



THE REGISTRAR-GENERAL'S DEPARTMENT
THE REGISTRATION OF BUSINESS NAMES ACT, 1962 (NO. 151) (Form A)
BUSINESS REGISTRATION – SOLE PROPRIETORSHIP

INSTRUCTIONS: COMPLETE FORM WITH BLACK INK AND IN BLOCK LETTERS

(THIS FORM IS NOT FOR SALE)

PLEASE SPELL OUT ALL WORDS –NO ABBREVIATIONS

*INDICATES MANDATORY FIELD

(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:																			
ISIC Code:																			
(B) Business Addresses Information																			
Principal Place of Business																			
*House/Building/ Flat (Name or House No etc.)/LMB:																			
*Street:																			
*City:																			
*P.O. Box:																			
PMB/DTD:																			
*District:																			
*Region:																			
(C) Owner Information																			
*TIN:																			
First Name:																			

Middle Name:																				
Surname:																				

Any Former Forename/Surname:

First Name:																				
Middle Name:																				
Surname:																				
Date of Birth:																				(dd/mm/yy)
Occupation:																				

(D) Residential Address of Person Registering

*House/Building/ Flat (Name or House No etc.)/LMB:																				
*Street:																				
*City:																				
*District:																				
*Region:																				

(E) Other Business Place(s)

Address 1:

*House/Building/ Flat (Name or House No etc.)/LMB:																				
*Street:																				
*City:																				
*P.O. Box:																				
PMB/DTD																				
*District:																				
*Region:																				

Address 2:																	
*House/Building/ Flat (Name or House No etc.)/LMB:																	
*Street:																	
*City																	
*P.O. Box:																	
PMB/DTD																	
*District:																	
*Region:																	

(F) Postal Address																	
*C/O:																	
*Postal Type: <i>(Ticket as applicable)</i>																	
*Postal Number:	Prefix	Number															
*Town																	
*City																	
*Region																	

(G) Contacts																	
Phone No:																	
*Mobile No:																	
Fax:																	
Email:																	
Website:																	

(H) SME Details																	
No. Of Employees Envisaged:																	
Revenue Envisaged:																	

NOTES

This Form must be signed by the Applicant and sent by post, e-mail or 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 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 you 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.

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) State here the **Date of Birth** of the Owner in the given format of (dd/mm/yy).
- (iv) State here the **Occupation** of the Owner

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 **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 **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 **Region** in which business is situated.
- (v) State the **Town** in which business is situated.
- (vi) State **Location/Area** 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**.
- (iii) Here provide the **Full Name** of the **Witness**.
- (iv) State the **Residential Address** of the **Witness**.
- (v) Mention here the **Language** in which the content of the form is read over by the witness for illiterate Applicants.
- (vi) A literate person should endorse the **Thumb Print** of an illiterate person