



NATIONAL INVESTMENT BOARD (NIB)
DIRECTORATE OF CORPORATE AFFAIRS
AND BUSINESS FACILITATION
THE COMPANIES ACT NO. 5 OF 2009



ANNUAL RETURN FOR A SMALL COMPANY

(This form hereby amends the form set out in schedule 7 of the Companies Act 2009)

COMPANY NAME	
Company Number	
Registered Address	
NASSIT NO	
TIN NO	
No. of Employees	
Telephone No.	
Email	

ANNUAL RETURN made up to Day of (being the twenty-eight days after the date of the general meeting for the year

1. Registered office address
2. Location of registers of members & Debenture Holders (or any part of such registers) if other than the registered office of the company
3. Particulars of indebtedness:
4. Staff hired for the reporting year
5. Number of staff terminated or retired
6. Total amount paid as termination or retirement package
7. Particulars of persons who are directors of the company at the date of this return

Surname:						
Others Name:						
Nationality:		Age		Tel. No.		
Residential Address						
					City	
	State		P.O. Box		Email	
Business Occupation						
Particulars of other Directorship						

Surname:						
Others Name:						
Nationality:		Age		Tel. No.		
Residential Address						
					City	
	State		P.O. Box		Email	
Business Occupation						
Particulars of other Directorship						

Surname:						
Others Name:						
Nationality:		Age		Tel. No.		
Residential Address						
					City	
	City		P.O. Box		Email	
Business Occupation						
Particulars of other Directorship						

Surname:						
Others Name:						
Nationality:		Age		Tel. No.		
Residential Address						
					City	
	City		P.O. Box		Email	
Business Occupation						
Particulars of other Directorship						

5. Particulars of person who is Secretary of the company at the date of this return

Full Name (Registered name for body corporate or firm) & Tel. No.	Residential Address (In case of Corporate the Registered or Principal Address)	Particulars of Registration (if a Firm or Company)	Date of Appointment

DETAILS

	1 st Director	2nd Director/ Secretary
Name of Director		
Telephone No		
Address		
Signature		
Email		

Submitted / Filed

DAY		MONTH		YEAR	
-----	--	-------	--	------	--

Applicable fees shall/has been paid by: Mobile Money ☐ Bank Transfer ☐

Notes: For the purposes of this form a small company is defined as follows:

- a. A private company having a share capital
- b. Has a turnover of for the reporting year
- c. Has a total net value not more than ...
- d. All of its members should be Sierra Leoneans
- e. None of its members is a government or public corporation or agency or its nominees and
- f. The members between them hold not less than 51% of its equity share capital