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COMPANY ADDRESS INFORMATION

Every New Zealand company must have a Registered Office and Address for Service in New Zealand.

The registered office and address for service need not be in the same place, nor at the company's place of business. However under the Law they must be at a physical location not a postal address or document exchange or a 'virtual office' (that is any mail or message collection point). The registered office address must be notified to the Companies Office on the application for incorporation. If a company wishes to change its registered office, the change and the date upon which it is to take effect must be notified to the Registrar on the prescribed form and in prescribed period of time.

It is legally required that any New Zealand registered company must keep and provide on first lawful notice the following documents in a registered office:

- Constitution of the company (if any) (incl. the adaptation, alteration or revoking)
- Minutes of all annual meetings and resolutions of shareholders within the last 7 years
- Share Register and all other appropriately required Registers (incl. the adaptation, alteration or revoking)
- Full names and addresses of the current directors
- Minutes of all meetings and resolutions of directors and directors committees within the last 7 years
- Certificates given by directors within the last 7 years
- Copies of all written communications to all shareholders during the last 7 years, including annual reports

Copies and originals of all financial statements, annual reports, appointments of auditor, contracts, invoices, financial bills, receipts, securities interests, accounting records, filled forms and applications and all other documentation as per requirements of Inland Revenue Departments for the current accounting period and for the last 7 financial years.

This summary is provided as being only for your brief information and is not a full list of the Company's and their Director's obligations, and we do not intend or are obliged to provide you with complete requirements. It is your own responsibility, as well as the responsibility of Companies and their Directors to check and abide by current statutory obligations.

We are not liable in any circumstances for any failure by you (or the Company and its Directors, or agents of the Company, or any other entity or person authorised to act on your behalf) to comply with current record keeping requirements, rules and obligations. There can be fines of up to \$10,000 if the above requirements and documents are not maintained by Companies and their Directors. The National Enforcement Unit (NEU) investigates and, where appropriate, prosecutes offences under various legislation on behalf of the Registrar of Companies.

All items forwarded from our Registered Office address are made pursuant to a shipment contract. This means that the risk of loss and title for such items pass to you upon tender of the item to the carrier. We also provide no guarantee that your mail will be delivered in our Registered Office, nor could we guarantee timely and accurate delivery. We try to provide all reasonable care and accurate service but cannot guarantee the safety or security of any documents that you decided to keep at our Registered Office address, all document will be kept on your own risk. . All items forwarded from/to our Registered Office address will be opened and screened, all illegal or prohibited items will be reported to the appropriate authorities.

All your documentation that is kept with us, will be sent to you, at your own expense, to the address you provide to us, within 20 days time after your subscription to our service and/or paid period of service expiring. We hold no responsibility and are not able to keep your documents and/or all other items after that period. Postage and nominal handling charges of 20% are payable in addition before any return mail service be arranged. We require a full deposit towards postage of returning your documents and items. It is your own responsibility to provide us with your postage address and provide us with shipping deposit prior the end of paid period.

Please note, this service is not a mail handling service, and your Registered Office address cannot be used as your company's business address. If you require a business and banking address or a mail handling service, we are happy to recommend our a confidential, professional Virtual Office service, Post Office Box service and dedicated for your own use New Zealand telephone answering machine service.