



REGISTRATION OF BUSINESS NAMES ACT, 1962 NO.151 (ACT 151)

NOTIFICATION OF CHANGE IN PARTICULARS REGISTERED BY AN INDIVIDUAL

INSTRUCTIONS: COMPLETE FORM WITH BLACK INK AND IN BLOCK LETTERS

PLEASE SPELL OUT ALL WORDS –NO ABBREVIATIONS

*INDICATES MANDATORY FIELD

TIN(Taxpayer Identification No. [grid])

No. of Company -----

1. Business Name of the Applicant:	[grid]
	[grid]
	[grid]
Nature of Change:	[grid]
	[grid]
	[grid]
	[grid]
	[grid]
	[grid]
	[grid]
	[grid]
Date of Change:	[grid] dd/mm/yyyy

Date: [grid] d d / m m / y y y y

..... Name

..... Signature (Proprietors/Proprietress)

(For instructions as to signing etc., see Notes under)

NOTES

This Statement must be signed by the applicant, and when signed must be sent by post or electronically to the Registrar of Business Names, P. O. Box 118, Accra, within 28 days after any change in any of the particulars registered. If the person registering cannot sign, his or her mark must be made or witnessed. The Witness must write his / her name clearly and give sufficient address. If the change is in the respect

of the place of business, you have to state the house number and street (if any) of the new place of Business or adequate description of the principal place of business.

Failure, without reasonable excuse to furnish the required statement of any change in the particulars registered within 28 days of such change will entail liability on conviction to a fine not exceeding GHC 10.00 for every day during which the default continues and any statement which contains any person signing it will entail liability on conviction to imprisonment for a term not exceeding six months or to a fine not exceeding GHC 500.00 or to both such imprisonment and fine.

INSTRUCTIONS TO FILL IN NOTIFICATION OF CHANGE IN PARTICULARS REGISTERED BY AN INDIVIDUAL FORM

- (I) **Business Name of the Applicant:** Here state the complete Business Name of the Applicant.
- (II) **Nature of Change:** Provide here a detailed description of the Nature of Change in the particulars,
- (III) **Date of Change:** State here the Date of Change in the provided format of (dd/mm/yy).
- (IV) Here in this space provide the date in the given format.
- (V) In this part provide the **Signature** in the specified space.