

INFORMING THE CHANGES OR ALTERATIONS OF PARTICULARS

Form III

[regulation 6(1)]

[To change or alter the particulars set out in the application for registration as an offshore company permitted to engage in business in and from the Area of Authority of the Colombo Port City – Section 41(4) of the Act]

CPCEC Ref. No:

01.

Company name:

02.

Return of alteration or amendment to the charter, statute, memorandum or articles or association of the company or other instruments constituting or defining the constitution of the company.

Date of Change:	(DD)	(MM)	(YYYY)

(Annex a copy of the altered charter, statute, or memorandum or articles of association of the company or other instrument constituting or defining the constitution of the company and where such instrument is not in an official language or in English, also annex a translation of such instrument in English.)

03.

Return of change or alteration of directors or those managing the affairs of the company or their particulars.

(Indicate the purpose for which this notice is given by placing a tick in the appropriate box)

a) change of director and/or particulars of directors.

b) change of other management officers and/or particulars of such officers.



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Ceasing to hold office:

Full Name:	
Designation:	
Passport No: <i>(Indicate the Country of Issue)</i> NIC No: <i>(For Sri Lankans)</i>	
Address:	
Date of ceasing to hold office: <i>(DD/MM/YYYY):</i>	
Reason:	

Appointment of new directors or other management officers:

Full Name:	
Designation:	
Passport No: <i>(Indicate the Country of Issue)</i> NIC No: <i>(For Sri Lankans)</i>	
Address:	
Office that they hold in the company	
Date of appointment <i>(DD/MM/YYYY)</i>	

Change of particulars of the existing directors or other management officers:
(Complete only those details that apply)

New Name:	
Former Name:	
New Passport / NIC:	
New Address:	
Former Address:	
New Designation:	
Former Designation:	

Date of Change:	(DD)	(MM)	(YYYY)

04. Return of change or alteration of authorised representatives of the company in Sri Lanka and their particulars.
(Indicate the purpose for which this notice is given by placing a tick in the appropriate box)

- (a) Change of authorised representative.
- (b) Change of particulars of authorised representative.

Authorised representative ceasing to hold such authorisation:

Full Name:	
Designation:	
Passport No: (Indicate the Country of Issue)	
NIC No: (For Sri Lankans)	
Address:	
Date of ceasing to hold office: (DD/MM/YY)	
Reason:	



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Appointment of new authorised representative:

Full Name:	
Passport No: <i>(Indicate the Country of Issue)</i>	
NIC No: <i>(For Sri Lankans)</i>	
Address:	
Occupation:	
Date of Appointment:	

Change of particulars of authorised representative *(Complete only those details that apply)*:

New Name:	
Former Name:	
New Passport / NIC:	
New Address:	
Former Address:	
New Designation:	
Former Designation:	

Date of Change:	(DD)	(MM)	(YYYY)

05. Return of change or alteration of the situation of the registered or principal office of the company in the country of incorporation

Previous Address:	
New Address:	

Date of Change:	(DD)	(MM)	(YYYY)

06. Return of change or alteration of the situation of the office of the company in Sri Lanka (in the Area of Authority of the Colombo Port City)

Previous Address	
New Address	

Date of Change:	(DD)	(MM)	(YYYY)

07. Return of change or alteration of matters specified in regulation 6 of these Regulations:

Date of Change:	(DD)	(MM)	(YYYY)

Full Name of Director or authorised representative	
Signature of Director or authorised representative	



COLOMBO PORT CITY
ECONOMIC COMMISSION

Submitted By:	Name:	
	Designation:	
	Address:	
	Email:	
	Tel:	
	Mobile:	

Date of Submission	(DD)	(MM)	(YYYY)