

SUBSIDIARY LEGISLATION 16.08

**CIVIL CODE (SECOND SCHEDULE)
(NOTIFICATIONS AND FORMS) REGULATIONS**

7th March, 2008

LEGAL NOTICE 97 of 2008, as amended by Legal Notice 440 of 2010.

- 1.** The title of these regulations is the Civil Code (Second Schedule) (Notifications and Forms) Regulations. Citation.
- 2.** In addition to the documents listed in article 31(1) and article 51(1) and (2) of the Second Schedule, Civil Code, it shall be necessary to file an application in the prescribed form to register an organisation as a legal person with the Registrar for Legal Persons containing such information and declarations and in the manner as may be prescribed therein. Filing of application.
Cap. 16.
- 3.** The following additions or alterations to the statute of an organisation shall require a written resolution or decision of the appropriate body or person which shall be notified to the Registrar for Legal Persons in the prescribed form within fourteen days from the date of the resolution or decision: Additions or alterations to the statute of an organisation.
- (a) change of the registered address in Malta;
 - (b) the appointment, removal or resignation of any administrator;
 - (c) any change in the person vested with the legal representation;
 - (d) the appointment, removal or resignation of the local representative of an organisation whose administrator(s) is/are not ordinarily resident in Malta.
- 4.** It shall not be necessary to notify the Registrar for Legal Persons of any changes among the members of a supervisory body or of the office of protector(s) of a foundation. Changes among the members of a supervisory body or of the office of protector.
- 5.** (1) It shall be the duty of the administrators of an organisation to notify the Registrar for Legal Persons within fourteen days from the date of any amendment made to the statute of the organisation. Registrar to be notified within fourteen days.
Substituted by:
L.N. 440 of 2010.
- (2) Where the statute is amended, the persons amending the statute shall also approve a consolidated version of the statute, whether such amendments are done by resolution, private writing or by notarial deed.
- (3) The administrators shall be bound to deliver to the Registrar for Legal Persons a copy of:
- (a) the amending document authenticated by one administrator, when made by resolution or private writing; or
 - (b) the amending document authenticated by a Notary

when made by notarial deed; and

- (c) the consolidated version of the statute, duly authenticated by a notary when it forms part of a notarial deed and by an administrator in any other case.

(4) Third parties are entitled to rely on the consolidated version of the statute delivered to the Registrar of Legal Persons at any time and the responsibility for ensuring that the consolidated version is correct, complete and in full compliance with the Schedule and any applicable law shall lie with the administrators of the organisation.

Foreign and international organisations.
Amended by:
L.N. 440 of 2010.
Cap. 16.

6. Foreign and international organisations which carry on activities in Malta on a regular basis, and to which article 2(4) of the Second Schedule, Civil Code is applicable, shall apply to register the organisation with the Registrar for Legal Persons in Malta and provide details of the registered address and other information as required in the prescribed form.

Notification of person appointed as local representative.

7. Foreign and international organisations (unless exempted by express provision of law) shall notify the Registrar for Legal Persons of the person appointed as local representative upon registration as well as within fourteen days of any change thereof.

Notification of person(s) appointed as officer(s).

8. Foreign and international organisations (unless exempted by express provision of law) shall notify the Registrar for Legal Persons of the person(s) appointed as its officer(s) by means of a statement of the current officers of the organisation upon registration as well as within fourteen days of any change thereof. The term 'officers' includes the administrators, treasurers, secretaries of the organisation or any other similar posts. The organisation shall also notify the Registrar for Legal Persons of any change in the registered address in Malta within fourteen days of any change thereof.

Cells.
Amended by:
L.N. 440 of 2010.

9. (1) Where the establishment of a cell is notified to the Registrar for Legal Persons, the Registrar for Legal Persons shall issue a certificate confirming such notice and the creation of the cell.

Cap. 16.

