

*Companies Regulations*

(Section 178 (4) (b) and (c))

FORM 29

COMPANIES ORDINANCE OF NEVIS

**NOTICE OF APPOINTMENT OF SECRETARY/ASSISTANT SECRETARY  
OR  
NOTICE OF CHANGE OF SECRETARY/ASSISTANT SECRETARY**

.....  
1. Name of Company

2. Company No.:

.....  
3. Notice is given that on the ..... day of ..... 20.... the following person (s) was/were appointed secretary and/or assistant secretary:

<i>Name</i>	<i>Address</i>	<i>Occupation</i>	<i>Appointment</i>

.....  
4. Notice is given that on the..... day of ..... 20..... the following person (s) ceased to hold office as secretary/assistant secretary:

<i>Name</i>	<i>Address</i>

5. The secretary and/or assistant secretary of the Company as of this date are:

<i>Name</i>	<i>Address</i>	<i>Occupation</i>	<i>Appointment</i>

<i>Date</i>	<i>Signature</i>	<i>Title</i>

COMPANIES ORDINANCE OF NEVIS

**NOTICE OF SECRETARY/ASSISTANT SECRETARY**

*INSTRUCTIONS*

*Format:*

Documents required to be sent to the Registrar pursuant to the Ordinance must conform to regulations 22 to 26 of the Regulations under the Ordinance.

*Items 1& 2:*

Set out the full legal name of the Company and, except where a number has not been assigned, state the Company number.

*Items 3, 4, 5:*

With respect to each secretary/assistant secretary:

(1) In the case of an individual:

- (a) set out forename, initial and surname and any former forename or surname,
- (b) state full usual residential address, and
- (c) specify occupation clearly, e.g. assistant manager, accountant, teacher, farmer,
- (d) specify appointment, whether as secretary or assistant secretary.

(2) In the case of a corporation or firm:

- (a) set out its full name,
- (b) state its registered or principal office,
- (c) specify occupation clearly, e.g. accountant(s), chartered accountant(s), chartered secretary, barrister and solicitor,
- (d) specify appointment, whether as secretary or assistant secretary.

*Signature:*

A director or authorised officer of the Company shall sign a notice. Upon incorporation, an incorporator shall sign the notice.

Completed document, in duplicate, is to be deposited at the office of the Registrar.