OFFICE OF THE REGISTRAR OF COMPANIES
REPUBLIC OF GHANA

NCORPORATED PRIVATE PARTNERSHIPS ACT, 1962 (ACT 152)

FORM B

PARTNERSHIP

INCORPORATION OF PARTNERSHIPS -REGISTRATION FORM

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

(A)

*Partnership Name**	Name should not be duplicated, similar, misleading or undesirable. The Registrar of Partnerships shall have the final approval regarding the name which is eventually submitted for registration. A list of registered names can be found on our portal www.rgdeservices.com

(B) Nature of Business/Sector(s)*

Legal		Estate/Housing		Media		Transport/Aerospace	
Utilities		Education		Shipping & Port		Estate/Housing	
Tourism		Quarry / Mining		Hospitality		Fashion/Beautification	
Insurance		Entertainment		Health Care		Refinery of Minerals	
Agriculture		Food Industry		Securities/Brokers		Others*(Please Specify)*	
Oil and Gas		Manufacturing		Commerce/ Trading			
Construction		Pharmaceutical		Banking and Finance			
Telecom/ICT		Security		Sanitation			

Choose your sector by ticking the box next to it.
Specify sector(s).
If your sector is not listed, write your sector in the space provided for "others".

(C) Principal Business Activities*

Select the International Standard Industrial Classification (ISIC) code number(s) for the principal activity and other activities

ISIC code 1

ISIC code 2

ISIC code 3

If you cannot determine a code, please give a brief description of the company's business activities below

Date of Commencement D D M M Y Y Y Y

ISIC or classification code is a standard classification for economic or business activities so that establishments could be classified based on the activity they carry out.
A detailed list of ISIC or Classification Codes can be found on our website at www.orc.gov.gh

(D) Business Address Information

Principal Place of Business

*Digital Address**

House/Building/Flat (Name or House No.)/LMB*

*Street Name**

*City**

Every partner must have a Business Address, Principal Place of Business. The Registrar of Partnerships may send correspondence.

Obtain a digital address by downloading the Ghana Post GPS app onto any smart phone.

*District**		
*Region**		
(E)	**Registered Office Address**	
Is the Principal place of Business the same as the Registered Office Address?		
If Yes Tick the box and proceed with other Place of Business	***If No*** Provide Details	
*Digital Address**		
*House/Building/Flat (Name or House No.)/LMB**		
*Street Name**		
*City**		
*District**		
*Region**		
(F)	**Other Place of Business**	
Digital Address		Partnerships that have multiple operational locations must complete this section. Supplementary sheets can be found on our website www.orc.gov.gh
House/Building/Flat (Name or House No.)/LMB		
Street Name		
City		
District		
Region		
(G)	**Postal Address**	
C/O		Please tick either Post Office Box (P O BOX), Private Mail Bag (PMB) or Door to Door (DTD) and provide details as applicable.
*Type**	**P O BOX** **PMB** **DTD**	
*Number**		
*Town**		
*Region**		
(H)	**Contact**	
*Phone No 1**		Partners are to provide at least, one mobile phone number and an email address. This is to assist the Registrar of Partnerships send out notices.
Phone No 2		
*Mobile No 1**		
Mobile No 2		
Fax		
*Email Address**		
Website		
Partner 1	**Partner(s) Details**	
*TIN**		NB: It is mandatory to have a minimum of two(2) Partners.
*Ghana Card(National Identity Card)**	**GHA -**	
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**																	
*Partners' Signature:**	.....																
Partner 2																	
*TIN**																	In case of more than two(2) Partners, use Supplementary Form.
*Ghana Card(National Identity Card)**	**GHA -**																
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**																	
*Partners' Signature:**	.....																
(I)	**Particulars of Charges on Partnership Assets**																
Description of Asset:																	Clearly state any charge(s) on all assets
Date of creation of the charges:	*D*	*D*	*M*	*M*	*Y*	*Y*	*Y*	*Y*									

Amount of the Charge:																	
(J)	**MSME Details**																
*Revenue Envisaged**																	This is to determine the size of the Partnership i.e. small scale business, medium scale business or large scale business
*No. of Employees Envisaged**																	
(K)	**Business Operating Permit (BOP) Request**																
Apply for BOP Now		Apply for BOP Later						Already have a BOP									
Provide BOP Reference No.																	

(L) 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(s)) and the said person(s) appeared to understand same before appending his / her thumbprint to same.

.....

Signature of the Witness

THUMB PRINT

Partner 1

THUMB PRINT

Partner 2

(M)	**For Office Use Only**																					
*Date of Submission of Document**																						
*Name of Company Inspector**																						
*Filing Date**																						
*Signature**	.....																					

Important Information

MSME Classification in Ghana

Partnership 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	

(The Partnership 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 / Incorporated Private Partnership Act, (ACT 152)

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 Partnership is required to furnish the Registrar with any change after Incorporation e.g. Change of Partnership Name, Change of Address, Change of Partner(s)

Annual Renewal				
BUY or Download Partnership Renewal Form Fee of 50GHC 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				
Partnership Deed/Agreement stamped at Land Valuation Board and signed by all Partners				