

REGISTRATION OF A SUBSIDIARY BUSINESS NAME UNDER THE BUSINESS NAMES ACT, 1962 (ACT 151)

FORM C SUBSIDIARY

FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN BETWEEN WORDS

PLEASE WRITE ALL WORDS WITH NO ABBREVIATIONS

OFFICE OF THE REGISTRAR OF COMPANIES

Region*

ALL FIELDS MARKED WITH AN ASTERISK (*) INDICATES A MANDATORY FIELD

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

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

Read the instruction	ns befo	ore c	ompl	leting	the I	orm	ı. Inco	mple	te ap	plica	tions	or in	valid d	data i	may d	elay 1	the r	egistr	ation p	rocess
(A) Business Name*	-																			Name should not be duplicated, similar, misleading or undesirable. The Registrar of Subsidiary Business Names shall have the final approval regarding the name which is
	-																			eventually submitted for registration.Section 2, of Business Nanes Act, 1962 (ACT 151) A list of registered names can be found on our portal
Corporate Name (Parent Company	<i>י</i>)																			www.rgdeservices.com
Registration No o	-		Сот	npan	y:															
(B)]	Natu	ire o	f Bu	sine	ss/S	Secto	r(s)	*			•		
Legal		Esta	ate/I	Hous	sing		Med	dia					Tra	nspo	ort/A	eros	рас	e		Choose your sector by ticking the box
Utilities		Edu	icatio	on			Shi	ppin	g & l	ort			Esta	ate/	Hous	ing				next to it. Specify sector(s).
Tourism		Qua	rry ,	/ Mi	ning		Hos	spita	lity				Fas	hion	/Bea	utifi	cati	on		If your sector is not listed, write your
Insurance		Ent	ertai	inme	ent		Hea	ılth (Care				Refi	iner	y of N	I ine	rals			sector in the space provided for
Agriculture		Foo	d In	dust	ry		Sec	uriti	es/E	roke	ers		Oth	ers(Pleas	se Sp	ecify	<i>י</i>)		"others".
Oil and Gas		Mar	ıufac	cturi	ng		Con	nme	rce/	Tra	ding									
Construction		Pha	rma	ceut	ical		Bar	king	gand	l Fin	ance									
Telecom/ICT		Seci	urity	7				itati												
(C)										ıl Bu	ısine	ess A	ctivi	ities	*					
Select the Internat other activities	ional	Stan	dard	Indu	ıstria	l Cla										ncipa	ıl act	ivity	and	ISIC or classification code is a standar classification for economic or busines
ISIC code 1																				activities so that establishments could be classified based on the activity the
ISIC code 2																				carry out.
ISIC code 3																				A detailed list of ISIC or Classification
If you cannot deter	mine	a co	de, p	olease	give	a bı	rief de	escri	ption	of th	ne cor	npan	ıy's b	usin	ess ac	tiviti	es b	elow		Codes can be found on our website a www.rgd.gov.gh
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(D)									Pri	ncip	al P	lace	of B	usii	iess	1			,	
Digital Address* House/Building/ (Name or House Street Name*		LMI	3																	Every proprietor must have a Busines Address, Principal Place of Business. The Registrar of Subsidiary Business Names may send correspondence.
City*																				Obtain a digital address by downloading the Ghana Post GPS app onto any smart phone.
District*							1													
				+	1	1	+	+	1	+	+	1	+	 	1	-	 	+	-	

(E)			Reg	gister	ed A	ddre	ess c	of SE	SN 01	·Cor	por	ate 1	Body	7										
Is the Principal place of Bus	ines	s the	same	as th	e Re	giste	ered	Offi	ce A	ddre	ess?													
If Yes (Tick the box and proceed with	other	Place o	of Busine	ess)						If No	(Prov	ide De	etails)											
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Stamp / Seal of the parent Company*																								
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Signature*																								
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Important Information				
MSME Classification in Ghana				
Subsidiary Business Names 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 Subsidiary Business Names 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 /Act 151

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 Subsidiary Business Names , Change of Address etc.

Annual Renewal

BUY or Download Business Renewal Form

Fee of 25GHC for a year

Check List (✓)

Please	make su	re vou h	ave com	nlied with	the following

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