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COMPANIES REGULATIONS, 2023

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THIRD SCHEDULE

Classification of Companies

COMPANIES REGULATIONS, 2023

Preliminary Provisions

Purpose of Regulations

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- The purpose of these Regulations is to provide for
 - (a) the inspection and rectification of branch registers of companies;
 - (b) the **forms** required under section 374 of the Act;
 - (c) the particulars of beneficial ownership required to be entered in the Central Register in accordance with section 373 of the Act;
 - (d) the conduct of electronic transactions under the Act; and
 - (e) any other matter necessary for the efficient and effective implementation of the provisions of the Act.

Application of Regulations

2. These Regulations apply to a company registered under the Act.

Administrative Provisions

Hours for transaction of business with the public

- 3. The Office of the Registrar shall be open to the public on each working day for the transaction of business
 - (a) between the hours of 8 a.m. and 5 p.m.; or
 - (b) at any other period determined by the Registrar and published
 - (i) on the website of the Office of the Registrar; and
 - (ii) in any other medium determined by the Registrar.

Prescribed forms

- 4. (1) A form provided under these Regulations shall be used for the purpose specified in the Act and these Regulations.
- (2) The Registrar shall make a form provided under these Regulations available on the website of the Office of the Registrar.
- (3) A form provided under these Regulations shall be completed in accordance with the instructions specified by the Registrar or as indicated on the form.

Document required to be signed

- 5. (1) Where a document is required to be signed under the Act,
 - (a) the signature on the document shall be an original or digital signature;
 - (b) the full name of the signatory shall be
 - (i) legibly typed,
 - (ii) printed,
 - (iii) stamped, or
 - (iv) written,

below or beside the original or digital signature;

- (c) the national identity card number or in the case of a foreigner, the passport number shall be indicated; and
- (d) the capacity of the signatory shall be legibly typed, printed, stamped, or written.
- (2) Subregulation (1) applies to a document provided in an electronic form subject to any modifications determined by the Registrar.
- (3) Despite paragraph (c) of subregulation (1), a person shall indicate a Tax Identification Number in addition to a national identity card until otherwise determined by the Registrar by publication in the *Companies Bulletin*.

Verification of address

6. Where a digital address is provided in a document delivered or registered with the Registrar, the Registrar may verify the digital address.

Payments

- 7. (1) Payment to the Registrar may be made electronically on the online portal of the Office of the Registrar.
- (2) The filing of a form provided under these Regulations or any other document shall be accompanied with a receipt or any other proof of payment of the prescribed fee.
- (3) Where a document is delivered to the Office of the Registrar for filing electronically, the document shall be accompanied with a receipt for payment of the prescribed fee.
- (4) Where payment to the Office of the Registrar is to be made by crossed cheque or bank draft
 - (a) the crossed cheque or bank draft shall represent the exact amount assessed; and
 - (b) the filing of the document concerned shall be effective on the day on which the Office of the Registrar gets value for the crossed cheque or bank draft.

Certified true copy of a registered document

- 8. (1) A person who seeks to request for a certified true copy of a document filed shall, submit to the Registrar a Certified True Copy request form.
- (2) Where a company makes payment at the Office of the Registrar in respect of a document filed, the payment shall include payment for a certified true copy of the document.

Conduct of search on a company

9. A person who seeks to conduct a search in respect of a company shall submit to the Registrar a search request form.

Update of records of a company

10. (1) The Registrar may request a company to update the records of the company with the Office of the Registrar.

(2) The Registrar may specify the requirements for the update of the records of a company in the *Companies Bulletin*.

Change in company profile

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- 11. (1) The Registrar may, on effecting a change in the particulars of a company made by the company or an interested party, issue a change profile to the company.
- (2) The change profile under subregulation (1) shall contain the particulars of the company indicated in the records of the Registrar as at the date of issue of the change profile.
- (3) A company may apply for a copy of the profile of that company from the Registrar.

Requirements for Filing

Proof of filing of annual returns

12. Where a filing is made under the Act, the Registrar shall request that the filing is accompanied with proof of filing of up-to-date annual returns.

Incorporation of a company

- 13. (1) In furtherance of section 13 of the Act, the following documents shall be submitted to the Registrar for the incorporation of a **Private Company Limited by Shares**:
 - (a) a completed Application to Register a Company with Shares Private Limited as set out in Form 3 of the First Schedule;
 - (b) a completed Consent to Act as Director Form as set out in Form 26A of the First Schedule, for each director of the Company;
 - (c) a completed Consent to Act as Company Secretary Form as set out in Form 26B of the First Schedule for the Company Secretary;
 - (d) a completed Statutory Declaration Form as set out in Form 26C of the First Schedule, for each director;
 - (e) a completed Beneficial Ownership Disclosure Form 1 as set out in the Second Schedule; and
 - (f) a completed Beneficial Ownership Disclosure Form as set out in the Second Schedule, as applicable.

(2) In furtherance of section 13 of the Act, the following documents shall be submitted to the Registrar for the incorporation of a **Private Company Unlimited by Shares**:

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- (a) a completed Application to Register a Company with Shares Private Unlimited as set out in Form 3A of the First Schedule;
- (b) a completed Consent to Act as a Director Form as set out in Form 26A of the First Schedule, for each director of the Company;
- (c) a completed Consent to Act as a Company Secretary Form as set out in Form 26B of the First Schedule, for the Company Secretary;
- (d) a completed Statutory Declaration Form as set out in Form 26C of the First Schedule, for each director;
- (e) a completed Beneficial Ownership Disclosure Form 1 as set out in the Second Schedule; and
- (f) a completed Beneficial Ownership Disclosure Form as set out in the Second Schedule, as applicable.
- (3) In furtherance of section 13 of the Act, the following documents shall be submitted to the Registrar for the incorporation of a **Private Company Limited by Guarantee**:
 - (a) a completed Application to Register a Company Limited by Guarantee Private Limited as set out in Form 3B of the First Schedule;
 - (b) a completed Consent to Act as a Director Form as set out in Form 26A of the First Schedule for each director;
 - (c) a completed Consent to Act as a Company Secretary Form as set out in Form 26B of the First Schedule for the Company Secretary;
 - (d) a completed Statutory Declaration Form as set out in Form 26C of the First Schedule for each director;
 - (e) completed Beneficial Ownership Disclosure Form 1 as set out in the Second Schedule; and

- (f) completed Beneficial Ownership Disclosure Form as set out in the Second Schedule, as applicable.
- (4) In furtherance of section 13 of the Act, the following documents shall be submitted to the Registrar for the incorporation a **Public Company Limited by Shares**:

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- (a) a completed Application to Register a Company with Shares Public Limited as set out in Form 3C of the First Schedule;
- (b) a completed Consent to Act as a Director Form as set out in Form 26A of the First Schedule, for each director of the Company;
- (c) a completed Consent to Act as a Company Secretary Form as set out in Form 26B of the First Schedule, for the Company Secretary;
- (d) a completed Statutory Declaration Form as set out in Form 26C of the First Schedule for each director;
- (e) a completed Beneficial Ownership Disclosure Form 1 as set out in the Second Schedule; and
- (f) a completed Beneficial Ownership Disclosure Form as set out in the Second Schedule, as applicable.
- (5) In furtherance of section 13 of the Act, the following documents shall be submitted to the Registrar for the incorporation of a **Public Company Unlimited by Shares**:
 - (a) a completed Application to Register a Company with Shares Public Unlimited as set out in Form 3D of the First Schedule;
 - (b) a completed Consent to Act as a Director Form as set out in Form 26A of the First Schedule, for each director of the Company;
 - (c) a completed Consent to Act as a Company Secretary Form as set out in Form 26B of the First Schedule, for the Company Secretary;
 - (d) a completed Statutory Declaration Form as set out in Form 26C of the First Schedule, for each director;

- (e) a completed Beneficial Ownership Disclosure Form 1 as set out in the Second Schedule; and
- (f) a completed Beneficial Ownership Disclosure Form as set out in the Second Schedule, as applicable.
- (6) In furtherance of section 13 of the Act, the following documents shall be submitted to the Registrar for the incorporation of a **Public Company Limited by Guarantee**:
 - (a) a completed Application to Register a Company Limited by Guarantee Public Limited as set out in Form 3E of the First Schedule;
 - (b) a completed Consent to Act as a Director Form as set out in Form 26A of the First Schedule for each director;
 - (c) a completed Consent to Act as a Company Secretary Form as set out in Form 26B of the First Schedule, for the Company Secretary;
 - (d) a completed Statutory Declaration Form as set out in Form 26C of the First Schedule, for each director;
 - (e) a completed Beneficial Ownership Disclosure Form 1 as set out in the Second Schedule; and
 - (f) a completed Beneficial Ownership Disclosure Form as set out in the Second Schedule, as applicable.

Registration of constitution of a company

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- 14. A company that seeks to register the constitution of the company shall submit to the Registrar the following documents:
 - (a) a copy of the constitution signed by
 - (i) the subscribers of the company; or
 - (ii) the Company Secretary

and attested to by a witness; and

(b) a copy of the special resolution for the adoption of the registered constitution.

Amendment of registered constitution

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- 15. A company that seeks to amend the registered constitution of the company shall submit to the Registrar the following documents:
 - (a) a copy of the special resolution for the amendment of the registered constitution; and
 - (b) a copy of the amended constitution marked "Amended by Special Resolution dated" and reflecting the amended provisions of the registered constitution, where required by the company.

Use of "Group of Companies" or "Holdings"

- 16. A company that seeks to use the words "Group of Companies" or "Holdings" in the name of the company shall submit to the Registrar the following documents:
 - (a) a formal application to the Registrar for approval to use the words "Group of Companies" or "Holdings" in the name of the company; and
 - (b) evidence of not less than two subsidiary companies.

Registration of notice of change of name

- 17. In furtherance of subsection (4) of section 21 of the Act, a company that seeks to change the name of the company shall submit to the Registrar, the following documents:
 - (a) a copy of the special resolution for change of name; and
 - (b) the original copy of the certificate of incorporation of the company, for cancellation.

Change of nature of business or object

- 18. In furtherance of subsection (2) of section 20 of the Act, a company that seeks to change the nature of the business for which the company was incorporated to carry on or the object of the company shall submit to the Registrar the following documents:
 - (a) a copy of the special resolution changing the nature of business or object of the company; and

(b) a completed Notice to Debentureholders Secured by Floating Charge of Alteration of Authorised Business as set out in Form 1 of the First Schedule, where applicable.

Increase in authorised shares

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19. A company that seeks to file an increase in the number of authorised shares of the company effected in furtherance of paragraph (a) of subsection (1) of section 59 of the Act shall submit to the Registrar, a copy of the special resolution to increase the authorised shares of the company stating the new authorised shares.

Increase in stated capital

- 20. (1) In furtherance of section 46 and subsection (5) of section 68 of the Act, a company that seeks to file a notice of increase of stated capital by cash shall submit to the Registrar the following documents:
 - (a) a completed Return on Issue of Shares other than the Re-Issue of Treasury Shares as set out in Form 7 of the First Schedule; and
 - (b) a completed Particulars of Alteration in the Stated Capital of Company as set out in Form 8 of the First Schedule.
- (2) In furtherance of subsection (2) of section 45 and subsection (5) of section 68 of the Act, a company that seeks to file a notice of increase of stated capital otherwise than cash shall submit to the Registrar the following documents:
 - (a) a completed Particulars of a Contract relating to Shares as set out in Form 6 of the First Schedule and stamped in accordance with the Stamp Duty Act, 2005 (Act 689);
 - (b) a completed Return on Issue of Shares other than the Re-Issue of Treasury Shares as set out in Form 7 of the First Schedule; and
 - (c) a completed Particulars of Alteration in the Stated Capital of Company as set out in Form 8 of the First Schedule.
- (3) In furtherance of paragraph (c) of subsection (1) of section 68 and subsection (5) of section 68 of the Act, a company that seeks to file a notice of increase of stated capital by transfer from reserves to stated capital shall submit to the Registrar the following documents:

- (a) a copy of the special resolution for transfer from reserves to stated capital;
- (b) in the case of a capitalisation issue under section 77 of the Act, a completed Return on Issue of Shares other than the Re-issue of Treasury Shares as set out in Form 7 of the First Schedule; and
- (c) a completed Particulars of Alteration in the Stated Capital of Company as set out in Form 8 of the First Schedule.

