIFICATE OF AMALGAMATION**

I certify that the following companies: ..... and  
 ..... have on and  
 from the ..... day of ....., 20..... amalgamated as a  
 ..... resulting into: .....

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20.....

.....

*Registrar*



FORM 51  
(Regulation 52)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 290)

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

**CERTIFICATE OF INCORPORATION OF AMALGAMATED COMPANY**

I certify that the following companies: ..... and  
..... have on and  
from the ..... day of ....., 20..... amalgamated as a  
..... resulting into: .....

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20.....

.....  
*Registrar*



FORM 52  
(Regulation 53)

(In typescript and completed in duplicate)



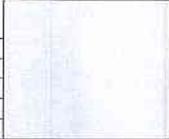
**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 306)

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

APPLICATION FOR DUPLICATE CERTIFICATE			
PART A COMPANY DETAILS			
1.	Company Number <i>Indicate the 12 digit registration number</i>		
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>		
3.	Charge Number <i>Where applicable</i>		
4.	Reason for Replacement 5. <i>Select one by marking with "X"</i>	Lost	
		Destroyed/Defaced	
		Other (Specify)	
6.	Name of Certificate to be replaced		
7.	Reason for Request <i>(Optional)</i>		
8.	I, the undersigned, request for replacement of the above mentioned certificate. First Name: Surname: Capacity: Signature: _____ Date: _____		
PART C PARTICULARS OF PERSON LODGING DOCUMENT			
9.	First Name		
10.	Surname		
11.	Gender		
12.	Date of Birth		
13.	Nationality		
14.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/Driver's Licence Resident Permit</i>		
15.	Identity Number		
16.	Phone Number	<i>Mobile</i> <i>Landline</i>	
17.	Email Address		

18	Physical Address	<i>Plot/House</i>		
		<i>Village</i>		
		<i>Street</i>		
		<i>Area</i>		
		<i>Town</i>		
		<i>Province</i>		
		<i>Country</i>		
19	<i>Signature:</i>		<i>Date:</i>	

FORM 53

(Regulation 54)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**

(Act No. 10 of 2017)

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

(Section 54)

**REPLACEMENT CERTIFICATE OF INCORPORATION FOR A COMPANY  
CONVERTED TO A PUBLIC COMPANY, A PRIVATE COMPANY LIMITED BY  
SHARES, UNLIMITED COMPANY OR COMPANY LIMITED BY GUARANTEE**

This is to certify that..... (company name) .....  
having been:

\*a private company limited by shares

\*a company limited by guarantee

\*an unlimited company

\* public company

incorporated on the ..... day of ....., 20.....

is on and from the ..... day of ....., 20.....

converted to a ..... (type of company) .....

company in accordance with a special resolution passed on the ..... day of  
....., 20.....

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20.....



.....

Registrar

FORM 54  
(Regulation 55)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 140)

**REPLACEMENT CERTIFICATE OF SHARE CAPITAL**

This is to certify that.....

..... (name of company) has the nominal share capital of

K..... divided into:

..... shares of K..... each

..... shares of K..... each

having varied its nominal share capital from a share capital of K.....

divided into: ..... \*share of K..... each

..... shares of K..... each

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20....



.....  
*Registrar*

FORM 55

(Regulation 56)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**

(Act No. 10 of 2017)

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

(Section 376)

**REPLACEMENT CERTIFICATE OF INCORPORATION OF A PRIVATE OR PUBLIC COMPANY FOR ADOPTION OF ARTICLES**

This is to certify that..... was incorporated as a private company limited by shares on the ..... day of ....., 20.....

Given under my hand and seal at Lusaka, Zambia, this .....day of ....., 20.....



.....

*Registrar*

FORM 56  
(Regulation 57)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 37)

**REPLACEMENT CERTIFICATE OF INCORPORATION FOR  
CHANGE OF COMPANY NAME**

This is to certify that.....(*company name*) .....  
is a ..... (*type of company*) .....  
and was incorporated on the ..... day of ....., 20..... having been known  
before the ..... day of ....., 20..... by the name .....

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20....



.....