(2) Where an organisation changes the name of a cell which has been subject to notification in terms of article 20(4)(c) of the Second Schedule, Civil Code, such change shall be notified to the Registrar for Legal Persons in the prescribed form within fourteen days from the date of the resolution or decision by the administrators.

Cap. 16.

(3) For an organisation to be wound up any segregated cells which may be in existence must be wound up prior to the winding up of the organisation in terms of article 67 of the Second Schedule, Civil Code.

(4) A segregated cell may be wound up voluntarily or by order of the Court. A cell will be dissolved and consequently wound up in the following cases:

- (a) the organisation has by a majority of the

administrators resolved to wind up the cell. A certified copy of a winding up resolution shall be delivered to the Registrar for Legal Persons within fourteen days from when it is passed according to the prescribed form. A cell may be wound up voluntarily only if its assets exceed its liabilities and all its debts have been paid. The administrators shall prepare a scheme of distribution of the remaining assets of the cell which shall be notified to the Registrar for Legal Persons and all interested parties in the prescribed form. In the absence of a clear statement in the statute of an organisation, as to how assets in a particular cell are to be disposed of on termination of a cell, the administrators may apply for directions and shall dispose of the assets as ordered by the Court;

- (b) a cell shall be wound up on order of the Court, upon the application from any interested party, for reasons valid at law in terms of the statute of the organisation or the Second Schedule, Civil Code;
- (c) if a cell in an organisation becomes insolvent or is undergoing serious difficulties which impede it from operating and achieving its aims, the administrators shall cease operations and notify the Registrar for Legal Persons on the prescribed form who shall immediately co-operate with the administrators to appoint a liquidator to wind up the affairs of the cell in the interest of creditors, the promoters or beneficiaries of the cell or the cell itself;
- (d) the liquidator shall consult the Court which shall give directions from time to time for the resolution of disputes and the distribution of assets of a cell. The liquidator and any creditor may apply to the Court at any time for orders in the liquidation. The Court shall have the power to give any orders it deems appropriate.

Cap. 16.

10. Any decision to amalgamate or divide an organisation pursuant to article 22 of the Second Schedule, Civil Code shall be notified to the Registrar for Legal Persons on the prescribed form.

Amalgamation or
division.
Cap. 16.

11. (1) When an organisation receives an additional endowment it shall notify the Registrar for Legal Persons by filing the prescribed form to which shall be attached the document referred to in article 34(3) and article 55 of the Second Schedule, Civil Code.

Additional
endowment.
Amended by:
L.N. 440 of 2010.

Cap. 16.

(2) When an organisation adopts a scheme in terms of which regular contributions are to be made to the organisation, such scheme shall be submitted to the Registrar for Legal Persons for registration by filing the prescribed form within thirty days of its adoption by the administrators.

Cap. 16. (3) For purposes of notice of endowments to the organisation pursuant to a scheme which is required to be given on an annual basis in virtue of articles 34(4) and 55 of the Second Schedule, Civil Code, such notice shall be given within thirty days of -

- (a) the end of the year; or
- (b) the end of the financial period applicable for the financial statement of the organisation; or
- (c) the anniversary of the notice of registration, by the Registrar for Legal Persons, of the scheme,

as may be selected by the administrator when registering the scheme.

(4) The notice shall have attached to it a statement of all endowments received pursuant to the scheme during the relevant annual period.

(5) The statement shall record the dates of the endowments and the relative amounts and shall be signed by an administrator.

Forms.
Cap. 16.

12. The following forms prescribed in the Schedule shall be the forms to be used under the Second Schedule to the Civil Code.

SCHEDULE

*Amended by:
L.N. 440 of 2010.*

Form A

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

Application for registration of an organisation established under the laws of Malta

Pursuant to articles 31(8) / 51(3)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons:

The Applicant hereby applies for the registration of the Organisation as (*tick as necessary*):

☐ a purpose foundation (article 32)

☐ a private foundation (article 33)

☐ a civil partnership or private interest association (article 48(3))

☐ a social purpose association (article 48(4))

☐ a non-profit association (article 48(4))

☐ other (please specify)*

I/We declare that

- (i) the conditions under the Second Schedule, Civil Code, have been observed;
- (ii) the Organisation is not registered in any other public register which results in it acquiring legal personality; and
- (iii) all administrators indicated in the constitutive deed have agreed to so act.