Notice of appointment or change of a director or particulars of director

- 21. (1) In furtherance of section 172 of the Act, a company that seeks to file the appointment of a director shall submit to the Registrar the following documents:
 - (a) a completed Notice of Change or Appointment of Director as set out in Form 17 of the First Schedule;
 - (b) a completed statutory declaration required under paragraph (a) of subsection (2) of section 172 of the Act,
 - (i) stamped by a Commissioner for Oaths, in the case of a director resident in the country; or
 - (ii) notarised in the country of execution, in the case of a director who is not resident in the country; and
 - (c) a completed and signed Consent Form as set out in Form 26A of the First Schedule or a consent letter as required under paragraph (b) of subsection (2) of section 172 of the Act.
- (2) In furtherance of section 216 of the Act, a company that seeks to file a change occurring in the appointment of a director or the particulars of a director shall submit to the Registrar a completed Notice of Change or Appointment of Director as set out in Form 17 of the First Schedule.

Notice of change of Company Secretary or particulars of Company Secretary

22. In furtherance of section 216 of the Act, the following documents shall be submitted to the Registrar for the filing of a notice of change of Company Secretary:

- (a) a completed Notice of Change of Company Secretary as set out in Form 17A of the First Schedule; and
- (b) a completed Consent Form as set out in Form 26B of the First Schedule and required under subsection (8) of section 211 of the Act.

Notice of change of an auditor

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- 23. In furtherance of subsection (6) of section 139 of the Act, the following documents shall be submitted to the Registrar for the filing of a change of an auditor:
 - (a) a completed Notice of Change of Auditors as set out in Form 15 of the First Schedule; and
 - (b) a consent letter from the auditor.

Notice of change of address

- 24. (1) In furtherance of subsection (2) of section 123 of the Act, a company that seeks to file a notice of change in location of the registered office or principal place of business, the number of the post office box, digital address or electronic mail address shall submit to the Registrar a completed Notice of Change of Registered Office, Post Office Box, Digital Address or Electronic Mail as set out in Form 13 of the First Schedule.
- (2) The address of the registered office of a company shall be a physical address or digital address in the country.
- (3) In furtherance of subsection (9) of section 35 of the Act, a company that seeks to file a notice of change in the address at which the register of members is kept shall submit to the Registrar a completed Notice of Address where the Register of Members is kept, other than at the Registered Office as set out in Form 5 of the First Schedule.

Annual returns

- 25. In furtherance of section 126 of the Act, the following documents shall be submitted to the Registrar for the filing of the annual returns of a company:
 - (a) a completed Annual Returns form; and
 - (b) a copy of the audited financial statement signed by two directors and an auditor of the company.

Registration of a charge

- 26. (1) The following documents shall be submitted to the Registrar for the filing of a notice of a charge created by a company as required under subsection (1) of section 110 of the Act:
 - (a) a completed Particulars of a Charge Created by a Company Registered in Ghana as set out in Form 9 of the First Schedule;
 - (b) an original or certified copy of a deed or an instrument creating a charge or a deed of variation stamped in accordance with the Stamp Duty Act, 2005 (Act 689); and
 - (c) a certified true copy of the court order creating the charge, mortgage or debenture, where applicable.
- (2) The following documents shall be submitted to the Registrar for the filing of a notice of series of debentures containing, or giving by reference to any other instrument, a charge to the benefit of which the debenture holders are entitled at the same rate, as required under subsection (7) of section 110 of the Act:
 - (a) a completed Particulars of a Series of Debentures Containing, or Giving Reference to any other Instrument, any Charge, to the Benefit of which the Debenture Holders of the Said Series are Entitled Pari Passu, created by a Company as set out in Form 9A of the First Schedule;
 - (b) an original or a certified copy of the instrument creating the charge stamped in accordance with the Stamp Duty Act, 2005 (Act 689); and
 - (c) a certified true copy of the court order authorising the creation of the charge, mortgage or debenture, where applicable.
- (3) The following documents shall be submitted to the Registrar for the registration of the particulars of a mortgage or charge subject to which a property has been acquired by a company as required under subsection (1) of section 112 of the Act:
 - (a) a completed Particulars of a Mortgage, Charge or Debenture Subject to which Property has been Acquired by a Company Registered in Ghana as set out in Form 9B of the First Schedule;

- (b) an original or a certified copy of the instrument creating the charge or mortgage and stamped in accordance with the Stamp Duty Act, 2005 (Act 689); and
- (c) a certified true copy of the court order authorising the creation of the charge or mortgage, where applicable.

Notice of satisfaction of a charge

- 27. The following documents shall be submitted to the Registrar for the filing of a release or satisfaction of a charge:
 - (a) a completed Declaration Verifying the Memorandum relating to a Registered Charge as set out in Form 10 of the First Schedule, where applicable;
 - (b) a completed Declaration Verifying the Memorandum of Satisfaction of a Registered Charge as set out in Form 10A of the First Schedule, where applicable;
 - (c) an original or a certified copy of the deed of release stamped in accordance with the Stamp Duty Act, 2005 (Act 689); and
 - (d) a certified true copy of the court order releasing or discharging the charge, mortgage or debenture, where applicable.

Notice of appointment of receiver or manager

- 28. In furtherance of subsection (1) of section 119 of the Act, a person who obtains an order for the appointment of a receiver or manager shall submit to the Registrar the following documents:
 - (a) in the case of an appointment by the Court under section 267 of the Act,
 - (i) a completed Notice of Appointment of a Receiver or Manager as set out in Form 11 of the First Schedule; and
 - (ii) a certified true copy of the court order appointing the receiver or manager, where applicable; and
 - (b) in the case of the appointment of the receiver or manager out of Court under section 268 of the Act,

- (i) a completed Notice of Appointment of a Receiver or Manager as set out in Form 11 of the First Schedule; and
- (ii) a certified copy of the deed of appointment or other instrument evidencing the appointment of the receiver or manager.

Notice of entry into possession

- 29. In furtherance of subsection (1) of section 119 of the Act, a person who enters into possession of a property under a charge shall submit to the Registrar the following documents:
 - (a) a Notice of Entry into Possession as set out in Form 11A of the First Schedule; and
 - (b) a certified true copy of the court order authorising the entry into possession, where applicable.

Notice of cessation to act as receiver or manager

30. For purposes of subsection (1) of section 119 of the Act, a person who ceases to act as a receiver or a manager for a company shall submit to the Registrar a Notice of Cessation to act as a Receiver or Manager as set out in Form 12 of the First Schedule.

Submission of financial statement of receiver or manager

31. For purposes of paragraph (a) of subsection (1) of section 272 of the Act, a receiver or manager shall submit to the Registrar an Abstract of Receipts and Payments as set out in Form 18 of the First Schedule.

Voluntary winding up by members

- 32. Where the winding up of a company continues for more than one year and the liquidator believes that the company will not be able to pay the **debts** of the company within the period stated in the statutory declaration of solvency, the liquidator shall file a
 - (a) Notice that the Company is Unable to Pay its Debts as set out in Form 19 of the First Schedule and required under subsection (1) of section 286 of the Act; and
 - (b) a completed Statement of Assets and Liabilities as set out in Form 19A of the First Schedule.

Dissolution of a company

- 33. (1) For purposes of section 288 of the Act, the Registrar shall, on receipt of the following documents, strike the name of a company off the company register
 - (a) a statutory declaration by the liquidator or receiver or manager that the winding up of the company is complete; and
 - (b) the original certificate of registration or where applicable, a certified true copy of the certificate of registration for cancellation.
- (2) For purposes of section 289 of the Act, the Registrar may, in determining whether there is a reasonable ground to believe that a company is not carrying on business or is not in operation, have regard to the fact that the company has failed to file annual returns as required under section 126 of the Act for a period of three consecutive years.

Registration of merger proposal

- 34. In furtherance of section 245 of the Act, the documents to be submitted for registration of a merger proposal include the following:
 - (a) a completed Consent to Act as a Director Form as set out in Form 26A of the First Schedule, signed by the person named in the merger proposal as a director of the transferee company consenting to act as a director of the company;
 - (b) a completed Consent to Act as a Company Secretary Form as set out in Form 26B of the First Schedule, signed by the person named in the merger proposal as a secretary of the transferee company consenting to act as a secretary to the company; and
 - (c) the original certificate of incorporation of each dissolved company in the merger scheme, for cancellation.

Filing of notice of arrangements, compromises, divisions and sale of undertakings

- 35. (1) The following documents shall be submitted for registration of notice of arrangements or sale of an undertaking:
 - (a) a copy of the special resolution authorising the arrangement or sale of the undertaking in compliance with subsections (1) and (8) of section 238 of the Act; or

- (b) a certified true copy of the court order, where applicable; and
- (c) the original certificate of incorporation of each dissolved company for cancellation, where applicable.
- (2) In accordance with subsection (11) of section 239 of the Act, the following documents shall be submitted to the Registrar with the notice of an arrangement or a compromise:
 - (a) a certified true copy of the court order approving the arrangement or compromise, if applicable; and
 - (b) the original certificate of incorporation or a certified true copy of each dissolved company for cancellation.

Conversion of a private company to a public company

- 36. (1) For purposes of subsection (2) of section 302 of the Act, the following documents shall be submitted to the Registrar for the conversion of a private company to a public company:
 - (a) a copy of the special resolution of the company converting the company to a public company;
 - (b) a copy of the registered constitution of a public company, where applicable;
 - (c) a copy of the prospectus or statement in lieu of prospectus in accordance with section 303 of the Act; and
 - (d) the original certificate of incorporation or a certified true copy of the private company, for cancellation.

Conversion of a company limited by shares to a company limited by guarantee

- 37. The following documents shall be submitted to the Registrar for the conversion of a company limited by shares to a company limited by guarantee in accordance with section 9 of the Act:
 - (a) a copy of the special resolution of the company converting the company limited by shares to a company limited by guarantee;

- (b) a copy of the registered constitution of the company limited by guarantee, where applicable;
- (c) a statutory declaration by a director and the Company Secretary confirming that the conditions provided under subsection (1) of section 9 of the Act have been complied with; and
- (d) the original certificate of incorporation of the company limited by shares for cancellation.

Conversion of a company limited by shares to an unlimited company

- 38. The following documents shall be submitted to the Registrar for the conversion of a company limited by shares to an unlimited company:
 - (a) a copy of the special resolution of the company converting the company limited by shares to an unlimited company and adoption of the constitution of the unlimited company;
 - (b) a copy of the **registered** constitution of the unlimited company adopted pursuant to section 27 of the Act, **where applicable**; and
 - (c) the original certificate of incorporation of the company limited by shares for cancellation.

Unclaimed dividends

- 39. (1) A shareholder or the estate of a shareholder that makes a claim to the Registrar for unpaid dividends under subsection (7) of section 73 of the Act shall provide the following in support of the claim:
 - (a) an application letter addressed to the Registrar, requesting for payment of the dividend and **any** accrued interest, signed by the shareholder, executor or administrator of the estate of the shareholder;
 - (b) a certified copy of probate or letters of administration, where applicable;
 - (c) a valid photo identification of the deceased person and a valid photo identification of the person making the claim for the unclaimed dividends and any accrued interest; and

- (d) account details for payment of the unclaimed dividends and any accrued interest.
- (2) The Registrar shall, within thirty days after receipt of the documents in support of the claim under subregulation (1),
 - (a) verify the details of the claim and the documents submitted in support of the claim to ascertain the veracity of the documents;
 - (b) confirm the amount of the claim for the unclaimed dividends and any accrued interest; and
 - (c) make payment of the unclaimed dividends and any accrued interest to the claimant through the designated bank account.
- (3) Where the Registrar rejects a claim made by a claimant for the unclaimed dividends and any accrued interest, the Registrar shall, within twenty-one days after the rejection of the claim, issue a notice to the claimant stating
 - (a) the reason for rejection of the claim; and
 - (b) that the claimant has the right to appeal to Court.
 - (4) The Registrar shall sign and date a notice under subregulation (3).
- (5) A person aggrieved by a decision of the Registrar under subregulation (3) may seek redress in **Court**.
 - (6) The Registrar shall keep a Register of unclaimed dividends.
- (7) Where a company fails to pay to the Registrar the total amount of unclaimed dividends plus the interest accrued on the amount, in accordance with subsection (2) of section 73 of the Act, the company and every officer of the company that is in default is liable to pay to the Registrar, an administrative penalty of twenty-five penalty units for each day during which the default continues.

