

A fee is payable on presentation of this form. Please see the fees on our website [www.orc.gov.gh](http://www.orc.gov.gh)

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

**(A) Supplementary Partner Form**

<b>Partner</b>	<b>Partner Details</b>																		NB: It is mandatory to have a minimum of two(2) Partners.  In case of more than two(2) Partners, use Supplementary Form.	
TIN*																				
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*																				

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

.....

**Signature of the Witness**

THUMB PRINT

**PARTNER**

## Important Information

MSME Classification in Ghana				
Enterprise 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 enterprise 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 / Companies Act 2019 (Act 992)

**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 Company Name, Change of Address, Change of Director(s) / Secretary 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		