



REGISTRATION OF BUSINESS NAMES ACT, 1962 (ACT 151)

ANNUAL RENEWAL OF REGISTRATION OF A
SUBSIDIARY BUSINESS NAME



FORM C1

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

(Section 5A)

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

Subsidiary Business Name No.:	<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><td></td><td></td><td></td><td></td></tr> </table>																																								
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Pursuant to sections 5A and 15A of the Registration of Business Names Act, 1962 (Act 151),																																									
I hereby apply for the renewal of																																									
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being the Subsidiary Business Name registered under the above-mentioned Act, for the period																																									
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For Official Use Only												
Date of Submission of Document:												dd/mm/yyyy
Transaction ID Number Allocated:												
International Standard Industrial Classification (ISIC) Code:												
Office Description:	<p>.....</p>											

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

NOTES

This Form must be signed by the individual and sent by post to the Registrar of Business Names, 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.

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 director of the company who is in default is liable to a fine of one hundred penalty units for each day that the default continues.

A person who willfully 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 six months or to a fine of not more than two hundred penalty units or to both the imprisonment and the fine.

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

Section A:

- (i) Subsidiary Business Name: State the full name of the Subsidiary Business Name.
- (ii) Corporate Name: State the full Corporate Name of the Parent Company.
- (iii) Corporate Number: Provide clearly the corporate number of the Parent Company.
- (iv) Corporate TIN: Provide the accurate Taxpayer Identification Number (TIN) of your Company which is the same for the Subsidiary Business Name.
- (v) Renewal for the Year: Clearly provide the year of renewal for your business.

Section B:
Declaration

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