



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

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**SIXTH SCHEDULE SECTION (317) ANNUAL RETURN OF COMPANY HAVING SHARE CAPITAL**

ANNUAL RETURN

OF.....Limited

made up to the day

of.....(Being the  
fourteenth day after the date of the annual general meeting for the year

20.....)

1. Address  
(Address of the registered office of the company)
2. Situation of registers of members and Debenture holders.
  - a) (Address of place at which the register of members is kept, If other than the registered office of the company
  - b) (Address of any place in sierra Leone other than the registered Office of the Company at which any register of Holders of debenturers of the company or such register or Part of such register is kept
3. Summary of Share capital and Debentures.
  - a) Nominal Share Capital  
Nominal Share Capital ..... Divided Into:

(Insert number and Class)	Shares of	....	....	each
.. .. .	Shares of	....	....	each
.. .. .	Shares of	....	....	Each
.. .. .	Shares of	....	....	Each

- b) Issued Share Capital and debentures

	Number	Class	Shares
Number of shares of each ... ..	..		Shares
Class taken up to the date Shares	... ..	..	
Of this return (Which number)	... ..	..	
Shares			

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must agree with the total shown ...	...	..
Shares in the list as		
held by members).		
Numbers of Shares of each	... ..	..
Shares		
Payment wholly in cash	... ..	..
Shares		
Numbers of shares of each		Shares issued as paid up to
Class issued as party		the extent of Le per share
Paid up for a consideration		
Other than cash and extent		shares issued as paid
To which each such share		up to the extent of Le
Is so paid up	... ..	
Numbers of shares (if any)	... ..	SharesShares
Of each class issued at	... ..	Shares
A discount	... ..	Shares
Amount of discount on the		
issued share which has not		
been written off at the date		
of this return	... ..	Le.....

	<b>Number</b>	<b>Class</b>
Amount called Le.....Per Share	... ..	Shares
Up on number Le.....Per Share	... ..	Shares
On shares of Le..... Share	... ..	
class of Le.....Per ... ..	On each	SharesShares

Total number of calls received.

Including payment on	
application and allotments And	Shares
any sum received on shares	
forfeited	

	<b>Number</b>	<b>Class</b>
Total amount (if any) agreed to be		
considered as paid on the number of		Shares
shares of each class issued as fully paid ...	... ..	
Shares		
up for a consideration paid other	... ..	
shares		

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than cash	... ..	shares
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Total amount (if any) agreed to be

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considered as paid on the number of  
 shares of each class issued as fully paid ... ..  
 Shares up for a consideration paid other  
 ... ..

shares		
than cash	... ..	shares

Total amount of calls unpaid	Le
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Total amount of the sum (If any)

Paid by way of the commission in respect

Of any shares of debentures	Le
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Total amount of the sum (if any)

Allowed by way of discount in

Respect of any debenture since

The day of the last return	Le
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Total numbers of shares	... ..	Shares
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		Shares
Each class forfeited	... ..	Shares

**4. Particulars of debentures**

Total amount of indebtedness of the company in respect of all mortgages and charges which are required to be registered with the commission under this Act

**5. List of past and present members**

List of person's holdings shares and stocks in the company on the fourteenth day after the annual general meeting for 20..... and persons who have held shares or stock therein at any time since the date of the last return, or the case of the first return, of the incorporation of the company

			Account of Shares	Remarks
Folio in shares held by existing	Name	Number of transferred since the date of the last return of the s.	Particulars of shares containing incorporation of the date of company of (a) persons return who are still members and (b) Persons who have ceased to be members *	

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Registration of transfers  
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The aggregate members of each shares must be stated, and the aggregate must be added up so as to agree with the number of shares stated in the summary of share capital and debentures to have been taken up.

When the shares are of different classes these column should be subdivided so that the number of each class held, or transferred must be shown separately where any share have been converted into stock the amount of stock held by each member must be shown.

The date of registration of each transfer should be given as well as the number of shares transferred on each date, the particulars should be placed together to that of the transferee, but the name of the transferee must be inserted in the "marks" column immediately opposite the particulars of each.

- i. If the return of either of the two preceding years was given as at date of that return the full particulars required as to past and present members

And the share and stock held and transferred by them. Only such of the particulars need to be given as related to person ceasing to be or becoming members since the date of the last return and to shares transferred since that date or changes as compared with date in the amount held by a member.

- ii. If the names in the list are not arrange in alphabetical order, an indent sufficient to enable the name of any persons to be readily found must be annexed.

**6. Particulars directors and securities**

Particulars of the persons who are directors of the company at the date of this return.

Names present Fore-names and Surname	Any Former forenames or names and surname	Nationality	Usual residential Address	Business occupation and particulars of other directorships	Date of Birth

Particulars of the person who is secretary of the company at the date of this return

Name (In this case of an surname address)	Any former forename or address(in the individual. present	Usual residential case of a

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forenames or names and

corporation, the

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surname In the case of corporation ,the corporate )		register or principal office)
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..... Signed.....

Director.....

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Notes

“Director” include any persons who occupied the position of a director by whatsoever name called and any person in accordance with whose directions or instructions the directors of the company are accustomed to act.

“Former Forename” and former surname” do not include in the case of a marriage woman the name or surname by which she has known **previous to the marriage**

Where all the partners in the firm are joint secretaries, the name and principal office of the firm may be stated.

\*Delivered for filing

By.....

