

COMPANIES REGULATIONS, 1966

Regulation 6.

General requirements for documents lodged with Registrar.

(1) A document to be lodged with the Registrar in pursuance of the Act or these Regulations shall be lodged in duplicate and shall comply with the following requirements:

- (a) the document shall be on paper of medium weight and good quality and of international sheet size A4 only;
 - (i) in the case of a memorandum, the articles, a prospectus or a statement under section 90 of the Act, of a size not less international sheet size A5 and not more than international size A4; or
 - (ii) in any other case of international sheet size A4 or a multiple of that size;
- (b) subject to the Act, the document shall be clearly printed, typewritten or otherwise produced in a manner that is permanent and will make possible a reproduction by photographic means and shall be in type of a size not less than the type known as eight point times unless otherwise approved by the Registrar;
- (c) except with the consent of the Registrar, the document shall not be a carbon copy;
- (d) the document shall have margins of not less than twenty-five millimetres on the left-hand side and not less than fifteen millimetres on the right-hand side;
- (e) where the document comprises two or more sheets –
 - (i) the sheets shall be bound together securely; and
 - (ii) each sheet shall have a margin of not less than twenty-five millimetres on the side on which it is bound in addition to any space required for binding;
- (f) where the document comprises more than twenty sheets, it shall be bound securely inside a durable and flexible cover;
- (g) the document shall be punched with two holes of six millimetres in diameter and measuring eighty millimetres apart on the left hand margin;
- (h) the document shall be endorsed with the name, address and telephone number of any person by or on whose behalf the document is lodged at the end of each document;
 - (i) on the upper left-hand corner the company number allocated by the Registrar to the corporation to which the document relates;
 - (ii) the name of the corporation to which the document relates and the name of the State where the registered office is situated;
 - (iii) the title of the document (being, if the document is a form prescribed by these Regulations, the same as the heading to the form) ;
 - (iv) the name, address and telephone number of the solicitor or other person by, or on whose behalf, the document is lodged; and
 - (v) the following words:
"Lodged in the office of the Registrar of Companies or Assistant Registrar of Companies. ";
- (i) the document shall be endorsed on the upper left hand corner of every page with the company number allotted by the Registrar to the corporation to which the document relates.

(2) The prescribed fee payable to the Registrar in respect of the lodgment of a document with the Registrar shall be paid at the time the document is lodged.

(3) Where a fee is payable for or in respect of the lodgment of a document with the Registrar and the document is submitted for lodgment without payment of the fee, the document is deemed not to have been lodged until the fee has been paid.