Provisions relating to an external company

40. (1) The following documents shall be submitted to the Registrar for the registration of an external company under subsection (1) of section 330 of the Act:

- (a) a completed and notarised Particulars of the External Company Requiring Registration as set out in Form 20 of the First Schedule;
- (b) a notarised statement of the company stating the particulars as set out in paragraph (c) of subsection (1) of section 330 of the Act;
- (c) a Statement that there are no Charges on Property as set out in Form 21 of the First Schedule in accordance with paragraph (d) of subsection (1) of section 330 of the Act;
- (d) a copy of the certificate of incorporation in the English Language;
- (e) a copy of the constitution, charter, statutes, regulations, memorandum and articles, where applicable, or any other instrument which constitutes or defines the constitution of the company in the English Language; and
- (f) a Power of Attorney authorising a local manager, notarised or endorsed by
 - (i) a notary public or the equivalent of a notary public in the country of origin of the external company;
 - (ii) the Ghana Mission in the country of origin of the external company, if any; or
 - (iii) the nearest country where there is a Ghana Mission.
- (3) A document required to be notarised by an external company, shall be duly notarised in the country of origin of the company.
- (4) A completed Notice of Alteration of Registered Particulars of the External Company Form as set out in Form 22 of the First Schedule shall be submitted for the filing of a notice of alteration of registered particulars of an external company.
- (5) The following documents shall be submitted for filing of notice of alteration in particulars registered of an external company under subsection (2) of section 331 of the Act:
 - (a) a completed Notice of Alteration in Particulars Registered as set out in Form 23 of the First Schedule; and

- (b) where the change involves a change in the local manager, a Power of Attorney for a new local manager, duly notarised or endorsed by
 - (i) a notary public or the equivalent of a notary public in the country of origin of the external company;
 - (ii) the Ghana Mission in the country of origin of the external company, if any; or
 - (iii) the nearest country where there is a Ghana Mission.
- (6) The following documents shall be submitted for filing a notice of the winding up of an external company under subsection (1) of section 338 of the Act:
 - (a) a completed Notice of the Dissolution or Cessation of External Company as set out in Form 24 of the First Schedule; and
 - (b) proof of winding up in the form of a resolution or court order.
- (7) The following documents shall be submitted for the filing of a notice of cessation of business of an external company under subsection (1) of section 340 of the Act:
 - (a) a completed Notice of Cessation of Business of External Company as set out in Form 25 of the First Schedule; and
 - (b) proof of cessation in the form of a resolution of the company.
- (8) The following documents shall be submitted for the filing of the financial statements of an external company in accordance with subsection (1) of section 334 of the Act:
 - (a) a cover letter; and

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- (b) a copy of financial statements comprising
 - (i) a statement of financial position,
 - (ii) a statement of comprehensive income,
 - (iii) a statement of changes in equity, and

(iv) a statement of cash flows,

prepared in the form required under the law of the country of origin of the external company.

Beneficial Ownership

Identification of a beneficial owner

- 41. In furtherance of the definition for "beneficial owner" in the First Schedule to the Act,
 - (a) an ultimate beneficial owner means an individual who directly or indirectly
 - (i) holds an interest in a company in the form of shareholding or voting rights; or
 - (ii) holds an interest in a company in the form of shareholding or voting rights through an intermediary company in accordance with the applicable threshold specified in subregulation (1) of regulation 44;
 - (b) substantial control, significant control or significant influence means the control vested in an individual who may exercise, or actually exercises direct or indirect influence, or direct or indirect control over a company, through one or more of the following:
 - (i) the right to appoint or remove a majority of the board of directors, or an equivalent governing body of the company;
 - (ii) the right to appoint or remove the managing director, chief executive officer or the holder of an equivalent position of the managing director or chief executive officer;
 - (iii) the right to veto or overrule a decision of the board of directors or an equivalent governing board of the company;
 - (iv) the right to vote in a company other than by virtue of ownership interest;

- (v) the right to change the nature of business of a company;
- (vi) the right to approve a business plan of the company and any amendments to the business plan of the company;
- (vii) the right to sign **or** approve borrowing, lending or other transactions made by a company, other than administrative signatories in accordance with employment obligations;
- (viii) the right to sign a bank account or a financial institution account of the company, other than administrative signatories in accordance with employment obligations; or
- (ix) influence over any other decision that affects the overall direction of the company; and
- (c) substantial economic benefit means the right to benefit directly or indirectly from the profit or assets of the company, through formal or informal arrangements, otherwise than through a shareholding or equivalent ownership interest.
- (2) A beneficial owner does not include an agent, a custodian, an intermediary, a nominee or a person acting in a capacity as an agent, a custodian, an intermediary or a nominee.

Entry of particulars of beneficial owner in Central Register

- 42. (1) The Registrar shall enter the following particulars of beneficial ownership in the Central Register:
 - (a) in respect of an individual beneficial owner of a company who is a Ghanaian:
 - (i) full name and any former names;
 - (ii) Tax Identification Number, where applicable;
 - (iii) date of birth;
 - (iv) place of birth;

- (v) telephone number;
- (vi) national identity card number;
- (vii) residential address and digital address;
- (viii) address for service of documents;
- (ix) electronic mail address, where applicable;
- (x) nature of the interest including the method by which ownership or control is exercised;
- (xi) details of the legal, financial, security, debenture or informal arrangement giving rise to the beneficial ownership;
- (xii) percentage of the beneficial ownership interest or the nature of control, or both; and
- (xiii) a declaration on whether the individual meets the definition of a politically exposed person;
- (b) in respect of an individual beneficial owner of a company who is a non-Ghanaian:
 - (i) full name and any former names;
 - (ii) date of birth;
 - (iii) place of birth;
 - (iv) telephone number;
 - (v) nationality;
 - (vi) passport number, or where the passport number is not available, any other form of personal identification specified in subregulation (3);
 - (vii) residential address;

- (viii) address for service of documents;
- (ix) electronic mail address, where applicable;
- (x) nature of the interest including the method by which ownership or control is exercised;
- (xi) the details of the legal, financial, security, debenture or informal arrangement giving rise to the beneficial ownership;
- (xii) percentage of the beneficial ownership interest or the nature of control, or both; and
- (xiii) a declaration on whether the individual meets the definition of a politically exposed person; and
- in the case of a publicly listed company on a Recognised Stock Exchange,
 - (i) the name of the company;
 - (ii) the registration authority and number of the company;
 - (iii) a legal entity identifier, if any;
 - (iv) an International Securities Identifying Number;
 - (v) the percentage of shares of the company listed on the stock exchange;
 - (vi) the name of each Recognised Stock Exchange on which the shares are listed; and
 - (vii) the web address of the page which gives details of the listing for each Recognised Stock Exchange specified in paragraph (vi).
- (2) For purposes of subparagraph (v) of paragraph (c) of subregulation (1), where the total percentage of ownership is less than one hundred per cent, the details of other

beneficial owners specified under paragraphs (a) and (b) of subregulation (1) shall be provided.

- (3) For purposes of subparagraph (vi) of paragraph (b) of subregulation (1), the form of personal identification shall be
 - (a) valid,
 - (b) issued by a Government agency, and
 - (c) unique to the individual.
 - (4) A valid form of identification under subregulation (3) includes
 - (a) a national identity card;
 - (b) a social security number or the equivalent of a social security number; or
 - (c) a driver's licence.
- (5) The Registrar may require a beneficial owner to produce any other documents considered necessary for ascertaining the direct or indirect interest of the beneficial owner in a company.
- (6) A company may authorise the legal representative of the company to be responsible for the provision and ascertaining of beneficial ownership information.

Forms for submission of beneficial ownership data

43. A company to which regulation 41 applies shall use the applicable Form as set out in the Second Schedule for purposes of submission of the beneficial ownership data required under the Act and these Regulations.

Thresholds for reporting beneficial ownership information

44. (1) Pursuant to paragraph (f) of subsection (2) of section 381 of the Act, a beneficial owner with a direct or an indirect interest in a company shall disclose information based on the following thresholds:

- (a) a direct or an indirect interest of not less than five per cent, where the beneficial owner is a foreign politically exposed person;
- (b) a direct or an indirect interest in a company, where the beneficial owner is a Ghanaian politically exposed person;
- (c) a direct or an indirect interest of not less than five per cent, where the Registrar considers the company as a company in a high-risk category;
- (d) a direct or an indirect interest of not less than five per cent, where the company is not listed on a Recognised Stock Exchange; and
- (e) a direct or an indirect interest of not less than twenty per cent, in all cases other than those specified in paragraph (a), (b), (c) or (d).
- (2) Subregulation (1) applies to a beneficial owner identified under regulation 41.
- (3) The Registrar may request a company to produce information of beneficial owners with interest lower than the thresholds specified in paragraph (a), (b), (c) or (d) of subregulation (1), if the information is considered necessary for the implementation of the Act.
- (4) For purposes of paragraph (c) of subregulation (1), the Registrar shall classify a company as
 - (a) low risk,
 - (b) medium risk, or
 - (c) high-risk

for the purpose of determining the thresholds or the effective application of section 373 of the Act.

- (5) The basis for the classification under subregulation (4) shall follow similar classification by the following agencies:
 - (a) the Financial Intelligence Centre or any other agency set up for the purpose of fighting money laundering and terrorist financing; and

- (b) any other assessment conducted by the Registrar, a law enforcement agency or a competent authority.
- (6) The Registrar shall subject a company classified under the category of a high-risk company under subregulation (4) to a lower threshold than a standard threshold adopted under this regulation for reporting.
- (7) The Registrar may review the basis for the classification of a company as low risk, medium risk or high-risk every five years.

Verification of beneficial ownership information

- 45. (1) The Registrar shall put in place measures to ensure the accuracy of and timeous access to information on beneficial ownership in the Central Register, including measures
 - (a) to ensure the timely submission and completeness of information in respect of a beneficial owner as required under the Act;
 - (b) to minimise errors in data entry;
 - (c) to authenticate the data collected;
 - (d) to verify the accuracy of information in respect of a beneficial owner;
 - (e) in respect of operating the Central Register of beneficial owners of a company to ensure improvement in
 - (i) data collection processes; and
 - (ii) the accuracy of data; and
 - (f) to identify data for further investigation.
- (2) The Registrar shall, in establishing the measures required under subregulation (1), verify
 - (a) the identity of an individual who has been reported to the Registrar as a beneficial owner of a company;
 - (b) whether all beneficial owners of a company have been identified;

- (c) whether the information provided on a beneficial owner of a company meets the requirements provided under
 - (i) paragraph (m) of subsection (2) of section 13 of the Act;
 - (ii) paragraph (b) of subsection (1) of section 35 of the Act; and
 - (iii) paragraph 7 of the Fifth Schedule to the Act;
- (d) the address and other contact information provided to the Registrar on a beneficial owner of a company;
- (e) any additional information provided by a company; and
- (f) the identity of the individual responsible for the declaration of beneficial ownership information and the nature of the relationship between the individual and the company.
- (3) The Registrar shall establish a system that allows
 - (a) a law enforcement agency,
 - (b) a competent authority, or
 - (c) any other person

to report a discrepancy between information held in the register and information that a person lawfully obtains from any other source.

- (4) The Registrar shall
 - (a) investigate a discrepancy reported under subregulation (3); and
 - (b) request the person concerned to provide clarification on the matter.

- Where the discrepancy is established, the Registrar shall, within twenty-eight days after receipt of the discrepancy reported or the request for clarification under subregulation (4)
 - inform the person who reported the discrepancy under subregulation (3) (a) of the outcome of the investigation; and
 - correct the beneficial ownership information in the Central Register. (b)

Access to the Central Register

- A law enforcement officer or a competent authority shall, on request and in accordance with the data sharing protocols developed by the Registrar, have access to requested information in the Central Register.
- For the purpose of paragraph (c) of subsection (3) of section 373 of the Act, a person shall, during business hours and on payment of a prescribed fee, have electronic access to information in the Central Register.
- The Registrar shall, on request, make available to a competent authority of the (3)Republic the particulars of a beneficial owner in the Central Register.
- The Registrar shall make available to the public the following information from (4)the Central Register on an individual beneficial owner:
 - the full name and any former names of the individual beneficial owner; (a)
 - the percentage of the beneficial ownership interest; and (b)
 - a declaration on whether the individual meets the definition of a (c) politically exposed person.
- The Registrar shall make available to the public the following information in the (5)Central Register on each company with a beneficial owner:
 - the percentage of shares listed on a Recognised Stock Exchange; (a)
 - the name of each Recognised Stock Exchange on which the shares are (b) listed; and

(c) the website address of the page which gives details of the listing for each Recognised Stock Exchange.

