

A fee is payable on presentation of this form. Please see the fees on our website www.orc.gov.gh

Read the instructions before completing the Form. Incomplete applications or invalid data may delay the registration process

(A) Supplementary Partner Form

Partner	Partner Details																								NB: It is mandatory to have a minimum of two(2) Partners.	
TIN*																										
Ghana Card(National Identity Card)*	GHA -																									In case of more than two(2) Partners, use Supplementary Form.
Without TIN	Fill the GRA TIN Form attached																									
Title		Mr				Mrs				Miss				Ms				Dr								
First Name*																										
Middle Name*																										
Last Name*																										
Any Former Name*																										
Gender*	Male				Female																					
Date of Birth*	D	D	M	M	Y	Y	Y	Y																		
Nationality*																										
House/Building/Flat (Name or House No.)/LMB																										
Street Name*																										
PMB/DTD/P.O.BOX*																										
City																										
District																										
Region																										
Occupation*																										
Mobile No 1*																										
Mobile No 2																										
Email Address*																										

(B) Declaration

Please fill where applicant cannot read or write

I....., resident of have carefully read over the contents of this form in the language to.....

(Name of Person) and the said person appeared to understand same before appending his / her thumbprint to same.

.....

Signature of the Witness

THUMB PRINT

PARTNER

Important Information

MSME Classification in Ghana

Enterprise Category	Employment Size(Permanent staff)	Turnover	Assets	
Micro	1-5	≤US \$25,000	≤US \$25,000	
Small	6-30	US\$25,001 - US\$1,000,000	US\$25,001 - US\$1,000,000	
Medium	31-100	US\$1,000,001 – US\$3,000,000	US\$1,000,001 – US\$3,000,000	

(An enterprise will be categorized as MSME based on employment size and any other variable.) All amount in USD should be converted into Ghana cedis at Prevailing Bank rate

Privacy Notice

Collection of Information: We collect personal identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our customers. The information provided is used to fulfill your specific request.

Distribution of Information: This would be done as permitted or required by law / Companies Act 2019 (Act 992)

Commitment to Data Security: Your personal identifiable information is kept secure. Only authorized employees, agents and contractors who have agreed to keep information secure and confidential have access to this information.

Change Notice

Every company is required to furnish the Registrar with any change after incorporation e.g. Change of Company Name, Change of Address, Change of Director(s) / Secretary etc.

Annual Renewal

BUY or Download Business Renewal Form

Fee of 25GHC for a year

Check List (✓)

Please make sure you have complied with the following

The document has been signed at all indicated places		
Filled TIN Form(s), if any		