



## FORM 2

TRADE ACT  
(Cap 43:02)

(reg. 37)

### BUSINESS REGISTRATION APPLICATION FORMS

#### A. PROPOSED BUSINESS

Type of business registration certificate.....

Location of proposed business.....

#### B. PARTICULARS OF APPLICANT

##### 1. For Business Names

a. Names and address

Business name

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b. Unique Identification Number (UIN).....

c. Contact Number..... Email.....

##### 2. For Companies

a. Registered name of Company.....

b. Trading name of Company if different from (a) .....

c. Unique Identification Number (UIN):.....

d. Contact Number..... Email.....

e. Percentage share of citizen equity holding.....

##### f. Particulars of all shareholders:

Name

Nationality

Address

% share in  
equity holding

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##### 3. Level of investment (Capital to be invested in the business)

(a) Capital Investment P.....

(b) Assets P.....

6. Anticipated number of employees:.....

4. Email address.....

5. Telephone/Cell phone no.....

**C. PARTICULARS OF LAND PREMISES**

1. Plot no. or Land Board Certificate no.....

2. Is the plot zoned commercial / industrial?.....

3. If the premises are leased, state the name of the owner .....

4. Size of the premises (sq.m of floor space) .....

**D. GENERAL INFORMATION**

1. Have you ever been convicted in the last 2 years, of any offence involving dishonesty?

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2. If so, give particulars of each conviction

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I certify that the information supplied in my application is true to the best of my knowledge and belief.

Date ..... Applicant's signature .....

**For official use only**

Application received by: .....

Date ..... Signature .....

Decision by Registration Officer: .....

.....

Name of the Issuing Officer.....

Issuing officer's signature.....

Date: .....

Station: .....

Stamp:.....

The applicant must submit the following with the application form for a registration certificate

1. Proof of company of incorporation and the latest form of annual return (where applicable).
2. Proof of availability of business premises (written undertaking in lieu of agreement or title deed).
3. Certified copy of passport for non-citizens and identity card for citizens.
4. Non-refundable registration certificate application fee of P200.
5. Payment of appropriate business registration certificate fee upon approval.