

## 1991 No. 399

## COMPANIES

**Companies (Forms) (Amendment No. 2 and Company's Type  
and Principal Business Activities) Regulations  
(Northern Ireland) 1991**

*Made* . . . . . 23rd August 1991

*Coming into operation* . . . . . 1st October 1991

The Department of Economic Development, in exercise of the powers conferred on it by the statutory provisions specified in Schedule 1, and of every other power enabling it in that behalf, hereby makes the following Regulations:

*Citation and commencement*

1. These Regulations may be cited as the Companies (Forms) (Amendment No. 2 and Company's Type and Principal Business Activities) Regulations (Northern Ireland) 1991 and shall come into operation on 1st October 1991 and except as otherwise provided shall have effect as and from 1st October 1991.

*Interpretation*

2. In these Regulations:—

“the 1986 Order” means the Companies (Northern Ireland) Order 1986(a);

“the 1990 (No. 2) Order” means the Companies (No. 2) (Northern Ireland) Order 1990(b);

“the 1986 Regulations” means the Companies (Forms) Regulations (Northern Ireland) 1986(c);

“the VAT Trade Classification” means the edition published by Her Majesty's Stationery Office in August 1981 of the publication of that name prepared by Her Majesty's Customs and Excise(d);

a reference to an “old Article” is a reference to an Article of the 1986 Order before its repeal by the 1990 (No. 2) Order;

a reference to a “new Article” is a reference to an Article of the 1986 Order following its substitution by the 1990 (No. 2) Order, and

“company” includes any body corporate to which new Articles 371 to 373 are applied by a statutory provision.

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(a) S.I. 1986/1032 (N.I. 6)

(b) S.I. 1990/1504 (N.I. 10)

(c) S.R. 1986 No. 287 as amended by S.R. 1991 No. 27

(d) VAT 41

*Prescribed forms and revocations*

3.—(1) Forms 21, 296 and 641 in Schedule 2 are the forms prescribed for the purposes of Articles 21(2), 296(2) and 641(1)(b) of the 1986 Order respectively.

(2) The particulars contained in form 642(1)(b) in Schedule 2 are the particulars prescribed for the purposes of Article 642(1)(b) of the 1986 Order and form 642(1)(b) in Schedule 4 to the 1986 Regulations is revoked.

(3) With effect from 1st January 1992 forms 21, 296 and 641 in Schedule 3 to the 1986 Regulations are revoked.

4.—(1) Subject to paragraph (5), forms 371a, 371b and 371s in Schedule 2 are the forms prescribed for the purposes of new Article 371(2).

(2) Subject to paragraph (5), forms 371b and 371s in Schedule 2 are the forms prescribed for the purposes of new Article 295(3).

(3) Subject to paragraph (5), form 371s in Schedule 2 is a form prescribed for the purposes of Article 296(2) of the 1986 Order, except for the purpose of notifying the appointment of a new director or secretary.

(4) Subject to paragraph (5), form 371s in Schedule 2 (so far as it relates to the place where any register of a company's debenture holders or a duplicate of any such register or part thereof or its register of members is kept) is a form prescribed for the purposes of Articles 199(3) and 361(2) of the 1986 Order.

(5) Forms 371b and 371s in Schedule 2 are prescribed only where such a form has been delivered to a company by the registrar for the purposes of an annual return by that company.

(6) Form 296 in Schedule 2 if annexed to a return in form 371s in Schedule 2 is a prescribed form for the purposes of new Article 371(2) to the extent that it gives information required by new Article 372(1)(d) to (f).

(7) Form 371 in Schedule 3 to the 1986 Regulations is revoked except for the purposes of old Articles 371(2) and 372(1) as continued in operation by the Companies (1990 No. 2 Order) (Commencement No. 4) Order (Northern Ireland) 1991(a), and except for the purposes of Article 74(2) of the 1990 (No. 2) Order.

