

# APPLICATION TO REGISTER A COMPANY LIMITED BY GUARANTEE

## THE COMPANIES ACT, 2019 (ACT 992)

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



**OFFICE OF  
THE REGISTRAR  
OF COMPANIES**  
REPUBLIC OF GHANA

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

### ADDITIONAL FORM FOR SUBSCRIBER - INDIVIDUAL

Company Name*																																																																																																																																																																																																																																																						
I/We the undersigned are desirous of forming an incorporated company in pursuance of this Constitution and we agree to become members thereof and accept liability in accordance with paragraph 8 of this Constitution																																																																																																																																																																																																																																																						
<p><b>Address and Description of Subscriber - Individual</b></p> <table border="1"> <thead> <tr> <th>Subscriber</th> <th>Mr</th> <th></th> <th>Mrs</th> <th></th> <th>Miss</th> <th></th> <th>Ms</th> <th></th> <th>Dr</th> <th></th> </tr> </thead> <tbody> <tr> <td>First Name*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Middle Name</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Last Name*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Gender*</td> <td colspan="2">Male</td> <td colspan="8">Female</td> <td colspan="2"></td> </tr> <tr> <td>Date of Birth*</td> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td colspan="3"></td> </tr> <tr> <td>Place of Birth*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Any Former Name*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Nationality*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Occupation*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Digital Address*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Address*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>TIN*</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Ghana Card(National Identity Card)*</td> <td colspan="4"></td> <td colspan="4">GHA -</td> <td></td><td></td><td></td> </tr> <tr> <td>Without TIN</td> <td colspan="11">Fill the GRA TIN form attached</td> </tr> <tr> <td>Signature*</td> <td colspan="11">.....</td> </tr> <tr> <td colspan="12"> <p align="center"><b>Beneficial Owner(BO)</b></p> <p>A beneficial owner (or owners) is the individual or natural person who owns, controls, has interest in, or exercises influence over the legal person (or arrangement) or receives substantial benefit from the applicant's activity. A beneficial owner is an individual and cannot be a company.</p> </td> </tr> <tr> <td colspan="12"> <p><b>SANCTIONS:</b> Failure to disclose is an offence and will attract sanctions and penalties</p> </td> </tr> <tr> <td colspan="12"> <p><b>Fill the BO Form attached/Download (<a href="http://www.orc.gov.gh">www.orc.gov.gh</a>)</b></p> </td> </tr> </tbody> </table>																						Subscriber	Mr		Mrs		Miss		Ms		Dr		First Name*											Middle Name											Last Name*											Gender*	Male		Female										Date of Birth*	D	D	M	M	Y	Y	Y	Y				Place of Birth*												Any Former Name*												Nationality*												Occupation*												Digital Address*												Address*												TIN*												Ghana Card(National Identity Card)*					GHA -							Without TIN	Fill the GRA TIN form attached											Signature*	.....											<p align="center"><b>Beneficial Owner(BO)</b></p> <p>A beneficial owner (or owners) is the individual or natural person who owns, controls, has interest in, or exercises influence over the legal person (or arrangement) or receives substantial benefit from the applicant's activity. A beneficial owner is an individual and cannot be a company.</p>												<p><b>SANCTIONS:</b> Failure to disclose is an offence and will attract sanctions and penalties</p>												<p><b>Fill the BO Form attached/Download (<a href="http://www.orc.gov.gh">www.orc.gov.gh</a>)</b></p>											
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A subscriber is somebody who agrees to become a member of the company.

The application for incorporation shall be made by a person:  
a. Signing a duly completed application for incorporation form  
or  
b. signing a duly completed application for incorporation form and the constitution of the proposed company (where a registered constitution is preferred)

If there are more than two subscribers additional subscriber forms shall be obtained from our website at [www.orc.gov.gh](http://www.orc.gov.gh)