



THE COMPANIES ACT 1963 (ACT 179)
**RETURNS OF PARTICULARS OF A COMPANY LIMITED BY SHARES UNDER
 SECTIONS 27(1) AND 335A (1) (C) OF THE COMPANIES ACT, 1963 (ACT 179) ON INCORPORATION**
 (Sections 27(1) and 335 A(1)(C))

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

(A)															
Name of Company:															
Presented by:															
To the Registrar of Companies: P. O. Box 118, Accra															
General Nature of Business :	Mining/Oil and Gas					Manufacturing									
	Finance/Insurance/Real Estate					Commerce									
	Services					Construction/Civil Engineering									
	Farming/Fisheries					Transportation									
	Health/Pharmacy					Others									
	Information Communication Technology (ICT)														
Principal Activity:															
ISIC Code															
(B) Business Address Information															
Registered Office Address															
*House/Building/Flat (Name or House No. etc.) /LMB:															
*Street:															
*City:															
*District:															
*Region:															
*Digital Address:															

Ownership of Premises		Rented		Owner Occupied		Free Use																																																																																																																																																																	
If Owner Occupied is it part rented?		Yes		No																																																																																																																																																																			
If Yes provide details of Landlord																																																																																																																																																																							
Landlords Name														(C) Principal Place of Business							*House/Building/Flat (Name or House No. etc.) /LMB:							*Street:							*City:							*District:							*Region:							*Digital Address:							Ownership of Premises		Rented		Owner Occupied		Free Use	If Owner Occupied is it part rented?		Yes		No			If Yes provide details of Landlord							Landlords Name														(D) Other Place(s) of Business							*House/Building/Flat (Name or House No. etc.) /LMB:							*Street:							*City:							*District:							*Region:							*Digital Address:							Ownership of Premises		Rented		Owner Occupied		Free Use	If Owner Occupied is it part rented?		Yes		No			If Yes provide details of Landlord						
(C) Principal Place of Business																																																																																																																																																																							
*House/Building/Flat (Name or House No. etc.) /LMB:																																																																																																																																																																							
*Street:																																																																																																																																																																							
*City:																																																																																																																																																																							
*District:																																																																																																																																																																							
*Region:																																																																																																																																																																							
*Digital Address:																																																																																																																																																																							
Ownership of Premises		Rented		Owner Occupied		Free Use																																																																																																																																																																	
If Owner Occupied is it part rented?		Yes		No																																																																																																																																																																			
If Yes provide details of Landlord																																																																																																																																																																							
Landlords Name																																																																																																																																																																							
(D) Other Place(s) of Business																																																																																																																																																																							
*House/Building/Flat (Name or House No. etc.) /LMB:																																																																																																																																																																							
*Street:																																																																																																																																																																							
*City:																																																																																																																																																																							
*District:																																																																																																																																																																							
*Region:																																																																																																																																																																							
*Digital Address:																																																																																																																																																																							
Ownership of Premises		Rented		Owner Occupied		Free Use																																																																																																																																																																	
If Owner Occupied is it part rented?		Yes		No																																																																																																																																																																			
If Yes provide details of Landlord																																																																																																																																																																							

Town / City																				
Location / Area																				
Country																				
Region																				
District																				
Ghana Digital Address																				
Section to be filled out by All Directors (regardless of whether they have a TIN or not)																				
Mobile Number 1:																				
Mobile Number 2:																				
Phone Number 1:																				
Phone Number 2:																				
Fax:																				
E-mail Address:																				
Preferred Contact		Mobile																		Letter
Residential Address																				
House No.																				
Building Name																				
Street:																				
Town / City:																				
Location / Area																				
Country:																				
Region:																				
District:																				
Ghana Digital Address																				
Postal Address																				
Care of:																				
Postal Type		P O Box																		DTD
Postal No																				
Postal Region																				
Postal Town																				

Current Tax Office																				
Old TIN																				
Employment Type	Self Employed				Employee				Employee of a Foreign Mission											
	Other (Specify)																			
Employers Name																				
Main Occupation																				
Section to be filled out if Director Does Not have a TIN and is Self-employed																				
Nature of Business																				
Annual Turnover																				
No of Employees																				
Business Address:																				
House No.																				
Building Name																				
Street Name																				
Town / City																				
Location / Area																				
Country																				
Region																				
District																				
Ghana Digital Address																				
Section to be filled out by All Directors (regardless of whether they have a TIN or not)																				
Mobile Number 1:																				
Mobile Number 2:																				
Phone Number 1:																				
Phone Number 2:																				
Fax:																				
E-mail Address:																				
Preferred Contact	Mobile				Email				Letter											
Residential Address																				
House No.																				
Building Name																				

