



THE REGISTRAR-GENERAL'S DEPARTMENT
THE REGISTRATION OF BUSINESS NAMES ACT, 1962 (151)

ANNUAL RENEWAL NOTICE OF A SUBSIDIARY BUSINESS NAME



THE REGISTRAR-GENERAL'S DEPARTMENT

**ANNUAL RENEWAL NOTICE OF A SUBSIDIARY BUSINESS NAME
THE REGISTRATION OF BUSINESS NAMES ACT, 1962 (151)**

INSTRUCTIONS: COMPLETE FORM WITH BLACK INK AND IN BLOCK LETTERS
PLEASE SPELL OUT ALL WORDS –NO ABBREVIATIONS
*INDICATES MANDATORY FIELD

No. of Company -----

(A)																																							
* Subsidiary Business Name:	<table border="1" style="width:100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																						
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*Renewal for the Year:	<table border="1" style="width:100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <div style="text-align: right; margin-top: 5px;">dd/mm/yyyy</div>																																						
(B) Declaration																																							
<p>Pursuant to Section 5A of the Registration of Business Names Act 1962 (Act 151) as amended by the Registration of Business Names (Amendment) Decree 1974 No.293.</p> <p>I hereby apply for the Renewal of</p> <table border="1" style="width:100%; height: 40px; margin: 5px 0;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>Being the Subsidiary Business Name registered under the above-mentioned Decree, for the years Two Thousand and.....</p> <p>Date: <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <div style="display: flex; justify-content: space-around; width: 100%; margin-top: 5px;"> d d / m m / y y y y </div> </p>																																							
<p>.....</p> <p>Name</p>								<p>.....</p> <p>Signature</p>																															
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Office Description	<p>.....</p>																																						

(For instructions as to signing etc., see **Notes** under)

NOTES

This Form must be signed by the Individual and sent by post, e-mail or electronically delivered to the Registrar of Business Names, P. O. Box 118, Accra, within 28 days after any change in any of the particulars registered.

Failure, without reasonable excuse, to furnish the Registrar with the required statement of any change in the particulars registered within 28 days of such change will entail liability on conviction to a fine not exceeding GHC 10.00 for every day during which the default continues and any statement which contains any person signing it will entail liability on conviction to imprisonment for a term not exceeding six months or to a fine not exceeding GHC 500.00 or to both such imprisonment and fine.

INSTRUCTIONS TO FILL IN ANNUAL RENEWAL NOTICE OF REGISTRATION FORM **(*)Mandatory Fields**

Section A:

- (i) **Subsidiary Business Name:** Here state the full name of the Subsidiary Business Name.
- (ii) **Corporate Name:** Here state the full Corporate Name of the Parent Company.
- (iii) **Corporate Number:** Mention here clearly the corporate number of the Parent Company.
- (iv) **Corporate TIN:** Here provide the accurate Taxpayer Identification Number (TIN) of your Company which would be the same for the SBN.
- (v) **Renewal for the Year:** Clearly mention here the renewal for the year for your business.

Section B:

Declaration

- (i) Here provide the **Full Name of the Business** which is going to be renewed.
- (ii) Clearly state here the **Year** for which renewal is requested.
- (iii) State **Date** in the provided space as per provided format of (DD/MM/YYYY).
- (iv) Provide **Signature** in the specified space.