



THE COMPANIES ACT, 1963 (ACT 179)
**NOTICE OF CHANGE IN PARTICULARS OF AUDITORS
 OF A COMPANY**

FORM 15

(Section 134 (9))

INSTRUCTIONS: COMPLETE FORM WITH BLACK INK AND IN BLOCK LETTERS

PLEASE SPELL OUT ALL WORDS –NO ABBREVIATIONS

**INDICATES MANDATORY FIELD*

(A)														
Registration No. of Company														
Company TIN (Taxpayer Identification No.)														
Name of Company:														
													LIMITED	
Presented by:														
To the Registrar of Companies:	P. O. Box 118, Accra													

(B) Hereby notifies you in accordance with section 134(9) of the Companies Act, 1963 (Act 179)														
Nature of Change														
* Nature of Change:														
* Date of Change:														
	dd/mm/yyyy													

(C) Particulars of Old Auditor														
Auditor's Firm Name:														
Any Former Firm name:														
* Auditor's Firm Address:														
HNO/LMB:														
P.O.Box PMB / DTD:														
* Auditor's Firm Phone Number:														

Auditor's Firm Mobile Number:																				
Website:																				
E-mail Address:																				
Auditor's TIN:																				

(D) Particulars of New Auditor or Additional Auditor

Auditor's Firm Name:																				
Any Former Forename:																				
*Auditor's Firm Address:																				
HNO/LMB:																				
P.O.Box PMB / DTD:																				
*Auditor's Firm Phone Number:																				
*Auditor's Firm Mobile Number:																				
Website:																				
E-mail Address:																				
Auditor's TIN:																				

(E) Declaration

I, _____ declare that the information given above is correct and complete.

Name
(State whether Director or Secretary)

TIN:

.....
Signature
(State whether Director or Secretary)

Date:

d	d	/	m	m	/	y	y	y	y

For Official Use Only										
Date of Submission of Document:										(dd/mm/yyyy)
Transaction ID Number Allocated:										
International Standard Industrial Classification (ISIC) Code:										
Office Description:	<p>.....</p>									

(For instructions as to signing etc., see Notes on subsequent page)

NOTES

This Form must be signed by a Director or Secretary and sent by post to the Registrar of Companies, P. O. Box 118, Accra, be electronically delivered or hand delivered to the Offices of the Registrar-General's Department within twenty eight days after any change in any of the particulars registered.

Where the company defaults in delivering to the Registrar with the required statement of any change in the particulars registered within twenty eight days of the change, the company and an officer of the company who is in default is liable to a fine of not more than two hundred and fifty penalty units.

A person who willfully makes a false statement on this document and knows it to be false commits an offence and is liable on conviction to imprisonment for a term of not more than two years or to a fine of not more than five hundred penalty units or to both the imprisonment and the fine.

INSTRUCTIONS TO FILL IN NOTIFICATION OF CHANGE IN PARTICULARS OF AUDITORS OF A COMPANY FORM

(*)Mandatory Fields

Section A:

- (i) Registration No.: Please write the accurate Registration No. of the company.
- (ii) Company Name: State the full name of the Company.

Section B:

Nature of Change

- (i) Nature of Change: Provide a detailed description of the nature of change in the particulars.
- (ii) Date of Change: State the date of change in the provided format of (dd/mm/yy).

Section C:

Particulars of Present Auditor of the Company

- (i) Provide the accurate Taxpayer Identification Number (TIN) of the Present Auditor of the Company (If any).
- (ii) Provide the present Auditor's Firm Name in the provided space.
- (iii) Provide any Former Firm.
- (iv) Indicate the present Auditor's Firm Address.
- (v) Provide Mobile Number and Office Telephone Number.
- (vi) Provide the Website and E-mail Address of the Firm.
- (vii) Provide Auditor's TIN

Section D:

Particulars of New Auditor of the Company

- (i) Provide the accurate Taxpayer Identification Number (TIN) of the new Auditor of the Company (If any).
- (ii) Provide the new Auditor's Firm Name in the provided space.
- (iii) Provide any Former Firm name.
- (iv) Indicate the new Auditor's Firm Address.
- (v) Provide Mobile Number and Office Telephone Number.
- (vi) Provide the Website and E-mail Address of the Firm
- (vii) Provide Auditor's TIN

Section E:

Declaration

- (i) Signature of a Director or Secretary
- (ii) State Date in the provided space according to the format of (DD/MM/YYYY).