*Classification of company's type and principal business activities*

5.—(1) The classification scheme set out in Part I of Schedule 3 is prescribed for the purposes of new Article 372(2).

(2) The VAT Trade Classification, with the addition of the codes set out in Part II of Schedule 3, is prescribed for the purposes of new Article 372(3).

Sealed with the Official Seal of the Department of Economic Development on 23rd August 1991.

(L.S.)

A. H. McAlister

Assistant Secretary

SCHEDULE 1

Articles 21(2), 199(3), 295(3) (as substituted by Article 71 of the Companies (No. 2) (Northern Ireland) Order 1990), 296(2), 361(2), 371(2) and 372(2) and (3) (as substituted by Article 74 of the Companies (No. 2) (Northern Ireland) Order 1990), 641(1)(b), 642(1)(b) and 681(1) of the Companies (Northern Ireland) Order 1986.

# 21

## Statement of first directors and secretary and intended situation of registered office

This form should be completed in black.

Company name *(in full)*

|                             |  |   |
|-----------------------------|--|---|
| <input type="checkbox"/> CN |  | for official use <input type="checkbox"/> |
| <hr/>                       |  |   |
| <hr/>                       |  |   |

Registered office of the company  
on incorporation

|                             |                     |
|-----------------------------|---------------------|
| <input type="checkbox"/> RO | <hr/>               |
|                             | Post town <hr/>     |
|                             | County/Region <hr/> |
|                             | Postcode <hr/>      |

If the memorandum is delivered by  
an agent for the subscribers of the  
memorandum mark 'X' in the box  
opposite and give the agent's name  
and address.

|                             |                     |
|-----------------------------|---------------------|
|                             | Name <hr/>          |
| <input type="checkbox"/> RA | <hr/>               |
|                             | Post town <hr/>     |
|                             | County/Region <hr/> |
|                             | Postcode <hr/>      |

Number of continuation sheets  
attached

To whom should companies  
Registry direct any enquiries about  
the information shown in this form?

|           |           |
|-----------|-----------|
| <hr/>     |           |
| <hr/>     |           |
| Postcode  | <hr/>     |
| Telephone | Extension |
| <hr/>     | <hr/>     |

**Company Secretary**

**Name** \*Style/Title  
 Forenames  
 Surname  
 \*Honours etc  
 Previous forenames  
 Previous surname

**Address**

Usual residential address must be given.  
 In the case of a corporation, give the registered or principal office address.

|  |           |   |
|--|-----------|---|
|  | <b>CS</b> |   |
|  |           |   |
|  |           |   |
|  |           |   |
|  |           |   |
|  |           |   |
|  | <b>AD</b> |   |
|  |           |   |
|  |           | Post town   |
|  |           | County/Region   |
|  |           | Postcode Country  |
|  |           | I consent to act as director of the company named on page 1 |
|  | Signed    | Date  |

**Consent signature**

**Directors**

*Please list directors in alphabetical order.*

**Name** \*Style/Title  
 Forenames  
 Surname  
 \*Honours etc  
 Previous forenames  
 Previous surname

**Address**

Usual residential address must be given.  
 In the case of a corporation, give the registered or principal office address.

|  |           |   |
|--|-----------|---|
|  | <b>CD</b> |   |
|  |           |   |
|  |           |   |
|  |           |   |
|  |           |   |
|  |           |   |
|  | <b>AD</b> |   |
|  |           |   |
|  |           | Post town   |
|  |           | County/Region   |
|  |           | Postcode Country  |
|  | <b>DC</b> | Nationality <b>NA</b>                                       |
|  | <b>OC</b> |   |
|  | <b>OD</b> |   |
|  |           |   |
|  |           | I consent to act as director of the company named on page 1 |
|  | Signed    | Date  |

**Consent signature**

\* Voluntary details



# 296

## Change of director or secretary or change of particulars

This form should be completed in black.