Signature:

Name:

State capacity:

*This could be a school, a union or employers association, a co-operative or any other legal organisation seeking to register to acquire legal personality.

This Form A must be accompanied by an original or authenticated copy of the constitutive deed or statute, or in the case of a foundation created by a will, an extract of the relevant part, duly authenticated, the written consents of the administrators and the relevant registration fees.

Form B

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

*Notice of registration of a Foreign or International Organisation
and appointment of local representative*

Pursuant to article 2(4) of the Second Schedule, Civil Code and regulation 7 of the
Civil Code (Second Schedule Notifications and Forms) Regulations

Name of Organisation (the "Organisation")

Delivered by

.....

To the Registrar for Legal Persons:

The Organisation duly registered or established under the laws of (a)
bearing registration number (b) and having a registered office at
(c) hereby gives notice that it will commence its
activities in Malta on a regular basis as from (d) and will operate from
(e)

The Organisation also gives notice that in accordance with regulation 7 of the
Civil Code (Second Schedule) (Notifications and Forms) Regulations:

Name:

Address:

Identification number:

has been appointed as local representative of the Organisation. The Organisation
confirms that the said person has accepted to so act.

Signature:

Name:

Capacity:

Dated this day of of the year

.....

(a) State country under the laws of which the Organisation was established

(b) State registration number, if any

(c) State foreign registered address

(d) State date of commencement of activities

(e) State principal address in Malta from where the Organisation will carry out its
regular activity

This form must be accompanied by an authenticated copy of the constitutive deed or statute
if registered in the foreign jurisdiction and the relevant registration fee and if such constitutive
deed or statute is not registered, the form must be accompanied by an authenticated copy of
any certificate of registration or similar document evidencing its existence.

It must also be accompanied by a statement of the current officers of the organisation.

Form C

CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

*Notice of changes of the local representative of a Foreign or International
Organisation*

Pursuant to regulation 7 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice that with effect from (a)
the person currently acting as local representative of the Organisation is no longer
carrying on such function and

Name:

Address:

Identification number

has been appointed as local representative in his/her stead.

Signature:

Name:

State capacity:

Dated this day of of the year

(a) State date when new appointment made

Form D

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

No. of Organisation

*Notice of changes of the officer(s) of a Foreign or International Organisation
or of its registered address in Malta*Pursuant to regulation 8 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice that with effect from (a)
the person(s) currently acting as administrator(s) / treasurer(s) / secretary / (b)
.....* of the Organisation is no longer carrying on such function and

Name:

Address:

Identification number

has been appointed as administrator(s) / treasurer(s) / secretary / (b).....*
in his/her/ their stead.

The Organisation hereby gives notice that, in accordance with regulation 8 of the
Civil Code (Second Schedule) (Notifications and Forms) Regulations, it has changed
its registered address to

.....

Signature:

Name:

State capacity:

Dated this day of of the year

.....

(a) State date when new appointment made

(b) Please specify other similar post

*Delete as applicable

Form E

CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of change in registered address of an organisation

Pursuant to article 29(4)(b) / 49(2)(b)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with article 29(4)(b) / 49(2)(b) of the Second Schedule to the Civil Code, that it has changed its registered address to

Signature:

Name:

The Administrator

Dated this day of of the year

Form F

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

No. of Organisation

Notification of changes of Administrator of an Organisation

Pursuant to article 35(4), 53(2)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice that with effect from (a)
the person currently acting as administrator of the Organisation is no longer carrying
on such function and

Name:

Address:

Identification number:

has been appointed as an administrator in his/her stead.

The Organisation confirms that the said person has accepted to so act.

