



REQUEST FOR UPDATE OF DIRECTORS AND/OR KEY OFFICERS

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Form No.	ROASD-586
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PART A: GENERAL INSTRUCTIONS

1. Use this form to request the amendment of an existing license/accreditation for the purpose of updating the Company's declared Directors and/or Key Officers due to changes in management
2. Write your answers in block letters. If the information required is not applicable, write "NA"
3. Print your application form and all documentary requirements on an A4-size paper.
4. Original documents must be submitted to ROASD Office. Applications with incomplete information / requirements will not be accepted.

Note: For any inquiries regarding your application, you may contact ROASD through : 8522 0299 local 1188 / 1189

PART B : REQUIRED ATTACHMENTS / SUPPORTING DOCUMENTS

This notification form must be accompanied by the following supporting documents:

- ☐ Letter request for the change of the declared Key Officers / Directors of the company
- ☐ Certified True Copy of latest General Information Sheet with beneficial owner page
- ☐ Board Resolution / Director's Certificate attesting the change in the Company's Directors and/or Key Officers, including the appointment of a new set of officers
- ☐ Notarized Deed of Assignment of Shares (if applicable)
- ☐ Updated Organizational Chart indicating the newly-appointed Key Officers/Directors
- ☐ Personal Disclosure Sheet of the New Directors / Key Officers
- ☐ Probity Check of the New Directors / Key Officers

PART C. NOTIFICATION DETAILS

DATE: _____

NAME OF COMPANY: _____

TYPE OF LICENSE / ACCREDITATION: _____

The Company's Directors/Key Officers must sign in the space provided to signify their concurrence with the change in management.

PREVIOUS DIRECTOR / KEY OFFICER

Name of Directors/Key Officers	Position	% of Ownership	Signature

NEWLY-ELECTED DIRECTOR / KEY OFFICER

Name of Directors/Key Officers	Position	% of Ownership	Signature

(Note: Please use additional sheet/s if the space provided above is not sufficient)

PART D. CERTIFICATION BY THE CORPORATE SECRETARY

PRINTED NAME: _____

POSITION TITLE: _____

CONTACT NUMBER: _____ EMAIL ADDRESS: _____

I hereby certify that the information provided in this Notification Form, together with all supporting documents submitted in connection with the update of the Company's Directors and/or Key Officers, is true, accurate and correct, and is based on the official records of the Company.

SIGNATURE OVER PRINTED NAME