



THE REGISTRAR-GENERAL'S DEPARTMENT
REGISTRATION OF BUSINESS NAME ACT, 1962 (151)

REGISTRATION OF BUSINESS NAME - SOLE PROPRIETORSHIP



BUSINESS NAME REGISTRATION- SOLE PROPRIETORSHIP

INSTRUCTIONS: COMPLETE FORM WITH BLACK INK AND IN BLOCK LETTERS
PLEASE SPELL OUT ALL WORDS –NO ABBREVIATIONS
*INDICATES MANDATORY FIELD

Registration No: -----

(A)															
*Business Name:															
*General Nature of Business (ISIC Classification):	Mining/Oil and Gas					Manufacturing									
	Finance/Insurance/Real Estate					Commerce									
	Services					Construction/Civil Engineering									
	Farming/Fisheries					Transportation									
	Health/Pharmacy					Others									
	Information Communication Technology (ICT)														
*Principal Activity:															
Date of Commencement:															
ISIC Code:															
(B) Business Address Information															
Principal Place of Business															
*House/Building/Flat (Name or House No. etc.) /LMB:															
*Street:															
*City:															
*District:															
*Region:															
(C) Proprietor/Proprietress															
*TIN															
*First Name:															
Middle Name:															

NOTES

This Form must be signed by the Applicant and sent by post, e-mail or electronically delivered 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 applicant cannot read/sign, his or her mark must be made and witnessed. The Witness must write his / her name clearly and give sufficient address.

If the change is in respect of the place of business, the applicant has 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 Registrar with 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 false information signed by any applicant knowingly will entail liability and 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 SOLE PROPRIETORSHIP FORM

Section A:

- (i) **Business Name:** Here state the full name of the business (Name cannot imply ownership of more than 2 people for eg. &, and etc)
- (ii) **General Nature of Business:** please tick (?) the appropriate column/columns applicable to your line of business
- (iii) **Principal Activity:** Out of the above classification selected by you, kindly mention your principal business activity here.
- (iv) **Date of Commencement:** Write here the commencements date of your business in the given format of (dd/mm/yy). The business must have commenced within 14 days before registration.
- (v) **ISIC:** State appropriate ISIC code for principal activity.

Section B:

Principal Place of Business

- (i) Here state **House/Building/Flat (Name or House No. etc.) LandMark of Building (LMB)** in which business is situated.
- (ii) State the **Street** in which business is situated.
- (iii) State **City** in which business is situated.
- (iv) State **District** in which business is situated.
- (v) State **Region** in which business is stated.

Section C:

Owner Information

- (i) Provide here accurate **Taxpayer identification Number (TIN)** of the Owner.
- (ii) Please provide **First Name, Middle Name and Surname** of the Owner.
- (iii) Provide any Former Forename/Surname of Proprietor
- (iv) State here the **Date of Birth** of the Owner in the given format of (dd/mm/yy).
- (v) State here the **Occupation** of the Owner
- (vi) State **Nationality**
- (vii) Tick appropriate Gender and Marital Status of Sole Proprietor

Section D:

Residential Address of Person Registering

- (i) Here state **House/Building/Flat (Name or House No. etc.) LandMark of Building (LMB)** in which the applicant is residing.
- (ii) State the **Street** in which the applicant is residing.
- (iii) State **City** in which the applicant is residing.
- (iv) State **P.O.Box, Private Mail Bag (PMB)/Door To Door (DTD)** in which the applicant is residing.
- (v) State **District** in which the applicant is residing.
- (vi) State **Region** in which the applicant is residing.

Section E:

Other Business Places

Each of the three addresses of this section should be filled in under following guidelines:

- (i) Here state **House/Building/Flat (Name or House No. etc.) LMB** where branch of your business is situated.
- (ii) State the **Street** where branch of business is situated.
- (iii) State **City** where branch of business is situated.
- (iv) State **P.O.Box, Private Mail Bag (PMB)/Door To Door(DTD)** where branch of business is

situated.

- (v) State **District** where branch of business is situated.
- (vi) State **Region** where branch of business is situated.

Section F:

Postal Address

- (i) Here specifically mention the **C/O** against a specific person/company.
- (ii) State the **Postal Type** by ticking (?) the appropriate column from provided options.
- (iii) State the complete **Postal Number** including Prefix and Number in which the business is situated.
- (iv) State the **Town** in which business is situated.
- (v) State the **City** in which business is situated.
- (vi) State **Region** in which business is situated.

Section G:

Contacts

- (i) One **Mobile Number** of the is mandatory.
- (ii) **Phone No., Fax, Email** and **Website** are optional and you may or may not provide them here.

Section H:

SME Details

This section is optional .if you fill it in then pl. provide **Total Number of Employees** and **Revenue Envisaged** in the provided spaces of your business.

Section I:

Declaration

- (i) Here provide the **Full Name** of the **Applicant**.
- (ii) Provide **Signature** and **date** of the **Applicant**.

Section J:

- (i) Here provide the **Full Name** of the **Witness**.
- (ii) State the **Residential Address** of the **Witness**.
- (iii) Mention here the **Language** in which the content of the form is read over by the witness for illiterate Applicants.
- (iv) A literate person should endorse the **Thumb Print** of an illiterate person