Signature:

Name:

As (b):

Dated this day of of the year

.....

(a) State date when new appointment made

(b) State capacity

This Form F must be accompanied by the written consent of the administrator appointed to
so act.

Form G

CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

*Notification of unwillingness or inability to act as Administrator of a
Foundation when appointed in a will*

Pursuant to article 35(3)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

I, (a) having been appointed administrator
of the Organisation hereby give notice in accordance with article 35(3) of the Second
Schedule, Civil Code that I am not willing / unable* to act as administrator.

Signature:

Name and surname:

Dated this day of of the year

(a) State name and residence of person appointed administrator

This Form G is required to be filed with the Registrar, the founder or his heirs and the
persons named as succeeding, if any, within fifteen days from his/her appointment.

* Delete as applicable

Form H

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

No. of Organisation

*Notification of appointment of a local representative for organisations which do not
have any administrator ordinarily resident in Malta*

Pursuant to articles 12(5) / 49(2)(i)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with article 12(5) / 49(2)(i)*
of the Second Schedule to the Civil Code, that

Name:

Address:

Identification number:

has been appointed as judicial representative of the Organisation.

The Organisation confirms that the said person has accepted to so act and is
ordinarily resident in Malta.

Signature:

Name:

The Administrator

Dated this day of of the year

.....

* Delete as applicable

Form I

CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

*Notification of changes of local representative for organisations which do not have
any administrator ordinarily resident in Malta*

Pursuant to article 12(5)/49(2)(i)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice that with effect from (a)
the person currently acting as judicial representative in Malta of the Organisation is
no longer carrying on such function and

Name:

Address:

Identification number:

has been appointed as judicial representative of the Organisation in his stead.

The Organisation confirms that the said substitute has accepted to so act and is
ordinarily resident in Malta.

Signature:

Name:

The Administrator

Dated this day of of the year

.....

(a) State date when new appointment made

Form J

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

No. of Organisation

Notification of changes in the legal representation of an Organisation

Pursuant to article 29(4)(f) / 49(2)(h)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice that with effect from (a)
the person currently acting as legal representative of the Organisation (b)
..... is no longer carrying on such function and

Name:

Address:

Identification number:

has been appointed as legal representative in his/her stead.

The Organisation confirms that the said person has accepted to so act.

Signature:

Name:

State capacity:

Dated this day of of the year

.....

(a) State date when new appointment made

(b) State name and residence of the current legal representative

Form K

CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

*Notice of change from an organisation registered as a Foundation
to an Association**

Pursuant to article 28(2)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with article 28(2) of the Second Schedule to the Civil Code, that it has amended its statute to qualify as an association*. A certified copy of the revised deed of association is annexed.

Signature:

Name:

The Administrator

Dated this day of of the year

* This form applies to hybrid organisations which are required to register as a foundation although having elements of associations. These organisations have an option to amend the statute to comply with the requirements of associations which are to be registered as associations within two years from the relevant date.

Form L

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

No. of Organisation

Notice to terminate registration of a Foundation converted into a trust

Pursuant to article 47(2)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

(a) and residing at
 hereby gives notice to terminate the registration of the Foundation in accordance
 with article 47(2) of the Second Schedule to the Civil Code with effect from (b)
 in view of the decision of the Organisation to be
 converted into a trust with effect from (c)

Signature:

Name:

As trustees

Dated this day of of the year

- (a) State name and residence of Administrator/ legal representative
- (b) State date of termination
- (c) State date of conversion into a trust

Form M

CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of resolution and voluntary winding up of an Organisation

Pursuant to article 59(1)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with article 59(1) of the Second Schedule to the Civil Code, that it has passed a resolution dated (a) for its voluntary winding up. A certified copy of the resolution is annexed herewith.

Signature:

Name:

The Administrator /Legal representative

Dated this day of of the year

(a) State date of resolution

Form N

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

No. of Organisation

Notice of Scheme of Distribution of assets of an Organisation

Pursuant to article 59(3)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

(a) as Administrator of the Organisation hereby
gives notice of the scheme of distribution of the remaining assets of the Organisation
in terms of article 59(3) of the Second Schedule to the Civil Code.

