



## **REMINDER**

### **Annual Compliance and Maintenance of Company Registrations**

1. Every company must file an Annual Return with the Registry of Companies during its anniversary month (the month of incorporation) each year.
2. The Annual Return confirms that the company is carrying on business and that the information recorded in the Register is accurate, including the Authorized Agent's details, phone number, email address, and physical address.
3. The Authorized Agent, who manages the company's online account, is responsible for filing the Annual Return on time and ensuring that all required information is accurate and up to date.
4. A company that fails to file its Annual Return within the prescribed timeframe will be deemed not to be carrying on business and will be automatically removed from the Register after six (6) months.
5. A company may be restored to the Register upon payment of the prescribed restoration fee and any outstanding Annual Return fees.
6. For further information or clarification, please contact the Registries of Companies and Intellectual Properties Division of the Ministry of Commerce, Industry and Labour at telephone number 20441.

Thank you,

Fepuleai Roger Toleafoa

**Chief Executive Officer and Registrar of Companies**