



OFFICE OF THE REGISTRAR OF COMPANIES

Industry Notice

29 June 2018

Section 13(2)(a)(e)&(f) of the Companies Act 1981, as Amended

Section 13(2A) requires every company that is limited by shares or other company having a share capital to file with the Registrar of Companies extracts of its bye-laws in accordance with the provisions of section 13(2)(a)(e)&(f) in relation to-

- (a) The transfer of shares and registration of estate representatives of deceased shareholders;
- (e) The duties of the secretary to the company; and
- (f) The number of members required to constitute a quorum at any general meeting of the members of the company.

The above information is filed electronically by attaching a pdf copy of the certified extracts on the government website. This is not available to the public, nor the users. Users only have access to the website to upload the required information.

Please note that the deadline for filing is 21 September 2018 and there is no filing fee.

How to access website and upload the above information “Bye-laws”.

1. To upload current Bye-laws, go to link:

<https://ROCBYELAWS.gov.bm>

To upload amended Bye-laws, go to link:

<https://rocbyelaws.gov.bm/index.php/change-in-bye-laws/>

2. The Bye-laws webpage logon screen appears, Logon with: **Roc18_uploads!**
3. Once logged in the Bye-laws form will appear on the screen. Every field must be entered.

4. Click on **Choose File** button to attach the Bye-laws document.
5. Once Bye-laws are attached click **Submit & Confirm** button. The **Submit & Confirm** button allows for screen check prior to final upload. You may use the **Previous Button** to go back to the previous screen if you need to make any changes.
6. To complete the upload, click the **Submit** button.
7. Print screen for confirmation of submission.
8. You will get a message stating your submission was successful.
9. Exit website by closing link from your browser.

For technical questions, please contact Mr. Wendell Anderson on wanderso@gov.bm or wanderson@gov.bm or 297-7529.