OFFICE OF THE REGISTRAR OF COMPANIES
REPUBLIC OF GHANA

REGISTRATION OF A SUBSIDIARY BUSINESS NAME

UNDER THE BUSINESS NAMES ACT, 1962 (ACT 151)

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

FORM C

SUBSIDIARY

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)

*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 www.rgdeservices.com
Corporate Name (Parent Company)		
Registration No of Parent Company:		
TIN of Parent Company:		

(B)	**Nature of Business/Sector(s)***					
Legal		Estate/Housing		Media		Transport/Aerospace		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".
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			

(C)	**Principal Business Activities***	
Select the International Standard Industrial Classification (ISIC) code number(s) for the principal activity and other activities		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
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	

(D)	**Principal Place of Business**	
*Digital Address**		Every proprietor must have a Business Address, Principal Place of Business. The Registrar of Subsidiary Business Names may send correspondence. Obtain a digital address by downloading the Ghana Post GPS app onto any smart phone.
*House/Building/Flat** *(Name or House No.)/LMB*		
*Street Name**		
*City**		
*District**		
*Region**		

(E)	Registered Address of SBN or Corporate Body	
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		Businesses 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**		Applicants are to provide at least, one mobile phone number and an email address. This is to assist the Subsidiary Business Names send out notices.
*Mobile No 1**		
Fax		
*Email Address**		
Website		
(I)	**MSME Details**	
*Revenue Envisaged**		This is to determine the size of the Subsidiary Business Names i.e. small scale business, medium scale business or large scale business
*No. of Employees Envisaged**		
(J)	**Business Operating Permit (BOP) Request**	
Apply for BOP Now	Apply for BOP Later / Already have a BOP	
Provide BOP Reference No.		
(K)	**DECLARATION(Director/Secretary)**	
TIN*		
*Ghana Card(National Identity Card)**	**GHA -**	
*Name**		
*Stamp / Seal of the parent Company**		
*Signature**	……	
(L)	**For Office Use Only**	
*Date of Submission of Document**		
*Name of Company Inspector**		
*Filing Date**		
*Signature**	……	

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 sure you have complied with the following

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