Signature:

Name:

The Administrator

Dated this day of of the year

.....

(a) State name and residence of Administrator

Form O
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of winding up by order of the Court

Pursuant to article 62(1)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with article 62(1) of the Second Schedule to the Civil Code, that it has been wound up by order of the court on (a)

Signature:

Name:

The Administrator /Legal representative

Dated this day of of the year

(a) State date of Court order

Form P
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

*Notification of cessation of operations of an organisation due to insolvency
or other serious difficulties*

Pursuant to article 64(1)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with article 64(1) of the
Second Schedule to the Civil Code, that it has ceased operations with effect from (a)
..... .

Signature:

Name:

The Administrator /Legal representative

Dated this day of of the year

(a) State date of cessation of operations

Form Q
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of appointment of liquidator of an organisation

Pursuant to article 64(1)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

(a) I/We residing at
with identification number hereby give notice, in accordance
with article 64(1) of the Second Schedule, Civil Code, that the following person(s)
has/have been appointed liquidator(s) of the above-named organisation, after
consultation with the Registrar for Legal Persons as required by article 64(1) and
that such person(s) has/have accepted to carry out this role.

(b) Name and surname of liquidator(s)

(c) Address of liquidator(s)

.....

.....

.....

.....

(d) Signature of liquidator(s)

.....

Date of appointment

Signature

The Administrator(s)

Dated this day of of the year

(a) State name and surname, residence and identification number of the Administrator(s)
of the Organisation

(b) State liquidator(s) name and surname

(c) State address of liquidator(s)

(d) Signature of liquidator(s)

Form R
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of appointment by the Court of liquidator of an organisation

Pursuant to article 64(3)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

I hereby give notice, in accordance with article 64(3) of the Second Schedule to the Civil Code, that I have been appointed by the Court as liquidator of the Organisation with effect from (a)

Signature

The Liquidator

Dated this day of of the year

.....

(a) State date of appointment of liquidator

Form S
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of completion of winding up of an organisation

Pursuant to article 65

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

I/We, (a) of being the
Administrator(s) or Liquidator(s)* of the Organisation hereby give notice, in
accordance with article 65 of the Second Schedule to the Civil Code, that the
winding up of the Organisation has been completed on (b) and
the name of the Organisation can be struck off the register.

Signature:

Name:

*The Administrator /Liquidator**

Dated this day of of the year

(a) State name and residence of Administrator(s) or Liquidator(s)

(b) State date of completion of winding up

* Delete as applicable

Form T
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notification of establishment of a segregated cell of an organisation

Pursuant to article 20(4)(c)

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

It is hereby being notified that:

(i) The Organisation is authorised by its statute to establish segregated cells in terms of clause of its statute.

(ii) The administrators have resolved to establish a cell in virtue of a resolution dated to operate under the following name (a)

(iii) The cell has been established by reference to:

☐ shares ☐ interests ☐ rights of members or beneficiaries ☐ purposes

(iv) Notice is hereby given of the establishment of such cell.

Signature:

Name:

The Administrator /Legal representative

Dated this day of of the year

(a) State name of cell

Important notice: article 20(5) of the Second Schedule, Civil Code, states that when a segregated cell is established (a) the assets and liabilities of the cell shall constitute a distinct patrimony which shall be distinct from all other assets and liabilities of the organisation or other cells which may be established; (b) the assets of such cell shall be available for the fulfilment of any obligations undertaken by the organisation in relation to that cell but not for any other liabilities entered into by the organisation for itself or in respect of other cells; (c) the general assets of an organisation shall not be available for the fulfilment of the obligations undertaken in relation to the cell; and (d) there shall be implied (except in so far as the same is expressly excluded in writing) in every transaction entered into by an organisation with segregated cells the following terms that - (i) no party shall seek, whether in any proceedings or by any other means whatsoever, to make or attempt to use any assets attributable to any cell to satisfy a liability not attributable to that cell; and (ii) if any party succeeds by any means whatsoever in using any assets attributable to any cell to satisfy a liability not attributable to that cell, that party shall be liable to pay to the organisation a sum equal to the value of the benefit thereby obtained by him; and (iii) any asset or sum recovered by the organisation under the implied term set out in this paragraph or by any other means whatsoever in the events referred to herein shall, after the deduction or payment of any costs of recovery, be applied by the organisation so as to compensate the cell affected.

