



Ministry of Finance, Economy and Policy Development

**Department of the Registrar of Companies**



# ANNUAL RETURN & ANNUAL REPORT

It has been observed lately that some companies from among those who are incorporated at the Department of the Registrar of Companies have failed to submit their Annual Reports (form No. 15 / 15A), which is required to be done annually.

Every incorporated company, under Section 133 (1) of the Companies Act should hold its Annual General Meeting and submit the Annual report (on form No. 15/15A) within 30 working days to the Registrar General of Companies with payment of the relevant charges. If and Annual General Meeting is not held acting in accordance with section 144 (3) of the Companies Act, the Annual Report should be submitted to the Registrar General of Companies within 30 working days.

Every Company not acting in accordance with the Section 131(1) of the Companies Act will be Subject to a fine not exceeding Rs. 100,000/= for the relevant Company and not exceeding Rs. 50,000/= each for officers (Directors) of such Companies, in accordance with section 131(4) of Act.

Therefore, all Companies Incorporated under the Act and their Directors, Secretaries, Promoters and all those interested parties hereby cautioned those who have failed in that have already begun.

This office will also be kept open on Saturdays from 9.00 a.m. to 2.00 p.m. for your convenience.

**Registrar General of Companies**

Department of the Registrar General

Smagam Medura

No. 400, D. R. Wijewardene Mawatha

Colombo 10