### Appointment

(Turn over page for resignation and change of particulars).

#### NOTES

Show the full forenames, NOT INITIALS if the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential address line.

Give previous forenames or surname except: -for a married woman the name before marriage need not be given. -for names not used since the age of 18 or for at least 20 years.

A pair or individual known by a title may state the title instead of or in addition to the forenames and surname.

Company number

CN

Company name

Date of appointment

DA

Appointment of director

CD

Appointment of secretary

CS

Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.

Name \*Style/title

Forenames

Surname

\*Honours etc

Previous Forenames

Previous surname

Usual residential address

AD

Post town

County/region

Postcode

Country

Date of birth†

DO

Nationality†

NA

Business occupation†

OC

Other directorships†

I consent to act as director/secretary of the above named company

Consent signature

Signed

Date

\*Voluntary details †Directors only

A serving director etc must also sign the form overleaf.

**Resignation**

(This includes any form of ceasing to hold office e.g. death or removal from office).

Date of resignation etc  
Resignation etc, as director  
Resignation etc, as secretary

Forenames

Surname

Date of birth (directors only)

If cessation is other than resignation, please state reason (eg death)

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| DR |  |  |  |  |  |  |  |
| XD |  |  |  |  |  |  |  |
| XS |  |  |  |  |  |  |  |

Please mark the appropriate box.  
If resignation etc is as a director and secretary mark both boxes.

\_\_\_\_\_

\_\_\_\_\_

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| DO |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|

\_\_\_\_\_

**Change of particulars**

Complete this section in all cases where particulars have changed and then the appropriate section below.

Date of change of particulars  
Change of particulars, as director  
Change of particulars, as secretary  
Forenames } (name previously notified to Companies Registry)  
Surname }  
Date of birth (directors only)

Change of name (enter new name)

Forenames

Surname

Change of usual residential address (enter new address)

AD

Post town

County/Region

Postcode

Country

Other Change

(please specify)

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| DC |  |  |  |  |  |  |  |
| ZD |  |  |  |  |  |  |  |
| ZS |  |  |  |  |  |  |  |

Please mark the appropriate box.  
If change of particulars is as a director and secretary mark both boxes.

\_\_\_\_\_

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| DO |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A serving director/secretary etc must sign the form below

**Signature**

Signed \_\_\_\_\_ Date \_\_\_\_\_

(by a serving director/secretary/administrator/administrative receiver). (Delete as appropriate)

After signing please return the form to the Registrar of Companies at

**IDB House**  
64 Chichester Street, Belfast BT1 4JX.

To whom should Companies Registry direct any enquiries about the information on this form?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_





**Register of members**

If the register of members is not kept at the registered office, state here where it is kept.

|               |       |
|---------------|-------|
| <b>RM</b>     | _____ |
| Post town     | _____ |
| County/Region | _____ |
| Postcode      | _____ |

**Register of Debenture holders**

If there is a register of debenture holders and it is not kept at the registered office, state here where it is kept.

|               |       |
|---------------|-------|
| <b>RD</b>     | _____ |
| Post town     | _____ |
| County/Region | _____ |
| Postcode      | _____ |

**Company type**

- Public limited company.....
- Private company limited by shares.....
- Private company limited by guarantee without share capital.....
- Private company limited by shares exempt under Article 40.....
- Private company limited by guarantee exempt under Article 40.....
- Private unlimited company with share capital.....
- Private unlimited company without share capital.....

|           |                                    |
|-----------|------------------------------------|
| <b>T1</b> | } Please mark the appropriate box. |
| <b>T2</b> |                                    |
| <b>T3</b> |                                    |
| <b>T4</b> |                                    |
| <b>T5</b> |                                    |
| <b>T6</b> |                                    |
| <b>T7</b> |                                    |

**Company Secretary**

(Please photocopy this area to provide details of joint secretaries).

