

# BENEFICIAL OWNERSHIP DECLARATION

## SUBMISSION GUIDE



BUSINESS AND INTELLECTUAL  
PROPERTY AUTHORITY  
*Protecting Entrepreneurship and Innovation*

### WHEN SHOULD I DECLARE BENEFICIAL OWNERSHIP & SUBMIT A BO1 FORM?

FORM	CHANGES TO BUSINESS ENTITY	FORM	CHANGES TO BUSINESS ENTITY
<ul style="list-style-type: none"> <li>Any entity that has never declared Beneficial Ownership or submitted a BO Form before should submit a BO1 form in the below instances.</li> </ul>			
CC1	<ul style="list-style-type: none"> <li>New CC Registration</li> </ul>		
CC2B	<ul style="list-style-type: none"> <li>Member change</li> <li>Member contact details change</li> <li>Member residential address change</li> </ul>	CM14	<ul style="list-style-type: none"> <li>Return of Acquisition by Company of shares issued by IT/payments to Shareholders (When BO is affected)</li> </ul>
CM2 CM4 CM44C	<ul style="list-style-type: none"> <li>New PTY Registration</li> </ul>	CM15	<ul style="list-style-type: none"> <li>Return of Allotment of Shares (When BO is affected)</li> </ul>
CM1 CM3 CM44C	<ul style="list-style-type: none"> <li>New Sec 21 Registration</li> </ul>	CM16	<ul style="list-style-type: none"> <li>Return of Allotments which have become void (When BO is affected)</li> </ul>
CM40	<ul style="list-style-type: none"> <li>Appointment as liquidator or provisional judicial manager or judicial manager</li> </ul>	CM19	<ul style="list-style-type: none"> <li>Redemption of redeemable preference Shares (When BO is affected)</li> </ul>
CM29	<ul style="list-style-type: none"> <li>Appointment/Removal of Directors (When BO is affected)</li> </ul>		

### FORMS THAT DO NOT REQUIRE BENEFICIAL OWNERSHIP DECLARATION

CC2A	CC8	CM5	CM6	CM7	CM8	CM8	CC9	CM17	CM32
CM8A	CM9	CM9A	CM9B	CM30	CM31	CM42	CM11	CM22	

### WHEN SHOULD I DECLARE CONFIRMATORY BENEFICIAL OWNERSHIP AND SUBMIT A BO2 FORM?

FORM	CHANGES TO BUSINESS ENTITY	FORM	CHANGES TO BUSINESS ENTITY
CC3	<ul style="list-style-type: none"> <li>Application for restoration</li> </ul>	CM16	<ul style="list-style-type: none"> <li>Return of Allotments which have become void</li> </ul>
CC4	<ul style="list-style-type: none"> <li>Application for Conversion</li> </ul>	CM18	<ul style="list-style-type: none"> <li>Order of Court for registration</li> </ul>
CC5	<ul style="list-style-type: none"> <li>Lodgement for Court Order</li> </ul>	CM19	<ul style="list-style-type: none"> <li>Redemption of redeemable preference Shares</li> </ul>
CC6	<ul style="list-style-type: none"> <li>Voluntary Winding Up</li> </ul>	CM20	<ul style="list-style-type: none"> <li>Notice in share variation in respect of shares</li> </ul>
CC7	<ul style="list-style-type: none"> <li>Annual Duty</li> </ul>	CM23	<ul style="list-style-type: none"> <li>Annual Return</li> </ul>
CM12	<ul style="list-style-type: none"> <li>Statement of Payment of Commission of Shares</li> </ul>	CM38	<ul style="list-style-type: none"> <li>Notice of termination of authorised person who accepted service on behalf of external company</li> </ul>
CM14	<ul style="list-style-type: none"> <li>Return of Acquisition by Company of shares issued by IT/payments to Shareholders</li> </ul>	CM45	<ul style="list-style-type: none"> <li>CY Conversion form</li> </ul>
CM15	<ul style="list-style-type: none"> <li>Return of Allotment of Shares</li> </ul>	De-registrations	<ul style="list-style-type: none"> <li>CC Voluntary Deregistration</li> <li>CY Voluntary Deregistration</li> <li>CY Voluntary Winding up</li> </ul>