Type of Identification Used				Voters Card				National ID				Driver's License											
Date of Issue	D	D	M	M	Y	Y	Y	Y															
Date of Expiry	D	D	M	M	Y	Y	Y	Y															
Country of Issue																							
Place of Issue																							
ID Number																							
Mothers Maiden Last Name																							
Mothers Maiden First Name																							
Marital Status	Single				Married				Divorced														
	Separated				Widowed				Widower														
Town of Birth																							
Country of Birth																							
Region of Birth																							
District of Birth																							
Resident	Yes				No																		
Other Information	Importer				Exporter				Tax Consultant				Not Applicable										
Current Tax Office																							
Old TIN																							
Employment Type	Self Employed				Employee				Employee of a Foreign Mission														
	Other (Specify)																						
Employers Name																							
Main Occupation																							
Section to be filled out if Secretaries / Representatives Does Not have a TIN and is Self-employed																							
Nature of Business																							
Annual Turnover																							
No of Employees																							
Business Address:																							
House No.																							
Building Name																							
Street Name																							
Town / City																							
Location / Area																							

Country																				
Region																				
District																				
Ghana Digital Address																				
Section to be filled out by All Secretaries/Representatives (regardless of whether they have a TIN or not)																				
Mobile Number 1:																				
Mobile Number 2:																				
Phone Number 1:																				
Phone Number 2:																				
Fax:																				
E-mail Address:																				
Preferred Contact		Mobile		Email		Letter														
Residential Address																				
House No.																				
Building Name																				
Street:																				
Town / City:																				
Location / Area																				
Country:																				
Region:																				
District:																				
Ghana Digital Address																				
Postal Address																				
Care of:																				
Postal Type		P O Box		PMB		DTD														
Postal No																				
Postal Region																				
Postal Town																				

Signature of Secretary / Corporate Representative	
--	--

IN CASE OF A CORPORATE BODY ACTING AS A SECRETARY

*TIN																				
*Corporate Name:																				
*Corporate Address: H/No. LMB																				
P.O.Box/DTD/PMB																				
Mobile Number 1:																				
Mobile Number 2:																				
Fax:																				
E-mail Address:																				
Website:																				
*Corporate Stamp																				

(I) Particulars of Auditor of the Company

TIN																				
Auditors Firm Name																				
Audit Firm House /Building / Flat No.																				
Street:																				
Town / City:																				
Country:																				
Region:																				
District:																				
Ghana Digital Address																				

Postal Address																				
Care of:																				
Postal Type		P O Box					PMB					DTD								
Postal No																				
Postal Region																				
Postal Town																				
Postal Location																				
Phone No																				
Mobile No																				
Email																				
Website																				
(J) Capital Details																				
Authorised Shares:																				
Stated Capital:																				
(K) Company Shares (if any)																				
Number of Authorised Shares of Each Class:																				
Ordinary Shares:																				
Preference																				
Number of Issued Shares of Each Class:																				
Ordinary Shares:																				
Preference Shares:																				
Amount Paid In Cash of Each Class:																				
Ordinary Shares:		GHS																		
Preference Shares:		GHS																		
Amount Paid Otherwise than in Cash of Each Class:																				
Ordinary Shares:		GHS																		
Preference Shares:		GHS																		
Amount Remaining to be Paid on Each Class:																				
Ordinary Share (Unpaid):		GHS																		
Ordinary Shares (Due):		GHS																		
Preference Shares (Unpaid):		GHS																		

Preference Shares (Due):	GHS																		
--------------------------	-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(L) Address at which register of members is kept and maintained (if elsewhere than at the registered office)

(M) Directors' Signatures

<p>Director 1:</p> <p>(Name) _____</p> <p>(Signature) _____</p>	<p>Director 2:</p> <p>(Name) _____</p> <p>(Signature) _____</p>
---	---

(N) Declaration (for a Director who cannot read or write)

N/B: I.....of..... (address) hereby declare that I have read over the contents of this document to the Director in the language and the Director appeared to understand same before thumb printing.

THUMB PRINT OF DIRECTOR

.....

(Signature) Date (d d / m m / y y y y)

Declaration (for a Director who cannot read or write)

N/B: I.....of..... (address) hereby declare that I have read over the contents of this document to the Director in the language and the Director appeared to understand same before thumb printing.