- Name** \*Style/Title
- Forenames
- Surname
- \*Honours etc
- Previous forenames
- Previous surname

**Address**

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

\* Voluntary details

Details of a new company secretary must be notified on form 296.

|               |       |
|---------------|-------|
| <b>CS</b>     | _____ |
| <b>AD</b>     | _____ |
| Post town     | _____ |
| County/Region | _____ |
| Postcode      | _____ |
| Country       | _____ |

**Directors**

Please list directors in alphabetical order.

Details of a new director must be notified on form 296.

**Name** \*Style/Title **CD** \_\_\_\_\_

Forenames \_\_\_\_\_

Surname \_\_\_\_\_

\*Honours etc \_\_\_\_\_

Previous forenames \_\_\_\_\_

Previous surname \_\_\_\_\_

**Address** **AD** \_\_\_\_\_

Usual residential address must be given.  
In the case of a corporation, give the registered or principal office address.

Post town \_\_\_\_\_

County/Region \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Date of birth **DO** | | | | | Nationality **NA** \_\_\_\_\_

Business occupation **OC** \_\_\_\_\_

Other directorships **OD** \_\_\_\_\_

**Name** \*Style/Title

Forenames

Surname

\*Honours etc

Previous forenames

Previous surname

**AD** \_\_\_\_\_

Post town \_\_\_\_\_

County/Region \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Date of birth **DO** | | | | | Nationality **NA** \_\_\_\_\_

Business occupation **OC** \_\_\_\_\_

Other directorships **OD** \_\_\_\_\_

**Address**

Usual residential address must be given.  
In the case of a corporation, give the registered or principal office address.

\* Voluntary details

**Directors** (continued)

**Name**                    \*Style/Title

Forenames

Surname

\*Honours etc

Previous forenames

Previous surname

**Address**

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

Date of birth

Business occupation

Other directorships

|           |  |
|-----------|--|
| <b>CD</b> | _____  |
|           | _____  |
|           | _____  |
|           | _____  |
|           | _____  |
| <b>AD</b> | _____  |
|           | _____  |
|           | Post town _____  |
|           | County/Region _____  |
|           | Postcode _____ Country _____                               |
| <b>DO</b> | ____ ____ ____ ____ ____ ____  Nationality <b>NA</b> _____ |
| <b>OC</b> | _____  |
| <b>OD</b> | _____  |
|           | _____  |

**Name**                    \*Style/Title

Forenames

Surname

\*Honours etc

Previous forenames

Previous surname

**Address**

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

Date of birth

Business occupation

Other directorships

|           |  |
|-----------|--|
| <b>CD</b> | _____  |
|           | _____  |
|           | _____  |
|           | _____  |
|           | _____  |
| <b>AD</b> | _____  |
|           | _____  |
|           | Post town _____  |
|           | County/Region _____  |
|           | Postcode _____ Country _____                               |
| <b>DO</b> | ____ ____ ____ ____ ____ ____  Nationality <b>NA</b> _____ |
| <b>OC</b> | _____  |
| <b>OD</b> | _____  |
|           | _____  |

\* Voluntary details

**Directors** (continued)

**Name** \*Style/Title  
 Forenames  
 Surname  
 \*Honours etc  
 Previous forenames  
 Previous surname

**Address**

Usual residential address must be given.  
In the case of a corporation, give the registered or principal office address.

|                     |   |
|---------------------|---|
| <b>CD</b>           | _____   |
|                     | _____   |
|                     | _____   |
|                     | _____   |
|                     | _____   |
| <b>AD</b>           | _____   |
|                     | _____   |
|                     | Post town _____                                     |
|                     | County/Region _____                                 |
|                     | Postcode _____ Country _____                        |
| Date of birth       | <b>DO</b>               Nationality <b>NA</b> _____ |
| Business occupation | <b>OC</b> _____                                     |
| Other directorships | <b>OD</b> _____                                     |
|                     | _____   |