Form U
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notification of change of name of a segregated cell of an organisation

Pursuant to regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Name of Cell (the "Cell")

Delivered by

To the Registrar for Legal Persons

It is hereby being notified that:

The Organisation has resolved to change the name of the Cell by virtue of a
resolution or decision by the administrators of the Organisation dated (a)
. The Cell shall be named (b) with effect from date of
resolution or decision by the administrators.

Signature:

Name:

The Administrator

Dated this day of of the year

(a) State date of resolution or decision by the administrators of the organisation.

(b) State the new name of the cell.

Form V
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

*Notice of resolution and voluntary winding up of a cell in a registered organisation*Pursuant to regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Name of cell: (the "Cell")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with regulation 9 of the Civil Code (Second Schedule) (Notifications and Forms) Regulations, that it has passed a resolution dated (a) for the voluntary winding up of the Cell named (b)

A certified copy of the resolution is annexed herewith.

Signature:

Name:

The Administrator

Dated this day of of the year

.....

(a) State date of resolution

(b) State name of cell

Form W
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of Scheme of Distribution of assets of cell in a organisation

Pursuant to regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Name of cell: (the "Cell")

Delivered by

To the Registrar for Legal Persons

(a) as Administrator of (b)
hereby gives notice of the scheme of distribution of the remaining assets of the Cell
in terms of regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations.

Signature:

Name:

The Administrator

Dated this day of of the year

.....

(a) State name and residence of the Administrator

(b) State name of Cell

Form X
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

*Notice of winding up by order of the Court of a cell in an organisation*Pursuant to regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Name of cell: (the "Cell")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with regulation 9 of the Civil
Code (Second Schedule) (Notifications and Forms) Regulations, that the Cell (a)
..... has been wound up by order of the Court on (b)

Signature:

Name:

The Administrator

Dated this day of of the year

.....

(a) State name of cell

(b) State date of Court order

Form Y
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of appointment of liquidator of cell in an organisation

Pursuant to regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Name of cell: (the "Cell")

Delivered by

To the Registrar for Legal Persons

(a) I/We residing at
with identification number hereby give notice, in accordance
to regulation 9 of the Civil Code (Second Schedule) (Notifications and Forms)
Regulations, that the following person(s) has/have been appointed liquidators of the
above-named Cell, after consultation with the Registrar for Legal Persons as
required by regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations and that such person(s) has/have accepted to carry out this role.

(b) Name and surname of liquidator(s) (c) Address of liquidator(s)

.....

.....

(d) Signature of liquidator(s)

.....

Date of appointment

Signature

The Administrator(s)

Dated this day of of the year

(a) State name and surname, residence and identification number of the Administrator(s) of
the cell in the Organisation

(b) State liquidator(s) name and surname

(c) State address of liquidator(s)

(d) Signature of liquidator(s)

Form Z
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of appointment by the Court of liquidator of a cell in an organisation
Pursuant to regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Name of cell: (the "Cell")

Delivered by

To the Registrar for Legal Persons

I hereby give notice, in accordance with regulation 9 of the Civil Code (Second
Schedule) (Notifications and Forms) Regulations, that I have been appointed by the
Court as liquidator of the Cell (a) with effect from (b)
..... .