Exemption from disclosure of information in the Central Register

- 47. (1) An individual beneficial owner may apply to the Registrar for information on a company in the Central Register to be exempt from disclosure, if the individual can provide proof that the disclosure will pose a threat
 - (a) to the safety of the individual or a family member of the individual, especially the threat of serious injury or death;
 - (b) of attack on the property or place of work of the individual;
 - (c) of kidnapping of the individual or a family member of the individual;
 - (d) of blackmail or extortion against the individual or a family member of the individual; or
 - (e) of significant financial loss through a criminal activity.
 - (2) For purposes of subregulation (1), "proof" includes
 - (a) an actual threat or an incident that is documented;
 - (b) a police report of a previous threat or incident;
 - (c) police assessment of the level of threat;
 - (d) a public statement by a violent group which specifically mentions the individual or the type of business in which the individual is involved;
 - (e) a previous attack on an individual who operates in a similar business sector; or
 - (f) a certified true copy of a court order.
 - (3) For purposes of subregulation (1), the Registrar shall
 - (a) publish in the Companies Bulletin, the fee for an application for non-disclosure of information in the Central Register;

- (b) establish a physical system and an electronic system to enable an applicant to withhold publication of information about the beneficial ownership interest of the individual in a company;
- (c) within thirty days after receipt of an application, consider and respond to the application; and
- (d) publish annually data on the number of applications for non-disclosure received and the number of applications for non-disclosure granted.
- (4) The Registrar shall, in considering an application under this regulation,
 - (a) consider only,
 - (i) the information recorded in the Central Register;
 - (ii) an assessment of whether the information alone can lead to a threat under subregulation (1);
 - (iii) a report and an assessment provided by the Police which specifically relates to the application; and
 - (iv) the nature of the business and whether the business faces an immediate and realistic possibility of provoking a threat; and
 - (b) not consider any of the following:
 - (i) the public profile and job title of the applicant;
 - (ii) information on the applicant that is already in the public domain including press articles, social media posts or disclosures by the applicant; and
 - (iii) the wealth or perceived wealth of the applicant.
- (5) Where the Registrar determines that an applicant faces an immediate threat, as a direct result of the disclosure of the beneficial ownership information of the applicant in the Central Register in respect of a company, the Registrar shall ensure that the beneficial ownership information of the applicant is not disclosed to the public.

- (6) Despite subregulation (5), the Registrar shall retain beneficial ownership information of an applicant in the Central Register for the use of a competent Government authority and a law enforcement agency.
- (7) The Registrar shall, within twenty-eight days after receipt of an application under subregulation (1), communicate, in writing, the decision of the Registrar to the applicant, stating the reasons for rejection where the application is rejected.
- (8) An applicant who is dissatisfied with the decision of the Registrar under this regulation may appeal to the Minister.

Penalty for default in complying with reporting requirements

Where a company fails to comply with the reporting requirements in respect of the Central Register, the company and every officer of the company that is in default is liable to pay to the Registrar an administrative penalty of **five** penalty **units** for each day during which the default continues.

Branch Register

Inspection of branch register

- 49. (1) Except where a branch register is closed in accordance with the applicable law, the branch register, the index of names of members of a company and the index of names of beneficial owners of the company shall, during business hours in the Republic, and subject to reasonable restrictions that the company may impose, be open for inspection by
 - (a) a member, at no fee, and
 - (b) any other person in accordance with subsection (2) of section 107 of the Act, on payment of a **reasonable** fee determined by the company, for each inspection.
- (2) An inspection under subregulation (1) shall be for a period of not less than two hours each day, other than a Saturday, a Sunday or a public holiday.
- (3) A member of a company or any other person may request for a copy of the branch register or a part of the branch register,
 - (a) in the case of a member, at no fee; or

- (b) in the case of any other person, on the payment of a reasonable fee determined by the company.
- (4) The company shall send a copy of the branch register or a part of the branch register requested under subregulation (3) to the member or person within a period of ten days after the day on which the request is received by the company.
 - (5) Where

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- (a) an inspection required under this regulation is refused, or
- (b) a copy of the branch register or a part of the branch register requested under this regulation is not sent within the period specified under subregulation (4),

the company and every officer of the company that is in default, is liable in respect of each default to pay to the Registrar, an administrative penalty of twenty-five penalty units for each day during which the default continues.

- (6) In addition to the penalty in subregulation (5), the Court may
 - (a) order the immediate production of the branch register for inspection; or
 - (b) direct that a copy of the branch register or a part of the branch register requested be sent to the person who requested the copy, subject to payment of the prescribed fee.

Rectification of branch register

- 50. (1) A member of a company, or any other person may apply to the Court for rectification of the branch register, if
 - (a) the name of the person is, without justification, entered in or omitted from the register of members of the company; or
 - (b) there is a default in entering on the branch register, any of the particulars which are required to be entered on the branch register under section 35 of the Act.
 - (2) Subject to subregulation (1), the Court may

- (a) refuse the application; or
- (b) order for the rectification of the branch register and payment by the company of compensation for the loss sustained by the applicant.
- (3) Where an application is made under subregulation (1), the Court shall decide a question relating to the entitlement of a person, who is a party to the application, to have the name of that person entered in or omitted from the branch register, whether the question arises
 - (a) between members or alleged members; or
 - (b) between members or alleged members on the one hand and the company on the other hand.
- (4) A company may, without application to the Court, at any time rectify an error or omission in the branch register of members, but the rectification shall not adversely affect a person unless that person agrees to the rectification.

Classification of Companies for Exemptions and Waivers

Classification of companies

- 51. (1) The Registrar shall classify a company as small, medium or large as set out in the Third Schedule.
 - (2) The classification under subregulation (1) shall be based on the following:
 - (a) the turnover of the company; or
 - (b) any other variable determined by the Registrar in consultation with the Board.
 - (3) The Registrar may amend the classification of a company based on information
 - (a) available; or
 - (b) filed by the company.

Exemption from filing full version of annual returns

- 52. A company which is classified as a small company or a medium company in accordance with regulation 51
 - (a) is exempted from the requirement to file annual returns in the form required under section 126 of the Act; and
 - (b) shall annually confirm the accuracy of the information of the company contained in the Register.

Waiver of requirement for audit and auditors' report

- 53. (1) The requirement for audit of financial statements by an auditor and the publication of a report by the auditors in accordance with section 137 of the Act is waived for a company which is classified as a small company in accordance with regulation 51.
- (2) A small company is subject to an auditor review by the auditors of the company in accordance with
 - (a) the International Standards on Review Engagements; and
 - (b) any other standards issued by the International Audit and Assurance Standards Board applicable to the audit of less complex entities adopted by the Institute of Chartered Accountants, Ghana.
- (3) A report of auditors required under section 137 of the Act in respect of a company classified as a small company shall only contain a brief report on the financial statement of the company prepared by the internal auditor of the company.

Miscellaneous Provisions

Interpretation

54. In these Regulations, unless the context otherwise requires,

"alleged members" mean a person or an entity that claims to be a member of a company;

- "custodian" means a person who takes responsibility for safe-guarding the financial assets of a firm or individual and holds the assets in safekeeping on behalf of the firm or individual;
- 'Financial Intelligence Centre' means the Financial Intelligence Centre established under section 6 of the Anti-Money Laundering Act, 2020 (Act 1044);
- "high-risk category" means a sector that has a major strategic deficiency with respect to the ability to counter money laundering, terrorist financing, proliferation of weapons of mass destruction, and illicit financial flows as classified under the National Anti-Money Laundering and Countering the Financing of Terrorism Risk Assessment policy of Ghana;

"interest" means

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- (a) the ownership of shares, debentures, warrants or any other financial instrument issued by or relating to a company; or
- (b) a legal right to a revenue stream from or capital value of shares, debentures, warrants or other financial instruments issued by or relating to a company;

"Recognised Stock Exchange" includes

- (a) the Ghana Stock Exchange; and
- (b) any other stock exchange located in any country which is a full member of the Organisation of Economic Co-operation and Development; and

"registration authority" means the statutory authority in the country of registration of a company that registered or incorporated the company.

Revocation and savings

- 55. (1) The Companies (Prescribed Forms) Instrument, 2014 (L.I. 2214) is revoked.
- (2) Despite the revocation of L.I. 2214, an order or notice issued under L.I. 2214, a proceeding being conducted under L.I. 2214 or any other act lawfully made or done under the revoked enactment and in force immediately before the coming into

force of these Regulations shall be considered to have been issued or done under these Regulations and shall continue to have effect until reviewed, cancelled or terminated.

OFFICE OF C THE REGISTRAR OF COMPANIES REPUBLIC OF GHANA

CHARGE OF ALTERATION OF AUTHORISED BUSINESS
THE COMPANIES ACT, 2019 (ACT 992)

NOTICE OF DEBENTURE HOLDERS SECURED BY FLOATING

PURSUANT TO SECTION 20(2)

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

A fee is payable on presentation of 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

(A)

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Important Information

Privacy Notice

Collection of Information: We collect personal identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our customers. This information provided is used to fulfill 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.

Annual Return of a Company Incorporated

All companies incorporated are to file mandatory Annual Returns after the first eighteen months together with Audited Accounts and subsequently annually at a fee.
Late/Non Filing attracts Penalties

Check List (✓)

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Check List (✓)

Please make sure you have complied with the following

The document has been signed at all Indicated places

Agreement stamped at Land Valuation Board

If application exceeds 45 days, then attach extension of time from the court

2 ** 5 2

OFFICE OF THE REGISTRAR OF COMPANIES

(D)

A fee is payable with this form. Please see the fees on our website www.orc.gov.gh.

APPLICATION TO REGISTER A COMPANY WITH SHARES

FORM 3

www.orc.gov.gh

objects here.

same in this column

Specialized institutions for example Banks, Insurance and Security companies are required to state their

All other applicants who wish to indicate their objects can also state

THE COMPANIES ACT, 2019 (ACT 992)

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

Private Limited

Read the instructions before completing the Form. Incomplete applications or invalid data may delay the registration process Registered Constitution Standard Constitution Tick Registered Constitution if th (A) company has its own Constitution. not, Tick Standard Constitution as i schedule 2 of Act 992. Name should not be duplicated Company Name* similar, misleading or undesirable. The Registrar of Companies shall hav the final approval regarding the nam which is eventually submitted fo registration.Section 21(2) of Act 992 A list of registered names can b found on our www.rgdeservices.com Tick one preferred name ending Ending With* LTD LIMITED COMPANY Full name and TIN of the natura Presented By* person or legal entity submittin documents to the Registrar c TIN* Companies Nature of Business/Sector(s)* (B) Choose your sector by ticking the box Transport/Aerospace Estate/Housing Media Legal next to it. Shipping & Port Estate/Housing Utilities Education Specify sector(s). Fashion/Beautification Tourism Quarry / Mining Hospitality If your sector is not listed, write your sector in the space provided for Entertainment Health Care Refinery of Minerals Insurance "others". Others(Please Specify) Agriculture Food-Industry Securities/Brokers Oil and Gas Manufacturing Commerce/Trading Pharmaceutical Banking and Finance Construction Sanitation Telecom/ICT Security Principal Business Activities (C) Select the International Standard Industrial Classification (ISIC) code number(s) for the principal ISIC or classification code is a standard classification for economic or business activity and other activities activities so that establishments could ISIC code 1 be classified based on the activity they ISIC code 2 A detailed list of ISIC or Classification ISIC code 3 Codes can be found on our website at

Object(s) of the Company

If you cannot determine a code, please give a brief description of the company's business activities

