



OFFICE OF THE REGISTRAR OF COMPANIES

## DECLARATION VERIFYING MEMORANDUM OF SATISFACTION OF A REGISTERED CHARGE

**FORM 10A**

**THE COMPANIES ACT, 2019 (ACT 992) PURSUANT TO SECTION 117**

FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN BETWEEN WORDS

PLEASE WRITE ALL WORDS WITH NO ABBREVIATIONS

ALL FIELDS MARKED WITH AN ASTERISK (\*) INDICATES A MANDATORY FIELD

**A fee is payable on presentation of this form. Please see the fees on our website [www.rgd.gov.gh](http://www.rgd.gov.gh)**

Read the instructions before completing the Form. Incomplete applications or invalid data may delay the registration

**(A)**

|                             |             |  |
|-----------------------------|-------------|--|
| <i>Company Name*</i>        |             | Name should be exact as registered, should there have been any Change of Name after registration do state the new name<br>The Registration Number is stated at the top left side of the Registration Certificate |
| <i>Registration Number*</i> |             |  |
| <i>Presented By*</i>        |             | Full name and TIN of the natural person or legal entity submitting documents to the Registrar of Companies   |
|                             | <b>TIN*</b> |  |

**(B)**

**I/WE**

|   |          |           |          |            |          |             |          |           |  |           |  |  |
|---|----------|-----------|----------|------------|----------|-------------|----------|-----------|--|-----------|--|--|
| <b>DIRECTOR 1</b>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Title</i>  |          | <b>Mr</b> |          | <b>Mrs</b> |          | <b>Miss</b> |          | <b>Ms</b> |  | <b>Dr</b> |  |  |
| <i>First Name*</i>  |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Middle Name*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Last Name*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>TIN</i>  |          |           |          |            |          |             |          |           |  |           |  |  |
| <b>DIRECTOR 2</b>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Title</i>  |          | <b>Mr</b> |          | <b>Mrs</b> |          | <b>Miss</b> |          | <b>Ms</b> |  | <b>Dr</b> |  |  |
| <i>First Name*</i>  |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Middle Name*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Last Name*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>TIN</i>  |          |           |          |            |          |             |          |           |  |           |  |  |
| <b>SECRETARY</b>  |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Title</i>  |          | <b>Mr</b> |          | <b>Mrs</b> |          | <b>Miss</b> |          | <b>Ms</b> |  | <b>Dr</b> |  |  |
| <i>First Name*</i>  |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Middle Name*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Last Name*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>TIN</i>  |          |           |          |            |          |             |          |           |  |           |  |  |
| <p><b>of the above mentioned company thereof do solemnly and sincerely declare that the particulars contained in the Memorandum of Satisfaction hereunto are true to the best of our knowledge, information and belief. And we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations</b></p> |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Declared at*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Before me(Name)*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Address*</i>   |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Occupation*</i>  |          |           |          |            |          |             |          |           |  |           |  |  |
| <i>Date*</i>  | <i>D</i> | <i>D</i>  | <i>M</i> | <i>M</i>   | <i>Y</i> | <i>Y</i>    | <i>Y</i> | <i>Y</i>  |  |           |  |  |

**MEMORANDUM OF COMPLETE SATISFACTION OF A CHARGE**

|                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <i>Company Name*</i> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

(a)Short description of property charged  
 (b) Date of charge creation  
 (c)Date of satisfaction  
 (d)Date of filing

*hereby gives notice that the registered charge*

*being(a).....*

*..... of which particulars are registered with the Registrar of Companies on the*

*(b).....day*

*of.....20.....*

*was wholly satisfied on the*

*(c).....day of.....20.....the debt*

*for which the charge was given having been paid or satisfied.*

*In witness whereof the common seal of the Company as hereunto affixed the(d) \_\_\_\_ day of*

\_\_\_\_\_ 20 \_\_\_\_.

|                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <i>Director*</i> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Signature\**  
 .....

|                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <i>Secretary*</i> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Signature\**  
 .....

**For Office Use Only**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <i>Date of Submission of Document*</i> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

|                                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <i>Name of Company Inspector*</i> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

|                     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <i>Filing Date*</i> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

*Signature\**  
 .....

**Important Information**

**Privacy Notice**

**Collection of Information:** We collect personal identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our customers. The information provided is used to fulfill your specific request.

**Distribution of Information:** This would be done as permitted or required by law / Companies Act 2019 (Act 992)

**Commitment to Data Security:** Your personal identifiable information is kept secure. Only authorized employees, agents and contractors who have agreed to keep information secure and confidential have access to this information.

**Change Notice**

Every company is required to furnish the Registrar with any change after incorporation e.g. Change of Company Name, Change of Address, Change of Director(s) / Secretary etc.

**Annual Return of a Company Incorporated**

All companies incorporated are to file mandatory Annual Returns after the first eighteen months together with Audited Accounts and subsequently annually at a fee. Late/Non Filing attracts Penalties

**Check List (✓)**

|  |  |  |
|--|--|--|
| Please make sure you have complied with the following                        |  |  |
| The document has been signed at all indicated places                         |  |  |
| Agreement stamped at Land Valuation Board                                    |  |  |
| If application exceeds 45 days, then attach extension of time from the court |  |  |