**Organization/Joint Ownership**

NEW (Have not been registered before, they can click here to get registered fresh)

EXISTING (Have been registered so they will open the form here to get registered by providing their credentials)

Company Name\*: .

Company Category: Government Private Public NGO FREELANCER ENTREPRENEUR

COMPANY ACTIVITIES: Construction Petty Trading

ATTACH CERTIFICATES: CERT TYPE:Choose an item. OTHERS PLEASE SPECIFY\_\_\_\_\_\_\_\_\_\_ISSUER:Choose an item. PLACE OF ISSUE: REGION\_\_\_\_\_\_\_\_\_\_ M/MDA\_\_\_\_\_\_\_\_\_\_ TOWN\_\_\_\_\_\_\_\_

Company Email\* : .

OTP VERIFICATION: SEND OTP: \_\_\_\_\_ VERIFY OTP\_\_\_\_\_\_\_\_\_

Click here to request/create a free email if you don’t have one(what you will get: example@yourcompanyname.com

Company Website/URL : .

URL VERIFICATION:

Click here to create/request for a free website if you don’t have one (what you will get: [www.yourcompanyname.com](http://www.yourcompanyname.com) / [www.yourcompanyname.org](http://www.yourcompanyname.org)

Company Phone\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number must match Phone details on certificate

OTP VERIFICATION: SEND OTP: \_\_\_\_\_ VERIFY OTP\_\_\_\_\_\_\_\_\_

Click here to get one landline for free if you don’t have one

Company Reg. No.:\*: .

Company Type:

Company Activities: Choose an item. Selected activities will be listed here (More activities can be selected\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Working Days and Hours:**

**Add days: Monday-Sunday**

**Add Working: hours:**

TIN:\* Click here to enter text. Click here to get a free TIN if you don’t have one

**COMPANY REPRESENTATIVE/DIRECTORS DETAILS:**

Add/remove Company Representative/Director and users here (invitation/request can be sent to Rep to get registered on the account as a Rep, individuals too can send a request to follow company as a worker.

**Primary Representative/Secretary/Director:** ID No\_\_\_\_\_\_\_\_\_ Position:Choose an item. Allocated shares: None\_\_\_\_\_\_\_\_\_\_\_

**Add more Company Rep:** ID No\_\_\_\_\_\_\_\_\_ Position:Choose an item. None\_\_\_\_\_\_\_\_\_\_\_

PHONE\_\_\_\_\_\_\_\_\_\_/EMAIL:\_\_\_\_\_\_\_\_\_\_ Send invitation link to Company Rep

(Message to Rep: You have been invited to this company portal as a Company Rep, This message is accompanied by an OTP, please provide the OTP in this session when you log in, after entering OTP, this page will disappear and you won’t see it again, you can only access it only once to enable you)

OTP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_VERIFY OTP

**Note:** only ID number is needed in this field (This will link the profile of already registered applicants in the individual application field or take unregistered applicant to Individual applicant Registration Field)

**COMPANY ID NUMBER:** THIS NUMBER IS AUTO GENERATED

COMPANY CERTIFICATE PREVIEW

HOW DO YOU WANT IT DELIVERED (OFFICE DELIVERY PICKUP)

**END OF COMPANY PROFILE REGISTRATION**

**ADD /REMOVE STAFFS & WORKERS:**

INVITE REQUEST LINK WILL BE SENT TO THEM TOBE ADDED ONTO THE COMPANY PLATFORM

STAFFS/WORKER CAN BE INDIVIDUAL AND COMPANY AS WELL.

**WORKER DETAILS:**

WORKER CATEGORY Individual Organization: POSITION IN COMPANY Position: Choose an item. Work ID. No. :\_\_\_\_\_\_\_\_\_\_ Allocated shares None\_\_\_\_\_\_\_\_\_\_\_

WORK TYPE :Choose an item. OTHERS PLEASE SPECIFY\_\_\_\_\_\_\_\_\_\_\_\_\_\_

START DATE:Click here to enter a date.

END DATE: NOT YET Click here to enter a date.

PHONE\_\_\_\_\_\_\_\_\_\_/EMAIL:\_\_\_\_\_\_\_\_\_\_ Send invitation link to worker

(Message to Worker/Staff: You have been invited to this company portal as a worker/Staff, This message is accompanied by an OTP, please provide the OTP in this session when you log in, after entering OTP, this page will disappear and you won’t see it again, you can only access it only once to enable you)

OTP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VERIFY OTP

**ADD/REMOVE PRODUCTS AND SERVICES**

PRODUCTS & SERVICES CATEGORY: Choose an item.

ATTACH FILES

ABOUT THIS PRODUCTS & SERVICES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VALUE/PRICE:\_\_\_\_\_\_\_\_\_\_\_CURRENCY TYPE: GHS USD GBP EURO OTHERS:\_\_\_\_\_\_\_\_

Select a Banner to design your Store Front

This Page will be displayed on the Market front page

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization Roaster:**  **Please include an enhanced Working roaster for workers here with SMS and In-App reminder** | | | |  | **Overtime**  **This section can be marked by only worker and will be displayed on the company dashboard** |
| **Activities:** | **Workers details:** | **Day/Date:28/05/2025** | **Time From:12:00 AM to 12:00 AM** | **Active Off-duty Leave** | **Yes**  **Enter Activity details carried out**  **Attach proof** |
|  |  | **Day/Date:28/05/2025** | **Time From:12:00 AM to 12:00 AM** |  | **Yes**  **Enter Activity details carried out**  **Attach proof** |
|  |  | **Day/Date:28/05/2025** | **Time From:12:00 AM to 12:00 AM** |  | **Yes**  **Enter Activity details carried out**  **Attach proof** |
|  |  | **Day/Date:28/05/2025** | **Time From:12:00 AM to 12:00 AM** |  | **Yes**  **Enter Activity details carried out**  **Attach proof**  **Yes**  **Enter Activity details carried out**  **Attach proof** |
|  |  | **Day/Date:28/05/2025** | **Time From:12:00 AM to 12:00 AM** |  | **Yes**  **Enter Activity details carried out**  **Attach proof** |
|  |  | **Day/Date:28/05/2025** | **Time From:12:00 AM to 12:00 AM** |  | **Yes**  **Enter Activity details carried out**  **Attach proof** |
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