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

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Corporate Name																			n r e r n	The Registrar of Subsidiary Business Names shall have the final approval egarding the name which is eventually submitted for egistration. Section 2, of Business Names Act, 1962 (ACT 151) Names and the second s
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ISIC code 2																				arry out.
ISIC code 3																				A detailed list of ISIC or Classification Codes can be found on our website at
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Date of Submission of Docume	nt*																				
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 (✓)

Ple	ease ma	ke sure yoı	ı have comp	lied with	the following
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TI	The document has been signed at all indicated places	
Fi	Filled TIN Form(s), if any	