**Name** \*Style/Title  
 Forenames  
 Surname  
 \*Honours etc  
 Previous forenames  
 Previous surname

**Address**

Usual residential address must be given.  
In the case of a corporation, give the registered or principal office address.

|                     |   |
|---------------------|---|
| <b>CD</b>           | _____   |
|                     | _____   |
|                     | _____   |
|                     | _____   |
|                     | _____   |
| <b>AD</b>           | _____   |
|                     | _____   |
|                     | Post town _____                                     |
|                     | County/Region _____                                 |
|                     | Postcode _____ Country _____                        |
| Date of birth       | <b>DO</b>               Nationality <b>NA</b> _____ |
| Business occupation | <b>OC</b> _____                                     |
| Other directorships | <b>OD</b> _____                                     |
|                     | _____   |

\* Voluntary details









# 371b Annual Return

|                   |   |
|-------------------|---|
| of company number | <input style="width: 30px; height: 15px;" type="text"/> |
| company name      |   |

The information printed below is taken from Companies Registry records as at  
 If this information requires amendment, use the spaces opposite. Please read the enclosed notes before completing the return.

### Date of this return

The information in this return should be made up to a date not later than

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

### Date of next return

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here. Companies Registry will then send a form at the appropriate time.

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

### Registered Office

This is the address registered by Companies Registry.

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### Principal business activities

Please enter trade classification(s).

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

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|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

If the code cannot be determined give a brief description of principal activity.

**Register of members**

If the register of members is not kept at the registered office state here where it is kept.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Register of debenture holders**

If there is a register of debenture holders and it is not kept at the registered office state here where it is kept.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company Secretary**

Particulars of a new secretary must be notified on form 296.

If the information shown needs amendment, give details below and the date of any change.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this person has ceased to be secretary, please state when.

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

**Directors**

Particulars of a new director must be notified on form 296.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH MUST BE SUPPLIED  
NATIONALITY  
BUSINESS OCCUPATION

If this person has ceased to be a director, please state when.

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

Show any relevant current and previous directorships.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Directors** (continued)

If the information shown needs amendment give details below and the date of any change.

Particulars

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH MUST BE SUPPLIED  
NATIONALITY  
BUSINESS OCCUPATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

If this person has ceased to be a director, please state when.

Show any relevant current and previous directorships.

\_\_\_\_\_  
\_\_\_\_\_

Particulars

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH MUST BE SUPPLIED  
NATIONALITY  
BUSINESS OCCUPATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

If this person has ceased to be a director, please state when.

Show any relevant current and previous directorships.

\_\_\_\_\_  
\_\_\_\_\_

Particulars

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH MUST BE SUPPLIED  
NATIONALITY  
BUSINESS OCCUPATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

If this person has ceased to be a director, please state when.

Show any relevant current and previous directorships.

\_\_\_\_\_  
\_\_\_\_\_

**Issued share capital**

Enter details of all shares in issue at the date of this return.

| Class  | Number | Aggregate nominal value |
|--------|--------|-------------------------|
| _____  | _____  | _____                   |
| _____  | _____  | _____                   |
| _____  | _____  | _____                   |
| _____  | _____  | _____                   |
| Totals | _____  | _____                   |

**List of past and present members**

*(Use attached schedule where appropriate)*

*Please mark the appropriate box.*

A full list is required if one was not included with either of the last two returns.

There were no changes in the period

on paper                      not on paper

A list of changes is enclosed

A full list of members is enclosed

**Elective resolutions**

*(Private companies only)*

If an elective resolution is in force at the date of this return to dispense with annual general meetings, mark this box.

If an elective resolution is in force at the date of this return to dispense with laying accounts in general meetings, mark this box.

**Certificate**

I certify that the information given in this return is true to the best of my knowledge and belief.

I enclose the appropriate fee.  
Cheques should be made payable to  
the Department of Economic Development.

