



# NOTICE OF CESSATION OF BUSINESS OF EXTERNAL COMPANY

**FORM 25**

**THE COMPANIES ACT, 2019 (ACT 992) Pursuant to Section 340**

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**

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

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

**(A)**

<i>Company Name*</i>		Name should be the same as found on Statutory Documents of the body corporate incorporated outside Ghana. <i>Ghana</i> or any other word cannot be added to distinguish the body Corporate Incorporated outside Ghana from the branch being registered.
<i>Presented By*</i>		Presented by a Local Manager or Process Agent
	<b>TIN</b>	

**To the Registrar of Companies**

<p><i>A company, incorporated under the laws of</i> ..... ..... ..... <i>hereby gives you</i> <i>notice that it has ceased to have an established place of business in Ghana.</i></p>	
<p style="text-align: center;"><i>Name*</i> _____</p> <p style="text-align: center;"><i>Signature</i> <i>(Local Manager or Process Agent)*</i></p> <p style="text-align: center;"><i>Date*</i> <span style="border: 1px solid black; padding: 2px;">D D M M Y Y Y Y</span></p>	

**For Office Use Only**

<i>Date of Submission of Document*</i>	
<i>Name of Company Inspector*</i>	
<i>Filing Date*</i>	
<i>Signature*</i>	

**Important Information**

**Notes**

Applicants are to submit to the Registrar a copy of the Certificate of Incorporation, a Power of Attorney appointing the Local Manager and where applicable, a copy of the Constitution, Charter, Statutes, Regulations, Memorandum and Articles of Association, or any other instrument constituting or defining the Constitution of the company, in a language acceptable to the Registrar.

The above documents should be notarised by a Notary Public from the country of origin or duly stamped and sealed by the relevant Embassy or Consulate of Ghana from the said country of origin.

Applicants should also submit to the Registrar a Statement duly notarised in the jurisdiction of origin of the Company giving particulars regarding the Beneficial Owners of the company. See section 330(1) (c) of Act 992.

**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 fulfil 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.

**Financial Statement / Group Accounts**

All External Companies are to file Group Accounts once every year at intervals of not more than fifteen months, a Statement of Financial Position amongst other documents to the Registrar. Section 334 of Act 992.

Late/Non Filing attracts Penalties

**Check List (✓)**

Please make sure you have complied with the following

The document has been signed at all indicated places	
Power of Attorney attached	
Filled TIN Form(s), if any	
Filled BO Form attached, if any	
Attach Registration Document of incorporated Company i.e. Charter, Memorandum, Articles of Association, etc.	