# OFFICE OF THE REGISTRAR OF COMPANIES REPUBLIC OF GHANA

## REGISTRATION OF A SUBSIDIARY BUSINESS NAME RE-REGISTRATION OF A SUBSIDIARY BUSINESS NAME

FORM C SUBSIDIARY

FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN BETWEEN WORDS

PLEASE SPELL OUT ALL WORDS WITH NO ABBREVIATIONS

ALL FIELDS MARKED WITH AN ASTERISK (\*) INDICATES A MANDATORY FIELD

A fee is payable with 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

Read the instructions	befo	re c	ompl	letin	g the	Form	ı. Inco	omple	ete ap	plica	tions	or inv	valid c	lata m	nay d	elay t	he re	egistra	tion	process
(A)																				
Old Registration N	o:*																			Provide here accurate
Old TIN:*																				i. Old Registration Number ii. Tax Identification Number
Current Tax Office:	*																			iii. Current Tax office of the Tax
Old Start Date:*	- '		D	D	M	М	Υ	Υ	Υ	Υ		1				l			'	Business Name registered
Old Date of Registr	atio	n:*	D	D	M	М	Υ	Υ	Υ	Υ										iv. Old Date of registration
Subsidiary Busines.																				Name should be exact as registered,
Name:*																				should there have been any Change o
																				Name after registration do state the new name
Corporate Name																				State the full name of the Parent
(Parent Company)																				Company, Registration Number and
																				TIN TIN
Registration No of	Pare	ent (	Com	pan	y:															
TIN of Parent Com					<u>*                                    </u>															
(B)								Nati	ure (	of Bu	ısine	ss/S	Secto	r(s)	*					
Legal	I	Esta	ite/I	Hou	sing		Me							nspo		eros	расе	<u> </u>		Choose your sector by ticking the box
Utilities			catio				Shi	ppin	ıg & :	Port			+	ite/H						next to it.
Tourism	(	)ua	rry	/ Mi	ning			spita					+	nion/			catio	n		Specify sector(s).  If your sector is not listed, write your
Insurance	I	Ente	ertai	inme	ent				Care				+	nery						sector in the space provided for
Agriculture	I	700	d In	dust	ry		Sec	uriti	ies/I	Broke	ers			ers(F				)		"others".
Oil and Gas			ufac				_		_		ding					•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
Construction	_		rma				_				ance									
Telecom/ICT	5	Seci	ırity	7			_	itati												
(C)								Prir	ıcipa	al Bu	ısine	ss A	ctivi	ties*	ķ					
Select the Internatio	nal S	tan	dard	Ind	ustria	al Cla	ssific	catio	n (ISI	(C) co	de nu	ımbe	er(s) f	or the	e pri	ncipa	ıl act	ivity	and	ISIC or classification code is a standard
other activities																				classification for economic or business activities so that establishments could
ISIC code 1																				be classified based on the activity the
ISIC code 2																				carry out.
If you cannot determ	ine	a co	de, p	leas	e giv	e a b	rief d	lescr	iptio	n of t	he co	mpar	ny's b	usine	ess ac	ctivit	ies b	elow		A detailed list of ISIC or Classification
																				Codes can be found on our website at www.orc.gov.gh
Old Date of Comme	ncei	nen	ıt:*	D	D	М	М	Υ	Υ	Υ	Υ									
(D)					'	•	•		Pr	incij	pal P	lace	of B	usin	ess					
Digital Address*																				Every proprietor must have a Busines
House/Building/Fl																				Address, Principal Place of Business.  The Registrar of Subsidiary Business
(Name or House No	o.)/L	MB	}																	Names may send correspondence.
Street Name*																				Obtain a digital address by
																				downloading the Ghana Post GPS app
City*																				onto any smart phone.
District*																				
Region*																				

(E)			Regis	tered A	ddress	of SI	BN o	r Co	rpor	ate	Body	y										
Is the Principal place of Busi	iness th	e sar	ne as	the Re	gistered	d Offi	ice A	ddr	ess?													
If Yes (Tick the box and proceed with	other Plac	ce of Bu	usiness)					If No	(Prov	ide D	etails)	)										
Digital Address*																						
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Website															Busin	ness N	iame	es se	nd o	ut no	otices	
(I)					MSI	ME D	etai	ls														
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No. of Employees Envisaged*															Subsi	idiary busir						
(I)			Bus	iness 0	peratir	ng Pe	rmi	t (BO	P) R	Requ	est				or lar					ı scai	e bus	111033
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Name*																						
Stamp / Seal of the parent								H			!											
Company*																						
Signature*																						
(L)					Fo	r Off	ice l	Jse (	Only													
Date of Submission of Documen	ıt*	T																				
Name of Company Inspector*																						
Filing Date*																						
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Signature*																						

<b>Important Information</b>				
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	