THUMB PRINT OF DIRECTOR

.....

(Signature) Date (d d / m m / y y y y)

(O) Secretary's Signature																
(Name)..... (Signature).....																
(P) SME Details																
No. of Employees Envisaged:																
Revenue Envisaged:																
(Q) Business Operating Permit (BOP) Request																
Apply for BOP Now		Apply for BOP Later		Already have a BOP*												
*Provide BOP Reference No.																
For Official Use Only																
Date of Submission of Document:		D	D	M	M	Y	Y	Y	Y							
Transaction ID Number Allocated																
ISIC Code																
Office Description																

(For instructions as to signing etc., see Notes on subsequent pages)

NOTES

This Form must be signed by any two Directors and Secretary and sent by post to the Registrar of Companies, P. O. Box 118, Accra, be electronically delivered or hand delivered to the Offices of the Registrar-General's Department within twenty eight days after any change in any of the particulars registered. If any of the Director(s), cannot sign, his or her mark must be affixed and witnessed. The name and address of witness must be stated.

If the change is in respect of the place of business, kindly state the house number and street (if any) of the new place of business or give an adequate description of the principal place of business.

Where the company defaults in delivering to the Registrar with the required statement of any change in the particulars registered within twenty eight days of the change, the company and every officer of the company who is in default is liable to a fine of not more than twenty five penalty units for each day that the default continues.

A person who wilfully makes a false statement on this document and knows it to be false commits an offence and is liable on conviction to imprisonment for a term of not more than two years or to a fine of not more than five hundred penalty units or to both the imprisonment and the fine.

COMPANY REGULATIONS

The Company is required to deliver its proposed Regulations to the Registrar of Companies for incorporation.

Alternatively, the Company may accept the attached standard form Regulations, either in whole or in part and return the signed copy to the Registrar, along with this Form for incorporation.

INSTRUCTIONS TO FILL IN FORM 3

Section A:

- (i) **Company Name:** State the full name of the Company (Company Name must end with Limited or Ltd.)
- (ii) **Presented by:** State whether it is a Director or Secretary
- (iii) **General Nature of Business:** Please tick (✓) the appropriate column/columns applicable to your line of business
- (iv) **Principal Activity:** Out of the above classification selected by you, kindly mention your principal business activity.
- (v) **ISIC Code:** Indicate the ISIC (International Standard Industrial Classification) Code of your principal business activity.

Section B:

Registered Address

- (i) State the **House/Building/Flat (Name or House No. etc.) Landmark of Building (LMB)** in which Company is situated.
- (ii) State the **Street** in which the Company is situated.
- (iii) State the **City** in which the Company is situated.
- (iv) State the **District** in which the Company is situated.
- (v) State the **Region** in which the Company is situated.
- (vi) Indicate the Ghana **Digital Address** of the Registered Office (www.ghanapostgps.com)
- (vii) Please tick (✓) the appropriate column for options against **“Ownership of Premises”**.
- (viii) Please tick (✓) the appropriate column against **“If Owner occupied, is part rented.”**
- (ix) State the **Landlord's Name** in full if appropriate

Section C:

Principal Place of Business

- (i) State the **House/Building/Flat (Name or House No. etc.) Landmark of Building (LMB)** in which Company is situated.
- (ii) State the **Street** in which the Company is situated.
- (iii) State the **City** in which the Company is situated.
- (iv) State the **District** in which the Company is situated.
- (v) State the **Region** in which the Company is situated.
- (vi) Indicate the Ghana **Digital Address** of the Principal Place of Business (www.ghanapostgps.com)
- (vii) Please tick (✓) the appropriate column for options against **“Ownership of Premises”**.
- (viii) Please tick (✓) the appropriate column against **“If Owner occupied, is part rented.”**
- (ix) State the **Landlord's Name** in full if appropriate

Section D:

Other Places of Business

Each of the two addresses of this section should be filled in under following guidelines:

- (i) State the **House/Building/Flat (Name or House No. etc.) Landmark of Building (LMB)** in which Company is situated.
- (ii) State the **Street** in which the Company is situated.
- (iii) State the **City** in which the Company is situated.
- (iv) State the **District** in which the Company is situated.
- (v) State the **Region** in which the Company is situated.
- (vi) Indicate the Ghana **Digital Address** of the Other Places of Business (www.ghanapostgps.com)
- (vii) Please tick (✓) the appropriate column for options against **“Ownership of Premises”**.
- (viii) Please tick (✓) the appropriate column against **“If Owner occupied, is part rented.”**
- (ix) State the **Landlord's Name** in full if appropriate