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(Name or House No.)/ Livis			-		-	┼	-	 			1						-	the Registrar of Companies may send correspondence.
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City*				<u> </u>	_	_		ļ		-			·				ļ	- Onto any smart phone.
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(F)						Pri	incip	al P	lace	of B	usin	iess						office, Applicants are to ensure that the
Is the Principal place of Bu	sines	ss th	e sai	me a	s th	e Re	giste	ered	Offi	ce A	ddre	ess?						digital address provided matches with
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House/Building/Flat		<u> </u>																this section.
(Name or House No.)/LMB]															Supplementary sheets can be found o
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Director 1				S	tatu	tory	Dec	lara	tion	& 0	ons	ent l	Lette	er_				Directors should be at least 18 years and above.
	A pe	rson	sha	ll no	t be	appo	inte	dad	lirec	tor i							_	allu above.
i. That person within the prec	edin	g five	e yea	rs of	f the	app.	licati	on fo	or in	corp	orat	ion h	ias b	een :	a dir	ecto:	ror	Directors are to attach a statutory
senior manager of a Company	that	has	becc	me	inso	lven	t.		. "									declaration and consent letter as stated in section 172 (2) of Act 992.
Tick applicable		Yes				No												stated in Section 172 (2) of Act 332.
ii. Charged with or convicted	of a c	rimi:	nal c	ffen	ce ir	ıvolv	ring f	rauc	lor	dish	nest	ty						If you tick "yes" to any of the
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iii. Charged with or convicted	of a			L offer	ice r			the	pro	moti	on, i	ncor	pora	tion	or			that qualifies you to be a director. Attach supporting documents
management of a company	OI G	ÇĮ IIII	111.011				. 0		•				-					Accust 200 por cing 200 por cing
Tick applicable	Τ	Yes			Γ.	No				_				-			-	A Company shall have at least two
Statutory Declaration Form*		100			Coz	isent	Lett	* 10					Γ.					directors of which one should be resident in Ghana.
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Title	P	VIr .	<u> </u>		1711	<u> </u>	,		1413	-	<u> </u>	<u> </u>	Ī					If there are more than two directors,
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Tertiary level qualification														<u> </u>				Attach Consent Letter
Company Secretary Trainee														_	1			Reference to Section 211 (1) and (3) of Act 992
Barrister or Solicitor in the Re	epub	lic								· _				<u> </u>	ļ ·			ACT 992
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Director*	T	IN								l'''								officers of the company are to sign their signatures together with a seal o
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Date*	D	D	M	M	Y	Y	Y	Y										The form must be signed by two or more subscribers in the presence of a
												•						witness, who shall attest to the signin
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Witness Signature*		7	•				2											
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SANCTIONS: Failure to discl	ose i	san	offer				tract	sand	tions	and	pena	lties	 ;		-			_
Fill the BO Form attached /D											1							
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Revenue Envisaged*		i -		T	T		Τ.	T		T			T -		ì		\top	Company i.e. small scale business,
No. of Employees Envisaged*	+-	-	-	+	+	+	-	+	+	+	+	+	1	-	+		+	 medium scale business or large scale business
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Apply for BOP Now	1	Typh	J.y 1	יעיי	ى بىر	acci			7		-144				Щ.			_ ∤

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Date of Submission of Documen	<u>nt*</u>					-		-	-				-	\dashv	-	
Name of Company Inspector*			·							-			-		-	
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Signature*	*		ř.													
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Important Information									****							
MSME Classification in Ghar	1															
Enterprise Category	Employm	nent Size(Perm	ianent s	Turn	over			P	ssets							
Micro	1-5			≤US	\$25,000			:	≤US \$2	5,00	0					
Small	6-30			US\$2	5,001 -	US\$1,00	0,000	Ţ	JS\$25,0	01 -	US\$:	1,000) ,00 0)	<u> </u>	
Medium	31-100				.000,00											
(An enterprise will be categorize	ed as MSN	ME based on e	mploym	ent si	ze and a	ny other	variabi	le.) A	ll amo	unt ir	i USD	shot	ıld blı	e co	nver	ted into
Ghana cedis at Prevailing Bank	rate															
Privacy Notice																
Collection of Information: We	collect per	rsonal identifia	able info	ormatio	on, like r	ames, p	ostal ad	ddre	sses, ei	nail a	addre	sses,	etc.,	whe	en vo	oluntarii
submitted by our customers. T Distribution of Information: Th	he informa	ation provided	is used	to full	ill your s uired by	ipecific r	equest. Impanie	oc Δn	t 2019	[Act	9921					
Distribution of Information: Tr Commitment to Data Security:	ils would t Vour ners	se done as per sonal identifial	milled : ole infor	matio	n is kept	secure.	Only at	utho	rized e	olam	yees,	agen	its ar	nd co	ntra	ctors
who have agreed to keep infor	mation sec	cure and confi	dential l	have a	ccess to	this info	rmatio	n.		•	. ,					
Change Notice Every company is required to fi	urnich tha	Registrar with	any ch	anges	after inco	ornorati	on e.g. (Char	ige of (Comr	anv I	Vame	. Chi	nge	of A	.ddress.
Every company is required to to the Change of Director(s) / Secreta		vegional mini	aily CI	ange (arest file	-i boiari	-11 C151)	~1 1 LL 1	.0- 51 (1 '		,			,
Annual Return of a Company I		ed.		·····										• •		
All companies incorporated are	to file ma	andatory Annu	al Retui	rns aft	er the fi	st eight	een mo	nths	togeth	er w	ith A	udite	d Acc	oun	tsan	ıd
, in admiranted interpotaced dis						_										

Check List (✓)	E 1 1 200	
Please make sure you have complied with the following		
The document has been signed at all indicated places		
Registered Constitution, if any		
Attach each Director's Consent Letter and Statutory Declaration		
Company Secretary has required qualification(s)		
Company Secretary has attached Consent Letter		
All supplementary Forms are attached, if any	4	
Filled BO Form(s) attached, if any		
Attached prospectus (for Public Companies only)		•
Filled TIN Form(s), if any		



APPLICATION TO REGISTER A COMPANY WITH SHARES

THE COMPANIES ACT, 2019 (ACT 992)

FORM 3A
Private Unlimited

FILL THE 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

A fee is payable on presentation of 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

(A)	Reg	gister	red (Cons	titut	ion				Star	ndaı	rd Co	nstit	utio	n		<u></u>		Tick Registered Constitution if the company has its own Constitution.
						•			: ;	•									not, Tick Standard Constitution as in schedule 2 of Act 992.
Company Name*	.	1].							Τ	T				Τ	T	Name should not be duplicated,
. ,											i					1	1		similar, misleading or undestrable.
				<u> </u>		1				1			1	-					The Registrar of Companies shall have the final approval regarding the name
		ļ		1		1				İ		1	<u> </u>	1		1			which is eventually submitted for
																	+		registration.Section 21(2) of Act 992
				1															A list of registered names can be
																 	1		found on our portal
		ļ				1			1				l						www.rgdeservices.com
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Ending With*	PR	UC	_	PR.	[VA7	E UI	VLIM	IITE	D CC	MPA	NY			•			1	,1	Tick Applicable Ending
Presented By*			<u> </u>			Ι	Ī .				<u> </u>								Full name and TIN of the natural
									<u> </u>	 									person or legal entity submitting
							TI	N*					 			1			documents to the Registrar of Companies
(B)								,	Sec	ctor(s)*					1		•	
Legal	Esta	ite/F	lous	ing		Med	lia					Tra	nspo	rt/A	ero:	spac	е		Choose your sector by ticking the box
Utilities	Edu	catio	n			Ship	ping	g & I	ort			Esta	ate/F	Ious	ing		*		next to it.
Tourism	Qua	rry /	/ Mir	ing		Hos	pital	lity				_	hion,			icati	on		Specify sector(s). If your sector is not listed, write your
Insurance	Ente	ertai	nme	nt		Hea	lth C	are				Ref	inery	of N	line	rals			sector in the space provided for
Agriculture	Foo	d Inc	lusti	·y		Secu	aritie	es/B	roke	rs		Oth	ers(l	Pleas	e Sp	ecify	·)		"others".
Oil and Gas	Mar	ıufac	turi	ng		Con	ımer	rce/	Trad	ling						-			
Construction	Pha	rma	euti	cal		Ban	king	and	Fina	ance									
Telecom/ICT	Secu	ırity				Sani	itatio	n -											
(C)							Prin	cipa	ıl Bu	sine	ss A	ctiv	ities						
Select the Internatio	nal St	anda	ard I	ndus	stria	l Clas	ssific	atio	n (IS	IC) c	ode	nun	ıber(s) fo	r th	e pri	ncip	al	ISIC or classification code is a standard
activity and other ac	tivitie	es																	classification for economic or business activities so that establishments could
ISIC code 1																			be classified based on the activity they
ISIC code 2																			carry out.
ISIC code 3										"					٠.				A detailed list of ISIC or Classification
ISIC code 4																			Codes can be found on our website at www.rgd.gov.gh
If you cannot detern	nine a	code	e, ple	ease	give	a br	ief d	escr.	iptio	n of t	the	comp	oany'	s bu	sine	ss ac	:tivi1	ies	WWW.gaigov.gii
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(D)						Nati	ure	of B	usin	iess (of tl	ie Co	mp	any					
						·												•	Specialized Institutions for example
								*						•••					Banks, Insurance and Security companies are required to state their
																			objects here.
																			All other applicants who wish to
																			indicate their objects can also state same in this column
				:															same in this column

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(É)						Re	giste	ered	Offi	ice A	ddı	ess						
Digital Address*																		Per section 13 (2) (d) of Act 992 every
House/Building/Flat*				:										<u> </u>				Company must have a Registered Office and this is the address to which
(Ñame or House No.)/LMB																		the Registrar of Companies may send
																		correspondence.
Street Name*																		Obtain a digital address by
City*	+	 	+	\vdash		 				-			-	+				downloading the Ghana Post GPS apports onto any smart phone.
District*	+-+	+		+-		-		-			_	ļ <u>.</u>	-		+			
	+	 		+		 					<u> </u>			+	+			To get an accurate address, stand at
Region*		<u> </u>		l		Desir	ncin	al Pl	200	of R	uci	1000	<u> </u>					the entrance of the said location or
(F)																_		office, Applicants are to ensure that the
Is the Principal place of Bus								ereu	OIII					T) = 6 ==	:7-1			digital address provided matches with
If Yes (Tick the box and proc	ed w	vith	othe.	r Plac	ce oj	Busi				y	ivo (Proi	nae i	Deta	usj			the registered office address.
Digital Address*			4								<u> </u>		T	_				-
House/Building/Flat	<u> </u>	<u> </u>		ļ		<u> </u>							-	-	1			_
(Name or House No.)/LMB*		<u> </u>	\perp	<u> </u>		<u> </u>							_					_
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Digital Address	1	1	1	T	1													Companies that have multiple
House/Building/Flat	+-+	+	-			-							Τ		T			operational locations must complete
(Name or House No.)/LMB				\vdash								-	-	+	\vdash			this section.
(Name of House No.)/ LIMB	\vdash			-							<u> </u>		 	+	+	-+		Supplementary sheets can be found or our website www.rgd.gov.gh
	-	 -	-								 	ļ <u> </u>	-	┼	+			- Lat website www.iga.gov.gii
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City	igsquare											ļ						4
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(H)												be k	ept	and	main	tain	ed	
	(if e	else	whe	re th	an a	it the	Re	giste	red	Offi	ce)							
Digital Address*				T														A Register of Members Is a register
House/Building/Flat				1									T					that contains the names and addresse: of members of an incorporated
(Name or House No.)/LMB*				1 -														Company,
Street Name*	1			†														It is required that every company
City*		<u> </u>				1									1			keeps and maintains a Register of its
District*	+	+	+	1		 -				_		T	T	+				Members at a location in the country.
	+	 	 	7								 	 	-				-
Region*		J	1	J		<u> </u>	D	osta	1 4 4	dra		<u> </u>	٠		1 1			
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C/0			+-	 		ļ						\vdash	-	+				BOX), Private Mail Bag (PMB) or Door
	┼ ᆜ		1	-		D			To r	Er		-	<u> </u>		<u> </u>			to Door (DTD) and provide details as
Туре*	P.0	0. B	UX	├		PMB	<u> </u>		D,	TD			ī	_	7 7	I		applicable.
Number*	_			1.										-	-			4
Town*				<u> </u>		1						<u> </u>	-		-			_
Region*				<u> </u>	<u> </u>					<u> </u>		<u></u>	<u> </u>					
(1)						C	onta	ct of	the	Cor	npa	ny			<u> </u>			
Phone No 1*												ļ	_		ļ	•		Applicants are to provide at least, one mobile phone number and an email
Phone No 2											L							address. This is to assist the Registrar
Mobile No 1*						1												of Companies to communicate to the
		1	1															company
									-									address. This is to as of Companies to cor

