

**FORM 20 (Page 1)****Section 223(2)**

Notice of  
**CHANGE OF DIRECTOR/SECRETARY  
AND  
PARTICULARS OF DIRECTOR/SECRETARY**

Section 223(2) of the Companies Act No. 7 of 2007

*[If there is insufficient space on the form to supply the information required, attach a separate sheet containing the information set out in the prescribed format]*

No. of Company

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Company Name

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Indicate the purpose for which this notice is given by placing in the appropriate box

(a) Change of Director and/or particulars of Directors.

☐

(b) Change of secretary and/or particulars of secretary.

☐**Directors/Secretary ceasing to hold office**

Full name *	Office eg: Director/ Secretary	Residential address	Date on which he ceased to hold office	Reason**

**Appointment of new Directors/Secretaries**

Full name *	Office Director/Secretary ***	NIC No or Passport No (Specify Country)	Residential Address	Email Address (optional)	Date of appointment ***

In the case of appointment of a new Director/Secretary, the consent and certificate of the new Director/Secretary must be attached to this Form. (Please use Form 18 or 19 (as the case may be) for this purpose)

Presented by

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Email (Optional)

Telephone:

Facsimile :

\*Please give first name(s) followed by surname in Block letters:

\*\* State whether resignation/death

\*\*\* in the case of the secretary please give the registration number if applicable.

Change of name or residential address of Director/Secretary  
Complete only those details that apply [Attach separate sheets for multiple entries]

Name of Director/Secretary  
Director/Secretary

Former Name of

\_\_\_\_\_

\_\_\_\_\_

First names

Former first names

\_\_\_\_\_

\_\_\_\_\_

Residential address

Former Residential

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Date of change

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Day	Time	Activity
1	8:00 AM	Arrival at the site
1	9:00 AM	Site inspection and safety briefing
1	10:00 AM	Begin data collection
1	11:00 AM	Break
1	12:00 PM	Lunch
1	1:00 PM	Continue data collection
1	2:00 PM	End of day activities
1	3:00 PM	Depart the site
2	8:00 AM	Arrival at the site
2	9:00 AM	Site inspection and safety briefing
2	10:00 AM	Begin data collection
2	11:00 AM	Break
2	12:00 PM	Lunch
2	1:00 PM	Continue data collection
2	2:00 PM	End of day activities
2	3:00 PM	Depart the site

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Month

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Year

Set out below are the names and residential address of the every person who is a Director/Secretary of the company from the date of this notice

Full name *	Residential Address

Signature of Director / Secretary \*\*

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Full Name of Director / Secretary\*\*:

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Date :

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Day

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Month

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Year

Notice should be delivered to the Registrar of Companies, within 20 working days of the change occurring.

\* Please give first name(s) followed by surname in Block letters:

Delete what is not applicable