Section E:

Postal Address

- (i) Specifically mention the **C/O** against a specific person/company.
- (ii) State the **Postal Type** by ticking () the appropriate column from provided options.
- (iii) State the complete **Postal Number** including Prefix and Number.
- (iv) State the **City**.
- (v) State the **District**
- (vi) State **Region**

Section F:

Contacts

- (i) **Office Mobile No. 1** and **Phone No. 1** of the Company are mandatory and therefore must be provided.
- (ii) **Phone No. 2, Mobile No. 2, Fax, Email** and **Website** of the Company are optional.

Section G:

Particulars of Directors of the Company

Minimum of two Directors, one must at all times be resident in Ghana. (Each Director of the Company must provide all the details as mentioned below. In case of more than two Directors, additional sheet may be used to provide details of the remaining directors of the Company. Each Director must endorse his/her signature in the space provided for this purpose.) **A corporate body cannot be a Director.**

- (i) Please provide the Director's Title, First, Middle and Last Names, Gender, Date of Birth, any Former Name and Nationality
- (ii) Please indicate whether the Director already has a Taxpayer Identification Number (TIN).
- (iii) If the Director already has a TIN please provide it
- (iv) If the Director does not already have a TIN please provide the required details including a valid means of identification (Ghana Voters Card, National Identity Card or Driving License) – this will permit Registrar-General's Department to submit an application for TIN on his / her behalf. If a Director without a TIN is self-employed please also provide: the Nature of Business, Annual Turnover, No. of employees and Business Address.
- (v) For all Directors (regardless of whether they have a TIN or not) please provide their Mobile Phone No., Phone No., Fax No., email address, preferred contact mode, Residential Address, Postal Address
- (vi) If the Director holds other Directorships please provide particulars: clearly write the full Company Name and Company Address whose directorship is being held by the Director.

Section H:

Particulars of Secretary of the Company

The Secretary must at all times be resident in Ghana

- (i) Please provide the Secretary / Representative's Title, First, Middle and Last Names, Gender, Date of Birth, any Former Name and Nationality
- (ii) Please indicate whether the Secretary / Representative already has a Taxpayer Identification Number (TIN).
- (iii) If the Secretary / Representative already has a TIN please provide it
- (iv) If the Secretary / Representative does not already have a TIN please provide the required details including a valid means of identification (Ghana Voters Card, National Identity Card or Driving License) – this will permit Registrar-General's Department to submit an application for TIN on his / her behalf. If a Secretary / Representative without a TIN is self-employed please also provide: the Nature of Business, Annual Turnover, No. of employees and Business Address.

- (v) For all Secretaries / Representatives (regardless of whether they have a TIN or not) please provide their Mobile Phone No., Phone No., Fax No., email address, preferred contact mode, Residential Address, Postal Address
- (vi) In the case of a corporate body acting as a Secretary please provide: the Corporate TIN, Corporate Name, Corporate Address, and Corporate Phone No. / Fax / Email / Website

Section I:

Particulars of Auditor of the Company

- (i) Please provide the Auditor's Taxpayer Identification Number (TIN).
- (ii) Please provide the Auditor's Name, Address and Contacts

Section J:

Capital Details

- (i) State the **Currency of Capital**
- (ii) State the total amount of **Authorised Shares**.
- (iii) State clearly the Total **Amount of Stated Capital**.

Section K:

Company Shares (if any)

Please state all the relevant details for all three types of shares including **Ordinary Shares, or Preferences Shares**

Section L:

Provide address at which register of members is kept and maintained (if elsewhere than at the registered office.

Directors' Signatures

Section M:

Provide the **Signatures** of the Directors of the Company.

Section N:

Provide a **Declaration** for any Directors who cannot read or write.

Section O:

Secretary's Signature

Provide the **Signature** of the Secretary of the Company.

Section P:

SME Details

- (I) In this section you have to indicate information regarding the **Total Number of Employees Envisaged** of the Company in the spaces provided.
- (ii) In this section you have to indicate information regarding the **Total Amount of Revenue Envisaged** of the Company in the spaces provided.

Section Q:

Business Operating Permit (BOP) Request

- (I) Tick the appropriate box to indicate if you wish to apply for a Business Operating Permit (BOP) **Now, Later** or whether you **Already have** a BOP.
- (II) If you already have a Business Operating Permit (BOP) please provide the **Reference Number**