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Email Address*					-				† .									
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(1)			- - -	ıı	arti	cula	rs o	f Dir	ecto	rs o	fth	ie Coi	mpa	nv				
Director 1	T											sent						Directors should be at least 18 years
	A ne	ירפחי	n sha		ot be													and above.
i. That person within the pred												ation	hasl	hèen	a di	recto	nr.	1_,
or senior manager of a Comp									.01 11	1001	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, croir	1140	50011	u ur	1000		Directors are to attach a statutory declaration and consent letter as
Tick applicable		Yes		T	1	No		Ι	T						, -			stated in section 172 (2) of Act 992.
ii. Charged with or convicted	ofno			! offor	aco ir		rina	fran	d or	dich	on o	ctr						
	Tat			Ollei	T	No	mg	Tau	u or	CISII	one	Sty						If you tick "yes" to any of the
Tick applicable		Yes		rr.	1		4.		1							-		Statutory Declarations, provide details that qualifies you to be a director.
iii. Charged with or convicted							ng t	o tne	e pro	mot	ion,	inco	rpor	ation	or			Attach supporting documents
management of a company th	iat na			e m:	Solve													-
Tick applicable	İ	Yes			<u> </u>	No		L	J				Т					A Company shall have at least two
Statutory Declaration Form*	1				1	sent	Lett	er*		.s	,	.`. <i>.</i>	<u> </u>	· .		<u>-</u>	_	directors of which one should be resident in Ghana.
Title	N	<u>Ir</u>	ļ	<u> </u>	Mrs	1			Miss	5	_	N	1s	ļ	Ι)r	<u> </u>	resident in Galaria.
First Name*	ļ			_					ļ <u>.</u>		<u> </u>					ļ	ļ	If there are more than two directors,
Middle Name					<u> </u>				<u> </u>									additional directors' forms shall be
Last Name*				ļ ·							<u> </u>							obtained from our website at www.rgd.gov.gh
Any Former Name																		www.tgu.gov.gn
Gender*	M	ale		F	ema	le												
Date of Birth*	D	D	M	M	Y	Υ	Y	Y										
Place of Birth*					-	42					ľ.							
Nationality*	1		1		1]
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Mobile No 2	1		T	<u> </u>				٠.				+			Ì			1
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Email Address*	+ -		 	<u> </u>	+	 		1	 			+					-	-
TIN*	1							-	 		l		l		!	1	! _	-
Ghana Card(National Identity	Canal	1*	1		GHA	<u> </u>			 					T				-
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Without TIN	F111	ure	GKA		l For	III a	· ·	iicu										This address when provided will not
Residential Address	-		1		1	<u> </u>			1		_						-	appear on public record, unlike that of
Digital Address*	-		1.		 						ļ	1	<u> </u>					the Company.
House/Building/Flat*			,		1			1	-	-							1	Applicants are to ensure that the
(Name or House No.)/LMB	<u> </u>	_	ļ	-	1 : :				-		ļ	-						digital address provided matches with
	-	<u> </u>		-	ļ	` .		ļ	-				-	_		-		the residential address provided.
Street Name*			ļ <u>.</u>	ļ. —	-					-	ļ 							-
			<u> </u>			-	·				<u> </u>							
City*	<u> </u>		ļ															Provide your current workplace
District*				<u> </u>				<u> </u>								ļ		address.
Region*																		
Country*			-]									
Occupational Address																		
Digital Address*			-			,												
House/Building/Flat*																		
(Name or House No.)/LMB																		
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Street Name*																		
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City*					1						Γ							
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Region*	+		·-						<u> </u>					1				1
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Country* •	ļ		 	ļ														which you serve as director
Particulars of other		<u> </u>	<u> </u>	<u> </u>				ļ <u> </u>										
Directorships*				<u> </u>					•									
'vi										1								
																	•	
Director's Signature*				-										•				
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Director2	T				Statu	torv	Dec	lara	tion	. & C	ons	ent I	ette	er			_	
Director 2	Ane	real	n sha		t be													Kindly use the instructions given in
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r. That person within the pre- or senior manager of a Comp	onu t	hat'	bael	ars c	n uic me ir	app. vlosi	nca. ent	1011 1	01 111	COIF	OLL	.1011 1	.rus i	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	a an	. 0000	•	
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lick applicable		Yes		cc	<u> </u>	No	. ,	<u> </u>	<u> </u>	11-1								-
i. Charged with or convicted	of a c			offer	ice in		ing i	rauc	ore	aisno	nes	ty						-
Fick applicable		Yes				No	<u>.</u> .	L										-
ii. Charged with or convicted							ng to	the the	pro	moti	on, i	ncor	pora	ation	or			
nanagement of a company th	nat ha			ie in	solve			r	,									
Fick applicable		Yes	3	<u> </u>		No		, .						1				
Statutory Declaration Form*					Con	sent	Lett	er*										
Title	Ŋ	⁄lr			Mrs				Miss	5		N	ls		Г	r		
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Iny Former Name			╁			1	 						L	<u> </u>	l		<u> </u>	-
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Mobile No 2																		_]
Fax]
Email Address*																		
TIN*							:											
Ghana Card(National Identity	Card				GHA	-	-]
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Residential Address						-												1
Digital Address*	1	T	Т-		T			[·										1
House/Building/Flat*		 	+	-]					1
Name or House No.)/LMB			┼─		-				-									1
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Street Name*	 	-	┼-	-	-									-		_		-
City*	-	<u> </u>	 	<u> </u>								-	<u> </u>			 		-
District*		<u> </u>	<u> </u>							<u> </u>						ļ <u>.</u>		4
Region*				1											_			_
Country*		<u></u>	<u></u>		<u> </u>				<u> </u>						L		L	_
Occupational Address							,		,	,·			,	T				_
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Name or House No.)/LMB			1															
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Street Name*	1		1		1		1						1	1	1	F	I.	
Street Name*	1	L									l		1			^		

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Ctry* ;	ļ	_				1	ļ		<u> -</u>	ļ.,	<u> </u>							
District*					<u> </u>										<u> </u>	ļ	ļ	
Region*																		·
Country*											<u>.</u>]
Particulars of other	1																	
Directorships*																		
															-			
									***		`			•	•			
Director's Signature*									•									
•				,,,,			******		,,,,,,	•••••								
(L)	- ¹				Pa	rtic	ular	s of	Con	npar	ıy Se	ecret	ary					
Professional qualification																		Tick the applicable qualification(s)
Tertiary level qualification				-	*										1			
Company Secretary Trainee							•								1			Attach Consent Letter Reference to Section 211 (1) and (3) of
Barrister or Solicitor in the Ro	anub	lic		•		-							:		1			Act 992
Institute of Chartered Accoun														+	1			
Under the supervision of a qu			omn	anv '	Secre	tarv								1	1			
Institute of Chartered Secreta														+	1			
By virtue of an academic qual							ecci	onal	hod	17				+	1			
appears to the directors as ca	nahl	e of	nerf	nrmi	no th	pror ne fu	nctic	nns c	of Se	y) creta	าะขา	f the			1			
Consent Letter*	T		perr	011111		·	11011	7110 (,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		11 9 0	1 1110		<u> </u>	.l			
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Title	1,	<u>Ir</u>	-	 —	Mrs	<u> </u>		ļ	IVIIS	<u>S</u>	+-	"	42	 	 	11		
First Name*	ļ	_	-	<u> </u>	1	-		 	-	 	 	-		-				·
Middle Name	-		·					-		-	-	-	ļ	<u> </u>				
Last Name*	-	_		ļ	 	-				 	 	-	ļ	 	 	ļ		
Any Former Name	-		<u> </u>	-	-	<u> </u>		_		 			<u> </u>	<u> </u>				
TIN*	<u> </u>	<u></u>		ļ		<u> </u>	ļ	ļ	ļ	 	-		1	T	1			
Ghana Card(National Identity					GHA		<u> </u>			<u></u>	<u> </u>	<u> </u>		<u> </u>	l			
Without TIN			GRA	1		m a	ttacl	hed										
Gender*	-	ale			ema			ļ.,			1		1	1 ***				•
Date of Birth*	1)	1)	AI	M	Y	Y	Y	γ	ļ	ļ <u>.</u>	<u> </u>			-	ļ			
Place of Birth*	<u> </u>	<u> </u>		·				ļ		<u> </u>					<u> </u>			
Nationality*					ļ					<u> </u>			<u> </u>	ļ	<u> </u>			
Occupation*		ļ	<u> </u>						ļ	ļ								
Mobile No 1*			<u> </u>				<u> </u>					ļ. <u> </u>						•
Mobile No 2				<u> </u>										<u> </u>	<u> </u>			
Fax						\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \												
Email Address*																		
Residential Address			••	·														This address when provided will not
Digital Address*										T								appear on public record, unlike that of the Company.
House/Building/Flat*														Ι.]			the Company.
(Name or House No.)/LMB	 	_	1							1		-						Applicants are to ensure that the
Street Name*			1															digital address provided matches with
City*	ļ		-	<u> </u>		1.			<u> </u>	†		T						the residential address provided.
District*			1							1	1	T						Provide your current workplace
Region*	-			 								1				\Box		address.
Country*			\vdash			_	_				1	 				\vdash		•
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Signature*			•															
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(M)			in	Case	the	Co	mpa	ny S	ecre	etary	isa	Boo	ly C	orpo	orate		· · · · · ·	
Corporate Name*		 	-	-	+			-		ļ		-	-	-	-		-	The Corporate Body must have as one of its subscribers or operating officers
Corporate TIN*	-	-	-	-	-	+					-			<u> </u>			٠,	a person who qualifies to be a
Digital Address*	+			\vdash	+		+-		-	-	-	ļ	-	1	1	Ţ	1	Company Secretary.
Corporate Address	+	1				+				-	1		1		+	 	╽	The Corporate Representative must
H/No. LMB*		+	1	١.		<u> </u>	-				-	 			+		+	hold at least one of the qualification(s)
P.O. Box/DTD/PMB*		 		1	1		+ :	ļ	1	,			 					of secretary stated above Reference to section 211 (2) Act 992
•																1		
Name of Person				İ														1
Representing the																		
Corporate Secretary*	<u> </u>	ļ	<u>.</u>			<u> </u>				ļ						<u> </u>	<u> </u>	
TIN of Representative*					<u> </u>													
Ghana Card(National Identity	Cara	()*			GHA	-		<u></u>		L		<u> </u>	<u> </u>	L	<u> </u>	ļ		<u> </u>
g. /a								-										
Signature(Corporate Representative)*											·							
Representative)																		
		**		••••	••••••	******	• • • • • • • • • • • • • • • • • • • •	****	•••••	******	*******	•••••		******				
							•			٠,								,
Corporate Stamp*	٠.																	
								******				•••••						
				Ā	ttes	ted	by					•						For authentication purposes, two
Director*		IN			.'											,	,	officers of the company are to sign their signatures together with a seal or
Ghana Card(National Identity	Card,)*.		<u> </u>	GHA	-	ļ											stamp of the company
Name*					ļ								ļ		<u></u>			Reference to continue 150 (1) (D) (I) And
				-					<u> </u>			<u>. </u>	<u>.</u>	ļ	ļ			Reference to section 150 (1) (D) (i) Act 992
																		•
Signature*																		
Secretary*	T	IN	,		Ţ		T				*******	<u> </u>						
Ghana Card(National Identity (1		GHA	-	+		ļ						Γ	<u> </u>	<u> </u>	•
Name*																		
	٠.									·								
Signature*																		
A STATE OF THE STA				*****								******						
	1		0	r in	the A	Alter	nati	/e								r=	ı	In the absence of a stamp or a seal of the company, the signature of two
Director*		IN	L				<u> </u>								_			directors and a Company Secretary are
Ghana Card(National Identity (Jard,)* 	·		GHA	-	<u> </u>								<u> </u>		<u> </u>	needed for authentication purposes
Name*							ļ											Reference to section 150 (1) (D)(II) of
		<u> </u>		-			l							1.				Act 992
Signature*							٠.											,
					·									••••				
Director*	TI	IN																
Ghana Card(National Identity C	Card)	*-			GHA													
Name*																		
ivante																		
Signature*				٠.														
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Secretary **	TI	(N													,		,	
Ghana Card(National Identity C	'ard)	*		. (GHA	_'::-		_	<u></u>	- 1				<u> </u>			_	
Name*						<u> </u>											ļ	
72							Ĺ	L.		<u></u>					<u> </u>	l <u> </u>		
Signature*																		
			٠,				<i></i>			<u></u> ,	, 	••••						
(N)			· ···		1	A	udit	or o	fthe	Cor	npa	ny		_				A person shall be appointed an Audit
TIN*		L		ļ	ļ	<u> </u>			ļ		<u> </u>		1		· · · ·			of a private company if that person is
Auditor's Firm Name*		<u> </u>			<u> </u>				ļ	<u> </u>	ļ	_	-					qualified and licensed in accordance
			· .	ļ		ļ		<u>_</u>	_		_	-		ļ	-			with the Chartered Accountants Act,
						ļ		-	ļ		<u> </u>			<u> </u>			-	1963 (Act 170). See section 138 (1) an (2) of Act 992.
-				ļ	_	_			ļ	_	_		ļ <u> </u>	 			 	(-, -, -, -, -, -, -, -, -, -, -, -, -, -
				Ľ.	ļ. ·		<u> </u>	ļ <u>. </u>	<u> </u>	ļ <u> </u>				-	-		<u> </u>	Applicant needs to attach an Auditor
		· .			,	-		-	<u> </u>	<u> </u>	<u></u>	<u> </u>	<u> </u>	<u> </u>				consent letter to this application before submission.
Digital Address*						 -		<u> </u>	ļ.—	<u> </u>		1		1			1	,_,_
Auditor's Firm Address*				ļ	-	 		 	_	 	-	-	_	<u> </u>	_		 	All Auditors shall hold office for a terr
P.O.Box		<u> </u>	_	1	1			_	<u> </u>			-	-		<u> </u>	ļ. <u> </u>	_	of not more than six years and are eligible for appointment after a cooling
				<u> </u>	ļ. <u> —</u>	 	<u> </u>	ļ. <u>.</u>	-			-		-			11	off period of not less than six years.
		<u> </u>			-			-	-	-		-	-	 	-		<u> </u>	Refer to section 139 (11)
PMB/DTD*		<u> </u>		 	_	<u> </u>	ļ <u> </u>	_	-	-	<u> </u>	<u> </u>	 	1	ļ <u> </u>	 	-	
		· 	_	<u></u>	ļ	₩	<u> </u>	ļ.—	 		ļ .		ļ <u>.</u>		 	· · - · ·	 	
House/Building/Flat					ļ <u>.</u>				-	<u> </u>			ļ	ļ <u> </u>	ļ		ļ	
(Name or House No.)/LMB*				<u> </u>	<u> </u>	-		-		<u> </u>	ļ	ļ	<u> </u>	 	-	-	ļ <u>.</u>	
				_	<u> </u>					<u> </u>	<u> </u>	-	 	-				
Street Name*						-			-	ļ	ļ		 	-	├─		1	
		-		<u> </u>	ļ. <u>.</u>			_	<u> </u>	 	_			-	-		 	
City*						-	-	-	<u> </u>	 	-		<u> </u>	┼	 		 	
District*				ļ.,	ļ <u></u>	ļ.—		ļ <u>.</u>	-		ļ	-	ļ	ļ	├─		 	
Region*		<u>-</u>		· .				ļ- <u>-</u> -	<u> -</u>	├─-		 	· -	<u> </u>	 		 	
Mobile No.*		<u> </u>		-	 			ļ <u>.</u>	-	ļ	ļ. <u>. </u>	 	 -		-	-	 	
Office No.		<u> </u>	<u> </u>		<u> </u>			<u> </u>			ļ	l	<u>L</u>	<u> </u>]	<u> </u>	1	
Consent Letter*		Atta	ach (Con		Lett tails					ntod	Con	ital					-
(0)				1	Dei	lans	01.3	паге	es an	u su	ateu	Тар	ILLAI		1	<u>_</u>	Т	State clearly the total amount of the
Authorised Shares*				-		-	-		╁	<u> </u>		├	-		-		-	proposed Authorized Shares
Stated Capital*		HC	l Cl				L	l		<u> </u>	J	<u> </u>	<u> </u>					and the Stated Capital
Number of Authorised Share	25 01	Eac	псі	ass	-	T			T		Τ	Ι	т-	· · · ·	1	_	т	All shares are of no par value Also state all the relevant details
Equity Shares*		<u> </u>		-	-			\vdash	 	-	<u> </u>		\vdash		-	IF.	ANV	about the company shares
Preference Shares Number of Issued Shares of I	Fool	h Cla	L		<u> </u>	٠.	L	!	J	l		J	l		J	L, <u></u>		
_ , , , , ,	Eati	L	133		T	Τ		Г	1	l -	Γ-	Ι		Γ	1	l .	1	The amount Paid in Cash of Each Clas
Equity Shares*		<u> </u>	-	-		+		-		-		-	 	 	1	JF.	ANY	Amount Remaining to be Paid on Eac
Preference Shares Amount Paid In Cash of Each	, Cla	100	-	<u> </u>		<u> </u>	J	1		1	1	<u></u>	1	1	<u>. </u>			Class must not exceed stated capital
Equity Shares*		HC.	-		Τ	Т								<u> </u>			Ι _	Equity Shares, previously known as
Preference Shares		HC	-	\vdash	-	 	-		<u> </u>		\vdash	 		_	+-	IF	ANY	Ordinary shares
Amount Paid Otherwise than			h of	L Eacl	h CI:	L ISS	L	Ь.		Ι	<u> </u>	٠.		1		I		
EquityShares		HC						T			Τ		<u> </u>	T		T	T	1
Preference Shares		HC		 	-	1	-	<u> </u>		1	-		1	1.	 	IF.	ANY	
Amount Remaining to be Pai			ch C	lass		1	J				1 .	1	٠	!	'			Amount Remaining to be Paid on Ea
Equity Shares(Unpaid)		HC			T	T							[Class must be stated, if it is applical
		HC		1	+	+	1	†		1.	1	1	\Box		1			to the company
Equity Shares (Due)		HC	-	-				1 7	 		†	_					\top	1
	G)		 	 		1		1			<u> </u>							
Preference Shares (Unpaid)		HC				1	1					+					-	
Preference Shares (Unpaid) Preference Shares(Due)	GI				.1													
Preference Shares (Unpaid) Preference Shares(Due)	GI									4.							: .	
Preference Shares (Unpaid)	GI									٠.			,				÷ .	
Equity Shares (Due) Preference Shares (Unpaid) Preference Shares(Due)	GI									٠.							÷.	
Preference Shares (Unpaid) Preference Shares(Due)	GI								-	·.							; .	