Signed .....  
Secretary/Director\*  
\*(delete as appropriate)

Date .....

This return includes ..... continuation sheets.  
*(enter number)*

To whom should Companies Registry direct any enquiries about the information shown in this return?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Ext \_\_\_\_\_





# 371s Annual Return

of company number

company name

company type

**This form should be completed in black.**

The information printed below is taken from Companies Registry records as at  
If this information requires amendment use the spaces opposite.

**Date of this return**

The information in this return should be made up to a date not later than

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

If you are making the return up to an earlier date, show the date here.

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

**Date of next return**

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here. Companies Registry will then send a form at the appropriate time.

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

**Registered Office**

This is the address registered by Companies Registry.

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**Principal business activities**

Trade classification is

|  |  |  |  |
|--|--|--|--|
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|--|--|--|--|

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|--|--|--|--|

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

If the code number cannot be determined give a brief description of principal activity.

**Register of members**

The register is kept at

If the information shown needs amendment, give details below and, for secretary and director particulars, the date of any change.

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**Register of debenture holders**

Any register of debenture holders (or a duplicate) is kept at

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**Company Secretary**

Particulars of a new secretary must be notified on form 296.

Particulars

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If this person has ceased to be secretary, please state when.

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

**Directors**

Particulars of a new director must be notified on form 296.

Particulars

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If this person has ceased to be a director, please state when.

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

Other directorships.

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**Issued share capital**

Enter details of all shares in issue at the date of this return.

| Class  | Number | Aggregate nominal value |
|--------|--------|-------------------------|
| _____  | _____  | _____                   |
| _____  | _____  | _____                   |
| _____  | _____  | _____                   |
| _____  | _____  | _____                   |
| Totals | _____  | _____                   |

**List of past and present members**

*(Use attached schedule where appropriate)*

A full list is required if one was not included with either of the last two returns.

*Please mark the appropriate box.*

There were no changes in the period

|                                    |                          |                          |
|------------------------------------|--------------------------|--------------------------|
|                                    | on paper                 | not on paper             |
| A list of changes is enclosed      | <input type="checkbox"/> | <input type="checkbox"/> |
| A full list of members is enclosed | <input type="checkbox"/> | <input type="checkbox"/> |

**Elective resolutions**

*(Private companies only)*

If an elective resolution is in force at the date of this return to dispense with annual general meetings, *mark this box.*

If an elective resolution is in force at the date of this return to dispense with laying accounts in general meetings, *mark this box.*

**Certificate**

I certify that the information given in this return is true to the best of my knowledge and belief.

I enclose the appropriate fee.

Make cheques payable to the Department of Economic Development.

Signed .....  
Secretary/Director\*  
*\*(delete as appropriate)*

Date .....

This return includes ..... continuation sheets.  
*(enter number)*

To whom should Companies Registry direct any enquiries about the information shown in this return?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Ext \_\_\_\_\_





# 641

## Return and declaration delivered for registration by a Part XXIII company

This form should be completed in black.

Company number

CN

Company name

---

Country of incorporation

---

Address of place of business  
in Northern Ireland.

---

---

Post town

County

Postcode

**Constitution of the company**  
*(A certified English translation  
must be included)*

A certified copy of the: *(mark the appropriate box)*

Charter

Memorandum and Articles of Association

Statutes

Other instrument

constituting or defining the constitution of the company is/are delivered  
for registration.



**Company Secretary(ies)**

**Name**                    \*Style/Title

                                  Forenames

                                  Surname

                                  \*Honours etc

Previous forenames

Previous surname

|           |                              |
|-----------|------------------------------|
| <b>CS</b> | _____                        |
|           | _____                        |
|           | _____                        |
|           | _____                        |
|           | _____                        |
|           | _____                        |
| <b>AD</b> | _____                        |
|           | _____                        |
|           | Post town _____              |
|           | County/Region _____          |
|           | Postcode _____ Country _____ |

**Address**

Usual residential address must be given.  
In the case of a corporation, give the registered or principal office address.