*Registrar*

FORM 57

(Regulation 58)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**

(Act No. 10 of 2017)

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

(Section 308)

**REPLACEMENT CERTIFICATE OF REGISTRATION FOR CHANGE OF NAME  
OF A FOREIGN COMPANY**

This is to certify that..... (Company name)  
..... was registered on the ..... day of ....., 20.....  
Having been known before the ..... day of ....., 20..... by the  
name .....

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20....



.....

*Registrar*

FORM 58  
(Regulation 59)

(In typescript and completed in duplicate)

Companies Registration No.....

Serial No. ....

QR Code



**THE PATENTS AND COMPANIES REGISTRATION AGENCY**

**The Companies Act, 2017**  
(Act No. 10 of 2017)

**The Companies (Prescribed Forms) Regulations, 2018**  
(Section 37)

**REPLACEMENT CERTIFICATE OF REGISTRATION FOR CHANGE OF NAME  
OF A FOREIGN COMPANY REPLACEMENT CERTIFICATE OF  
INCORPORATION FOR A COMPANY LIMITED BY GUARANTEE GRANTED  
APPROVAL TO DISPENSE WITH THE WORD "LIMITED"**

This is to certify that..... (company name) .....  
a company limited by guarantee and incorporated on the ..... day of .....  
20..... by the name .....

Approval has been granted to dispense with the word "Limited" from the company name.

Given under my hand and seal at Lusaka, Zambia, this ..... day of ....., 20....



.....

*Registrar*

FORM 59

(Regulation 60)

(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 326 and 348)

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

REQUEST FOR INFORMATION			
PART A SEARCH DETAILS			
Nature of Request	FOR INFORMATION		
	FOR SEARCH		
	CERTIFICATE OF STATUS		
	COMPUTER PRINTOUT		
Particulars of Request <i>Attach list of companies where applicable</i>			
PART B APPLICANT DETAILS			
3.	First Name		
4.	Surname		
5.	Gender		
6.	Date of Birth		
7.	Nationality		
8.	Identity Type For Zambians: <i>NRC</i> For non-Zambians: <i>NRC/Passport/ Driver's Licence/Resident Permit</i>		
9.	Identity Number		
10.	Phone Numbers <i>Include the international code (e.g. -260 for Zambia)</i>	<i>Mobile</i>	
		<i>Landline</i>	
11.	Email Address		
12.	Physical Address	<i>Plot/House/Village</i>	
		<i>Street</i>	
		<i>Area</i>	
		<i>Town</i>	
		<i>Province</i>	
	<i>Country</i>		
13.	<i>Signature:</i>	<i>Date:</i>	

FORM 60  
(Regulation 61)  
(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**

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

NOTICE OF LODGEMENT		
<b>PART A COMPANY AND APPLICATION DETAILS</b>		
1.	Company Number <i>Indicate the 12 digit registration number</i>	
2.	Company Name <i>Indicate the name as captured on the certificate of incorporation</i>	
<b>PART B LODGEMENT DETAILS</b>		
3.	Type of Lodgement <i>Indicate the document being lodged</i>	
4.	Particulars of Lodgement Provide <i>particulars of lodgement</i>	
<b>PART C DECLARATION</b>		
5.	<p><i>I, the undersigned, declare that the above information is true and accurate.</i></p> <p><i>First Name:</i></p> <p><i>Surname:</i></p> <p><i>Capacity:</i></p> <p><i>Signature:</i> _____ <i>Date:</i> _____</p>	
<b>PART D PARTICULARS OF PERSON LODGING DOCUMENT</b>		
6.	First Name	
7.	Surname	
8.	Gender	
9.	Date of Birth	
10.	Nationality	
11.	Identity Type <i>For Zambians: NRC</i> <i>For non-Zambians: NRC/Passport/ Driver's Licence Resident Permit</i>	
12.	Identity Number	
13.	Phone Number	<i>Mobile</i>
		<i>Landline</i>
14.	Email Address	

15.	Physical Address	Ploi/House/ Village		
		Street		
		Area		
		Town		
		Province		
16.	Signature:	Date:		
<p><i>The form shall accompany any lodgment under the Companies Act for which no specific form has been prescribed. Relevant documents should be attached to the form</i></p>				

LUSAKA

14th February, 2019

[MCTI/10/21/1/11/17/2]

C. YALUMA,  
 Minister of Commerce, Trade  
 and Industry