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<u> </u>		٠							•									
(P)			Ad	ldre	ss a	nd D	escr	ipti	on o	f Sub	scr	iber	- Inc	livio	lual			
This Section M	lust	Be I	ille	d wi	th o	r Wi	theu	ıt a ¹	Regi.	stere	ed C	onst	ituti	on				A subscriber is somebody who agrees
I/We the undersigned are des	sirou	ıs of	form	ning	an ir	ncorp	ora	ted (Comp	any	in p	ursu	ance	oft	nis			to become a member of the company by the taking up shares at the
Constitution and we respective	elý:	agre	e to	take	the	num	ber o	of sh	ares	in th	e Co	mpa	ny s	et o	pos	ite o	ır	inception of the company
respective names and to pay	there	efor	in ca	sh tl	he co	nsid	erat	ion r	espe	ective	ely s	tated	i					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Subscriber 1	l I	Иr		N	Irs		М	liss		N	1s		ľ)r				The application for incorporation shall
First Name*																		be made by a person: a. Signing a duly completed application
Middle Name		-				1		1										for incorporation form
Last Name*			1	ļ				1	1									or
Any Former Name		-							T									b. signing a duly completed application for incorporation to this form and the
TIN*										1								constitution of the proposed company
Ghana Card(National Identity	Cara	<i>l</i>)*		T:	GHA	-	1	ļ	1			1						(where a registered constitution is
Without TIN			GRA	IIT A	V Fo	rm a	ttac	hed			·							preferred)
Gender*	M	ale		F	ema	ale												If there are more than two subscribers,
Date of Birth*	D	/ }	M	11	}*	3	y	Y						······································				additional subscriber forms shall be
Place of Birth*	 	\top			i			1										obtained from our website at
Nationality*						1						<u> </u>						www.rgd.gov.gh
Occupation*	1	 	1		İ			†										1
Digital Address*	<u> </u>		 	1	†							.1				1		
Address*				T :-	,	100		1				Ι.	<u> </u>					
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No. of Shares to be Taken*	 	ļ —	 			1		 - -	 	 								
Consideration Payable in Cash	*	G	HC			 	1			\vdash		-						_
Signature*													<u> </u>					
(Q)	T		Ad	dre	ss ar	ıd D	_		on of	Sub		ber	1		ual	Υ		
Subscriber 2	N	1r		M	Irs	ļ	M	iss	<u> </u>	M	<u>Is</u>		L	r				Kindly use the instructions given in section (P)
First Name*			ļ	Ļ.	ļ			<u> </u>		<u> </u>		ļ						=
Middle Name			<u> </u>	ı.	<u> </u>	ļ		<u> </u>	_	'								
Last Name*						ļ	ļ	ļ	ļ									
Any Former Name	ļ		<u> </u>	<u> </u>		<u> </u>	· ·							<u> </u>				_
TIN*	<u>L</u>	<u> </u>							<u> </u>	ļ					,	, ,		
Ghana Card(National Identity					GHA						l					,		
Without TIN	 		GRA	TIN	l For	m a	ttacl	hed										
Gender*	M	ale		F	ema	le	ļ		T									
Date of Birth*	1)	D_{\parallel}	.11	M	Y	3.	I'	Y				, 	····	,				
Place of Birth*					ļ			·										
Nationality*			<u> </u>		ļ	· · ·			ļ									_
Occupation*			ļ						<u> </u>									
Digital Address*				<u> </u>	ļ			L	ļ <u> </u>									
Address*																		
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t made the state of				1	1	1.												
No. of Shares to be Taken*					ļ													_
No. of Shares to be Taken* Consideration Payable in Cash	*	G.	HC		-													
	*	G	HC		-			,										
	*	G)	HC														=	
Consideration Payable in Cash	*	G	нс		. :	:											=	

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•																		
(R).				In C	ase	the	Subs	crib	er is	аВс	dy (Corp	orat	te				
Corporate Name*						•												If there are more than one Corporat
; ₇ =																		Subscribers, additional corporate subscribers' forms shall be obtained
		<u> </u>																from our website at www.rgd.gov.gl
Corporate TIN*		 														.		1
Digital Address*	1	ــــــ	ļ			<u> </u>								- 1	,		1	
Corporate Address*																		
M/No. LMB		∔ -	1						-		-			-				_
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P.O. Box/DTD/PMB*	-	₩-										\dashv					·	
Y.O. BOX/DID/FMB		\vdash	-										_		-			
		┼	-					-										1
No. of Shares to be Taken*	-	-	-								_	-						
	*	C	HC															
Consideration Payable in Cash	Τ	- 4	11.0							-			-+	-				
Vame of Person Representing the		-	 	+						\dashv	-	+						
Corporate Subscriber*		 											-		1			
TIN of Representative*	-	 																
The Of Representative Thana Card(National Identity (Card	<u> </u> *			HA -										Т			
Thuna Curu(Ivanonai luenniy C					1174			1			.							
Sorporate Stamp*				******			******			*******				•••				
<u> </u>			1	Λt	ttest	ed b	У	- 1		- 1								For authentication purposes, two
Director*		IN.	i .	. 1							1							Inflicers of the company are to sign
Shana Card(National Identity (Jara)).↑ 	, '	G	HA -	.					+			1		- 1		officers of the company are to sign their signatures together with a seal
																		
rame *		-												-				their signatures together with a seal
yame ·																		their signatures together with a seal
Signature*																		their signatures together with a seal
lignature* lecretary*	TI													•••				their signatures together with a seal
Signature* Secretury* Ghana Card(National Identity (HA -									•••				their signatures together with a seal
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lo. of Employees Envisaged*			1		Í.		1											business
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Provide BOP Reference No.		<u>F</u>	<u> </u>	Τ		T :				<u> </u>	1							7
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Important Information			
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Micro		US\$25,001 - US\$1,000,000	US\$25,001 - US\$1,000,000
Small		US\$1 000 001 - US\$3,000.00	00 US\$1,000,001 – US\$3,000,000
lMedium	31-100	0347,000,007 0849,000,00	

(An enterprise 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 / 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.