**Name**                    \*Style/Title

                                  Forenames

                                  Surname

                                  \*Honours etc

Previous forenames

Previous surname

|           |                              |
|-----------|------------------------------|
| <b>CS</b> | _____                        |
|           | _____                        |
|           | _____                        |
|           | _____                        |
|           | _____                        |
|           | _____                        |
| <b>AD</b> | _____                        |
|           | _____                        |
|           | Post town _____              |
|           | County/Region _____          |
|           | Postcode _____ Country _____ |

**Address**

Usual residential address must be given.  
In the case of a corporation, give the registered or principal office address.

**Person(s) authorised**

List of some one or more persons resident in Northern Ireland authorised to accept on the company's behalf service of process and any notice required to be served on it.

\*Style/Title

Forenames

Surname

Address

|                             |
|-----------------------------|
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| Post town _____             |
| County _____ Postcode _____ |

\* Voluntary details

Person(s) authorised (continued)

List of some one or more persons resident in Northern Ireland authorised to accept on the company's behalf service of process and any notice required to be served on it.

\*Style/Title  
Forenames  
Surname  
Address

|                             |
|-----------------------------|
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| Post town _____             |
| County _____ Postcode _____ |

\*Style/Title  
Forenames  
Surname  
Address

|                             |
|-----------------------------|
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| Post town _____             |
| County _____ Postcode _____ |

\*Style/Title  
Forenames  
Surname  
Address

|                             |
|-----------------------------|
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| Post town _____             |
| County _____ Postcode _____ |

\*Style/Title  
Forenames  
Surname  
Address

|                             |
|-----------------------------|
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| _____                       |
| Post town _____             |
| County _____ Postcode _____ |

\*Voluntary details



**Declaration**

Full name and address

I \_\_\_\_\_

of (address) \_\_\_\_\_

*\*delete as applicable*

a ~~t~~director/~~t~~secretary/~~t~~person authorised to accept on the company's behalf service of process or any other notices required to be served on it, do solemnly and sincerely declare that the company established its place of business in Northern Ireland on

*enter date*

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Signed \_\_\_\_\_

Declared at \_\_\_\_\_

the \_\_\_\_\_ day of \_\_\_\_\_

one thousand nine hundred and \_\_\_\_\_

before me \_\_\_\_\_

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

Number of continuation sheets attached

To whom should Companies Registry direct any enquiries about the information on this form?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Extension \_\_\_\_\_

Please ensure the form is fully completed and then send it to the Registrar of Companies at

**IDB House**  
64 Chichester street, Belfast BT1 4JX.

# 642(1)(b)

## Return of alteration in the directors or secretary of a Part XXIII company or in their particulars

This form should be completed in black.

Company number

CN

Company name

### Appointment

(Turn over page for resignation and change of particulars).

Date of appointment

|    |     |       |      |
|----|-----|-------|------|
|    | Day | Month | Year |
| DA |     |       |      |

Appointment of director

CD

Appointment of secretary

Please mark the appropriate box. If appointment is as director and secretary mark both boxes.

Name \*Style/Title

Forenames

Surname

\*Honours etc

Previous forenames

Previous surname

Usual residential address

AD

Post town

County/Region

Postcode

Country

Date of birth†

DO

Nationality†

OC

Business occupation† (if any). If none other directorships.

OD

#### NOTES

Show the full forenames, NOT INITIALS if the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential address line.

Give previous forenames or surname except:  
-for a married woman the name before marriage need not be given.  
-for names not used since the age of 18 or for at least 20 years.  
A pair or individual known by a title may state the title instead of or in addition to the forenames and surname.

In the case of an individual who has no business occupation but holds other directorships, give particulars of them.

\*Voluntary details †Directors only

A serving director etc must also sign the form overleaf.



