APPLICATION TO REGISTER A COMPANY WITH SHARES

THE COMPANIES ACT, 2019 (ACT 992)

OFFICE OF THE REGISTRAR OF COMPANIES
REPUBLIC OF GHANA

FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN BETWEEN WORDS
PLEASE WRITE ALL WORDS WITH NO ABBREVIATIONS
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.orc.gov.gh

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

ADDITIONAL DIRECTOR'S FORM

*Company Name**		
	Particulars of Directors of the Company	
Director	**Statutory Declaration & Consent Letter**	Directors should be at least 18 years and above. Directors are to attach a statutory declaration and consent letter as stated in section 172 (2) of Act 992. If you tick "yes" to any of the Statutory Declarations, provide details that qualifies you to be a director. Attach supporting documents A Company shall have at least two directors of which one should be resident in Ghana. If there are more than two directors, additional directors' forms shall be obtained from our website at www.rgd.gov.gh
A person shall not be appointed a director if		
i. That person within the preceding five years of the application for incorporation has been a director or senior manager of a Company that has become insolvent		
Tick applicable	**Yes** ☐ **No** ☐	
ii. Convicted of a criminal offence involving fraud or dishonesty		
Tick applicable	**Yes** ☐ **No** ☐	
iii. Convicted of a criminal offence relating to the promotion, incorporation or management of a company that has become insolvent		
Tick applicable	**Yes** ☐ **No** ☐	
*Statutory Declaration Form**	☐ *Consent Letter** ☐	
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*	
*Place of Birth**		
*Nationality**		
*Occupation**		
*Mobile No 1**		
Mobile No 2		
Fax		
*Email Address**		
*TIN**		
*Ghana Card(National Identity Card)**	**GHA -**	
Without TIN	**Fill the GRA TIN Form attached**	
Residential Address		This address when provided will not appear on public record, unlike that of the addresses that will be provided for the Company. Applicants are to ensure that the digital address provided matches with the residential address provided. Provide your current workplace address.
*Digital Address**		
House/Building/Flat (Name or House No.)/LMB*		
*Street Name**		
*City**		
*District**		
*Region**		
*Country**		
Occupational Address		
*Digital Address**		

House/Building/Flat (Name or House No.)/LMB*		
*Street Name**		
*City**		
*District**		
*Region**		
*Country**		
*Particulars of other Directorships**		List the names of other Companies for which you serve as director
*Director's Signature**	.....	

Particulars of Directors of the Company

Director	**Statutory Declaration & Consent Letter**	
A person shall not be appointed a director if		
i. That person within the preceding five years of the application for incorporation has been a director or senior manager of a Company that has become insolvent		
Tick applicable	**Yes** ☐ **No** ☐	
ii. Charged with or convicted of a criminal offence involving fraud or dishonesty		
Tick applicable	**Yes** ☐ **No** ☐	
iii. Convicted of a criminal offence relating to the promotion, incorporation or management of a company that has become insolvent		
Tick applicable	**Yes** ☐ **No** ☐	
*Statutory Declaration Form**	*Consent Letter** ☐	
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*	
*Place of Birth**		
*Nationality**		
*Occupation**		
*Mobile No 1**		
Mobile No 2		
Fax		
*Email Address**		
*TIN**		
*Ghana Card(National Identity Card)**	**GHA -**	
Without TIN	**Fill the GRA TIN Form attached**	

Directors should be at least 18 years and above.

Directors are to attach a statutory declaration and consent letter as stated in section 172 (2) of Act 992.

If you tick "yes" to any of the Statutory Declarations, provide details that qualifies you to be a director. Attach supporting documents

A Company shall have at least two directors of which one should be resident in Ghana.

If there are more than two directors, additional directors' forms shall be obtained from our website at www.orc.gov.gh

Residential Address		
*Digital Address**		This address when provided will not appear on public record, unlike that of the addresses that will be provided for the Company.
House/Building/Flat (Name or House No.)/LMB*		
*Street Name**		
*City**		
*District**		
*Region**		Applicants are to ensure that the digital address provided matches with the residential address provided. Provide your current workplace address.

*Country**																		
Occupational Address																		
*Digital Address**																		
*House/Building/Flat**																		
(Name or House No.)/LMB																		
*Street Name**																		
*City**																		
*District**																		
*Region**																		
*Country**																		
Particulars of other																		List the names of other Companies for which you serve as director
*Directorships**																		
*Director's Signature**	.....																	
	Beneficial Owner(BO)																	Section 35 (14) and (15) of Act 992
A beneficial owner (or owners) is the individual or natural person who owns, controls, has interest in, or exercises influence over the legal person (or arrangement) or receives substantial benefit from the applicant's activity. A beneficial owner is an individual and cannot be a company.																		
SANCTIONS: Failure to disclose is an offence and will attract sanctions and penalties																		
Fill the BO Form attached /Download from website www.orc.gov.gh																		