

(E)		Registered Address of SBN or Corporate Body													
Is the Principal place of Business the same as the Registered Office Address?															
<i>If Yes (Tick the box and proceed with other Place of Business)</i>						<i>If No (Provide Details)</i>									
<i>Digital Address*</i>															
<i>House/Building/Flat (Name or House No.)/LMB*</i>															
<i>Street Name*</i>															
<i>City*</i>															
<i>District*</i>															
<i>Region*</i>															
(F)		Other Place of Business													
<i>Digital Address</i>															
<i>House/Building/Flat (Name or House No.)/LMB</i>															
<i>Street Name</i>															
<i>City</i>															
<i>District</i>															
<i>Region</i>															
(G)		Postal Address													
<i>C/O</i>															
<i>Type*</i>		P O BOX			PMB			DTD							
<i>Number*</i>															
<i>Town*</i>															
<i>Region*</i>															
(H)		Contact													
<i>Phone No 1*</i>															
<i>Mobile No 1*</i>															
<i>Fax</i>															
<i>Email Address*</i>															
<i>Website</i>															
(I)		MSME Details													
<i>Revenue Envisaged*</i>															
<i>No. of Employees Envisaged*</i>															
(J)		Business Operating Permit (BOP) Request													
<i>Apply for BOP Now</i>		<i>Apply for BOP Later</i>				<i>Already have a BOP</i>									
<i>Provide BOP Reference No.</i>															
(K)		DECLARATION(Director/Secretary)													
<i>TIN</i>															
<i>Name*</i>															
<i>Stamp / Seal of the parent Company*</i>															
<i>Signature*</i>														
(L)		For Office Use Only													
<i>Date of Submission of Document*</i>															
<i>Name of Company Inspector*</i>															
<i>Filing Date*</i>															
<i>Signature*</i>														

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	<input type="checkbox"/>	
Filled TIN Form(s), if any	<input type="checkbox"/>	