## PART I

**Classification Scheme**

- T1 Public limited company.
- T2 Private company limited by shares.
- T3 Private company limited by guarantee without share capital.
- T4 Private company limited by shares exempt under Article 40 of the Companies (Northern Ireland) Order 1986.
- T5 Private company limited by guarantee exempt under Article 40 of the Companies (Northern Ireland) Order 1986.
- T6 Private unlimited company with share capital.
- T7 Private unlimited company without share capital.

A company required to deliver an annual return under Article 667 of the 1986 Order shall give the type of company it is by reference to the category which is, in the opinion of its directors, the most appropriate to its circumstances.

## PART II

**Codes Added to the VAT Trade Classification**

- 9500 Holding company
- 9600 Residents property management company
- 9999 Dormant company

## EXPLANATORY NOTE

*(This note is not part of the Regulations.)*

These Regulations prescribe new forms 21, 296 and 641 as from 1st October 1991 and prescribe new particulars for the purposes of Article 642(1)(b) of the Companies (Northern Ireland) Order 1986 ("the 1986 Order") as from the same date. This is done to give effect to the requirements to give directors' dates of birth for certain purposes introduced by the Companies (No. 2) (Northern Ireland) Order 1990 ("the 1990 (No. 2) Order"). The old forms 21, 296 and 641 are revoked as from 1st January 1992 and the old particulars as from 1st October 1991.

The Regulations also prescribe three new annual return forms for use in relation to 1991 and subsequent years as from 1st October 1991. These are forms 371a, 371b and 371s. Form 371a is a blank form. Forms 371b and 371s are forms which will be provided to companies by the registrar of companies already partly completed from the registrar's records. Companies will be able to return them amended and completed as necessary.

Companies will also be able to use forms 371b and 371s to notify a change of registered office as the Regulations prescribe these forms for the purposes of new Article 295(3) of the 1986 Order (as substituted by the 1990 (No. 2) Order). In addition companies will be able to use form 371s to notify the resignation etc. of a director or secretary and changes in the particulars of existing directors and secretaries but not the appointment of new directors or secretaries. This is because form 371s is prescribed for the purposes of Article 296(2) of the 1986 Order, except for the purpose of notifying a new appointment. For this purpose a form 296, as prescribed by these Regulations, will have to be used. Form 371s may also be used to notify the place where any register of debenture holders or duplicate of such a register is kept, and any change in that place and the place where the register of members is kept and any change in that place.

The Regulations also permit particulars of directors to be given in an annual return in form 371s if a form 296 is annexed to it. This is because the Regulations prescribe a new form 296 for the purposes of Article 371(2) of the 1986 Order (as substituted by the 1990 (No. 2) Order) to the extent that it gives information required by Article 372(1)(d) to (f) of the 1986 Order (as substituted by the 1990 (No. 2) Order).

The Regulations prescribe the classification scheme for giving a company's type in its annual return as required by Article 372(1)(b) of the 1986 Order (as substituted by the 1990 (No. 2) Order). They also prescribe for the purposes of that Article, which requires a company to give its principal business activities in its annual return, the system of classifying business activities. The system prescribed for this purpose is the VAT Trade Classification plus three extra codes. Copies of the VAT Trade Classification are available free of charge from local VAT Enquiry Offices.

The present annual return form is revoked as from 1st October 1991 except that it may continue to be used after that date in respect of years up to and including 1991 under the transitional and saving provisions contained in Article 74(2) of the 1990 (No. 2) Order and Articles 3 and 4 of the Companies (1990 No. 2 Order) (Commencement No. 4) Order (Northern Ireland) 1991 (S.R. 1991 No. 398 (C. 18)).

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**1991 No. 400**

**Temporary Speed Limit (Motorway M1) (No. 4)  
Order (Northern Ireland) 1991**

This Order, being of a temporary character, is not printed at length in this volume.