Signature

The Liquidator

Dated this day of of the year

(a) State name of cell

(b) State date of appointment of liquidator

Form AA
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of completion of winding up of cell in an organisation

Pursuant to regulation 9 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Name of cell: (the "Cell")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with regulation 9 of the Civil
Code (Second Schedule) (Notifications and Forms) Regulations, that the winding up
of the Cell in the Organisation has been completed on (a)

Signature:

Name:

The Administrator

Dated this day of of the year

(a) State date of completion of winding up

Form BB

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

No. of Organisation

*Notice of amalgamation of two or more organisations into one*Pursuant to regulation 10 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with regulation 10 of the
Civil Code (Second Schedule) (Notifications and Forms) Regulations, that the
Organisation has been amalgamated with the following organisation/s

(a)

.....

.....

.....

and will continue as an organisation which is registered in terms of the said Second
Schedule with the following details:

Name:

Registration number:

Registered address:

The registration of the Organisation itself is simultaneously being terminated for
such reason and notice of termination of registration is hereby being given.

Signature:

(b) Name:

The Administrator

Dated this day of of the year

.....

(a) State name(s) of organisation(s) amalgamating with the Organisation

(b) State name of organisation amalgamated

Form CC

CIVIL CODE, SECOND SCHEDULE

(CAP. 16)

No. of Organisation

Notice of division of an organisation into two or more organisations

Pursuant to regulation 10 of the Civil Code (Second Schedule) (Notifications and
Forms) Regulations

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

The Organisation hereby gives notice, in accordance with regulation 10 of the
Civil Code (Second Schedule) (Notifications and Forms) Regulations, that a
resolution dated (a) has been passed by the administrators for the
division of the Organisation into the following two or more organisations:

(b)

.....

.....

.....

which organisations are simultaneously being registered as distinct organisations in
terms of the said Second Schedule.

The registration of the Organisation itself is simultaneously being terminated for
such reason and notice of termination of registration is hereby being given.

Signature:

Name:

The Administrator

Dated this day of of the year

(a) State date of resolution by the administrators

(b) State name(s) of organisations into which the Organisation is being divided.

Form DD
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice of assets added to an organisation by additional endowments

Pursuant to article 34(3) or article 55

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

I/We, the undersigned, Administrator(s) of the Organisation hereby give notice, in accordance with article 34(3) or article 55 of the Second Schedule of the Civil Code, that the following additional endowments have been made to the foundation / association.

Attached to this notice:

For non-cash endowments (tick as necessary)☐ an inventory*☐ a descriptive note of the assets added to the Organisation*☐ an annual statement of endowments (including cash endowments)

pursuant to a registered scheme.

For cash endowments**☐ a certified copy of the relative bank deposit statement.

Signature:

Name:

The Administrator

Dated this day of of the year

.....

* The inventory or descriptive note of the assets must be filed within 3 months from any endowment.

** Other than cash endowments made pursuant to a scheme registered with the Registrar in accordance with article 34(4) / article 55 of the Second Schedule of the Civil Code in which case Form EE is to be used to register the scheme and this Form DD is to be used thereafter for notice of the endowments.

Form EE
CIVIL CODE, SECOND SCHEDULE
(CAP. 16)

No. of Organisation

Notice to register a scheme for endowments to a purpose organisation

Pursuant to article 34(4) or article 55

Name of Organisation (the "Organisation")

Delivered by

To the Registrar for Legal Persons

I/We, the undersigned, Administrator(s) of the Organisation hereby give notice, in accordance with article 34(4) or article 55 of the Second Schedule of the Civil Code, that the following shall be registered as a scheme for any additional endowments to be received by the purpose organisation.

Attached to this notice is:

- a certified copy of the scheme rules.

Notice of endowments raised pursuant to the scheme shall be given annually:

- (a) at the end of the year; or
- (b) at the end of the financial period applicable for the financial statement of the Organisation; or
- (c) on the anniversary of the notice of registration by the Registrar for the scheme.

Signature:

Name:

The Administrator

Dated this day of of the year