Annual Return of a Company Incorporated

All companies incorporated are to file mandatory Annual Returns after the first eighteen months together with Audited Financial Accounts and subsequently annually at a fee. 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	
Registered Constitution, if any	<u> </u>
Attach each Director's Consent Letter and Statutory Declaration	
Company Secretary has required qualification(s)	
Company Secretary has attached Consent Letter	
All supplementary Forms are attached, if any	
Filled BO Form(s) attached, if any	
Attached prospectus (for Public Companies only)	

APP

APPLICATION TO REGISTER A COMPANY LIMITED BY GUARANTEE

THE COMPANIES ACT, 2019 (ACT 992)

FORM 3B Private Limite

OFFICE OF THE REGISTRAR OF COMPANIES

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

A fee is payable on presentation of 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 Tick Registered Constitution (A) the company has its own Standard Constitution Registered Constitution Constitution. If not, Tick Standard Constitution as in schedule 4 of Act 992 Name should not be Company Name* duplicated, similar, misleadi: or undesirable. The Registra of Companies shall have the final approval regarding the name which is eventually submitted for registration. Section 21(2) of Act 992 A list of registered names ca be found on our portal www.rgdeservices.com Tick Applicable Ending Ending With* LIMITED BY GUARANTEE LBG Hereinafter called the: Full name and TIN of the Presented By natural person or legal entity Applicant* that submits these document to the Registrar of Companie TIN* (B) Sector(s) Choose your sector by tickin Civil Society Organisation Club NGO Scientific the box next to it. Others(Please specify) Education Union **FNGO** Specify sector(s). Foundation If your sector is not listed, Charity Society write your sector in the spac Association Community Project Council provided for "others". Chamber of Ministry/Ministries Organisation Commerce Literary Works Chapel / Church Principal Activities ISIC or classification code is: Select the International Standard Industrial Classification (ISIC) code number(s) for the principal activity standard classification for and other activities economic or company ISIC code 1 activities so that establishments could be ISIC code 2 classified based on the activi ISIC code 3 they carry out. ISIC code 4 A detailed list of ISIC or If you cannot determine a code, please give a brief description of the company's object(s) below classification codes can be found on our website at www.rgd.gov.gh Specialized institutions for example Churches, NGO's an-CSO's are required to state their objects here, All other applicants who wis: to indicate their objects can also state same in this colum

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Executive Council Member 1	1				_				1:			·						-	Directors are to attach a
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i. That person within the precedi manager of a Company that has b	ng fiv oecon	re ye: ne in:	ars o solve	f the ent	appli	icatio	n for	'inco	rpora	ation	nas t	oeen	a dir	ecto	ors	emor			consent letter as stated in section 172 (2) of Act 992.
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ii. Charged with or convicted of a	crim	inal	offen	ce in	volv	ing fr	aud o	or dis	hone	sty									If you tick "yes" to any of the Statutory Declarations,
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iii. Charged with or convicted	of a	crim	inal	offer	nce i	elati	ing to	o the	proi	noti	on, ii	ncor	pora	tion	or n	iana	gem	ent	you to be a director. Attach
of a company that has become	e ins	olve	nt			. •													supporting documents
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Statutory Declaration Form*	<u> </u>			-	Cor	isen	t Let	ter*		_							_		two directors of which one
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Fertiary level qualification	-	· .				3 <u></u>												.	Attach Consent Letter
Company Secretary Trainee					-									_					Reference to Section 211 (1) and (3) of Act 992
Barrister or Solicitor in the Repul	olic							· _											and (b) of the fire
Institute of Chartered Accountant									_										
Under the supervision of a qualif	ied C	ompa	ıny S	ecret	ary														
Institute of Chartered Secretarie	s and	Adn	iinist	ratoi	1S														
1.0	. 1.2	***	ahau	of a r	rnfa	ssion	al bo	dy,					_ }						
By virtue of an academic quallic appears to the directors as capab	le of	perfo	rmir	ig the	e func	ction	s of S	ecre	tary o	of the	e Con	npany	/-						
Consent Letter*		Ī										1		· 					
Secretary	<u></u>	Mr				Mrs				Miss			M	[s		<u>_</u>)r		
First Name*	 	Γ	Ţ								_							_	
Middle Name	<u> </u>	 	-	-								Ī							
Last Name*	 	 	-	-	-	ļ ··													
		-	<u> </u>	-	 					-								<u> </u>	
Any Former Name Gender*	+	ile ale		F	∟ ema	le le	$\overline{\Box}$		٠										
	D	D	M	\mathbf{M}	Y	Υ	Υ	γ											
Date of Birth*	-	_	-	-	-														
Place of Birth*		 	+	-	-	 	_	-	1	-								ļ	
Nationality*	╅─-	-	_	-				_	<u> </u>		\top	1							
Occupation*	-	╁	╁	_	 	-	 		 		-	 			_				
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Mobile No 2	+	+-		+ -	 			╁	 	 	†	+	 	T -				-	
Fax	+-	+	-	-	 	<u> </u>		+	_	╁	+	\top	\vdash		\vdash	ļ-	1 -	İ –	
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Residential Address	-	T	$\overline{}$	$\overline{}$	_	Τ	Τ.	Τ.	T		1								
Digital Address*		_	-		-	_	+	-	+	┪┈	+		_	_	_				
House/Building/Flat* (Name or House No.)/LMB	-							 	 			ļ <u>-</u>		_	-			_	
Street Name*		-				<u> </u>		<u> </u>	<u> </u>	<u> </u>	_	 		-	-	-	-		
City*				Τ_			_			ļ	ļ		<u> </u>	<u> </u>	_	┷		_	-
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Ghana Card(National Identity	y Car	d)*		GH/	Δ -														
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Signature*																			
I In	Cas	e th	e Co	mb	anv							orat							The Corporate Body mus have as one of its promot
			<u> </u>	T	Ť	T	\top	1	T	\top		1.				- -			subscribers or operating
Corporate Name*		1			_ _		_ _			_	_		_				-	+	officers a person who qua
Mornorate Name		_				.1		- 1	i i		- !					1	- 1		to be a Company Secretar

Corporate TIN*				\top				— 		-	<u> </u>			-1	· 		.		- 1
Digital Address*	-		+		-			_			-	_	-		_ _				The corporate representativ
Corporate Address					-	-						- -		-		- -	_		holds at least one of the
H/No. LMB*	-			1	_		-		-	+		-	- -	+-	-		-	_	qualification(s) of secretary stated above
P.O. Box/DTD/PMB*																			Reference to section 211 (2) and section 150 (1) (D) of Ac
Name of Person	1				1			+	.				_	+	_	+		+	992
Representing the								1		_	1			+	+		\neg	\dagger	7
Corporate Secretary*							_			-			7		†	1-	_	1	_
TIN of Representative*																			
Ghana Card(National Identit	у Сат	rd)		GH,	4 -					<u> </u>		1		T		Τ			_
Signature(Corporate Representative)*				•••						•••••						•			
7.4			:											٠.					
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 Corporate Stamp*					•••••				••••					.					
					A	teste	d by	,		,									For authentication purposes,
Director*	Τ,	TIN			T	1	Ť	1	T	\top	Τ						_		two officers of the company
Ghana Card(National Identity	ı Car	d)*		GH/	\ -		1				1					1.			are to sign their signatures together with a seal or stamt
Name*	-	Ť			T	+-		1	+-							-	T -	T -	of the company
		1	-				1			-	-	1	+	-	-	†	-	 	Reference to section 150 (1)
.*	-]	-		_				!		(D) (i) of Act 992
Signature*	ľ						•••	•••••			*****			,,,,,,,					
Secretary*	7	ΓIN			7				1			1		ŀ					i
Ghana Card(National Identity	Car	d)*		GHA	-													·	
Name*											1		1						
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Signature*				····	•••••				·····							<u> </u>			
						7			Or	in th	ie Ai	lterno	ıtive						In the absence of a stamp or
Director*	T	'IN		\$-															seal of the company, the signature of two directors an
Ghana Card(National Identity	Card	1)*		GHA	-														a Company Secretary are
Name*												1							needed for authentication
																	İ		purposes
Signature*								• • • • • • • • • • • • • • • • • • • •				1					•		Reference to section 150 (1) (D)(ii) of Act 992
Director*	Т	IN	1.]	<u> </u>				·····			-	
Ghana Card(National Identity	Cara	1)*		GHA	_			+											
Vame*	[ĺ	· ·	1			Ĺ					1							
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Signature*			-			· -	•					-1-	, '	- '	,		•		
Secretary*	TIN			,															
Ghana Card(National Identity)*		J GHA	_			 						- 1					
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≎ Signature*	+											:	*					1	
									e'			oni			••••				
(K) =				· ·		- T	Aud	itor	or t	he Co	ир	any					_		A person shall be appointed
TIN*																			an Auditor of private company if that person is
ief.																			qualified and licensed in
Auditor's Firm Name*										+									accordance with the
												<u> </u>							Chartered Accountants Act, 1963 (Act 170). See ction 1
Digital Address*										-		_	 		i -			_	(1) and (2) of Act 992.
Auditor's Firm Address*												·—	-						(=) ()
P.O.Box												-	-					₩-	Applicant needs to attach a
PMB/DTD*		<u> </u>											<u> </u>	-	-			 −	Auditor's consent letter to
					<u>.</u>	· -				+		-	+-	-	-			╁	application before submission.
				· .								<u> </u>	 	<u> </u>	 	<u> </u>		-	All Auditors shall hold office
Street Name*							<u> </u>		_	<u> </u>	-			ļ		├	<u> </u>	-	for a term of not more than
						<u> </u>				<u> </u>		ļ.,		 _	-	_		<u> </u>	years and are eligible for appointment after a cooling
City*				L	<u>.</u>	ļ			·	<u> </u>		ļ		_	-		-	-	off period of not less than s
District*					ļ	·		ļ	<u> </u>	 		-		-	<u> </u>		-	-	years.
Region*						<u> </u>			<u> </u>			<u> </u>		<u> </u>		<u> </u>	<u> </u>		Refer to section 139 (11) o Act 992
Mobile No.*						<u> </u>	_	ļ	_	-		ļ	<u> </u>	_	-		<u> </u>		ACL 992
Office No.					·_	<u> </u>				<u> </u>				<u> </u>					
Consent Letter*		Atta	ich C	onsei		tter f													
(L)					A	ddre	ess a	nd I)esc	ripti	on	of Su	ıbsc	ribei	r				
I /Wa the undersigned are des	irou	ıs of	form	ing a	in in	corp	orat	ed c	omp	any i	n pu	ırsu	ance	of th	is Co	nsti	tuti	on	A subscriber is somebody who agrees to become a
and we agree to become mem	bers	s the	reof.	and a	acce	pt lia	ıbilii	y in	acco	ordan	ce v	vith	para	grap	h 8 c	if thi	S '		member of the company.
Ad	dre	ss a	ıd D	escr	ipti	on o	f Sut	scri	ber	- Ind	livio	lual							-
Subscriber 1		Mr				Mrs	5			Miss	5			Ms		I	Or	_	The application for incorporation shall be made
First Name*														ļ					by a person:
Middle Name				1															a. Signing a duly complete
Last Name*							Ţ					<u>.l</u>							application for incorporati form
Gender*	M	Iale		I	ema	ıle	Ī.												or_or
Date of Birth*	D	D.	M	M	Y	Y	γ	γ	Ţ										b. signing a duly completed
Place of Birth*																*	ļ		application for incorporating form and the constitution
Any Former Name	 -																		the proposed company
Nationality*																			(where a registered
Occupation*																			constitution is preferred)
Digital Address*	 		-	1 .	+			<u> </u>	1		1.					•	- 1	**	If there are more than two
Address*	<u> </u>	- 	† · · ·	-	 -	 		†-							T				subscibers additional
		+			<u> </u>	1	1				1								subscriber forms shall be obtained from our website
	-		1	1.		1	1	1	ļ		-								www.rgd.gov.gh
TIN		-	+-	+	+-	+	1	+	1		-			1	·1				
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Without TIN		the (⊥. <u> </u> ttach	ed e	J		!	<u> </u>			,					
WILHOUL THY	1 111		-																
Signature*							٠.		*										
(M)				A	ldre	ss an	d De	scri	ptio	n of S	ubsc	ribe	r - Ir	ıdivi	dual				
Subscriber 2	Ţ	Mr		T	7	Mr			1	Mis				Ms ⁻			Dr		
First Name*	<u> </u>	T	T	+	1	Т	Ť	-	1			-	1			1			
Middle Name	-	+-	-	+	+	-	-	+-	-	+-	†	-	1	-			1	-	7
Last Name*	-	+	+-	 	+-		 	 				1	+-						7
Candar*	-	Male	+	1	⊥ Fem:	ie.	 	7			٠		_	1			_		

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Occupation*	-	<u> </u>	_	+-	-	+-	-	+-	 	.+	<u>├</u>		Ţ								
Digital Address*	<u> </u>			-	 	-	-	-		 	†	+-	Ť						T	_	
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Corporate Name*			_	_		<u> </u>	<u> </u>			 -	- -		-				 		+		
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P.O. Box/DTD/PMB*											\perp					ļ			_¦		
Name of Person	_				-	-										<u> </u>					•
Representing the			_																		
Corporate Subscriber			_						T												
TIN of Representative*						\top	-											_			
Ghana Card(National Identit	v Cai	rd)*		GH	A -	1		Τ													
Signature(Corporate Representative)*					•••••	•••••			•••••		<u></u>	•••••	•••••		*****		<u></u> -				
Corporate Stamp*								ż													
						ttest	ad h														For authentication purposes
	·				Τ	TI CSI	cu D	<u> </u>		`		T			T						two officers of the company
Director*	TI				 A -		-			+		\dashv		-	+-	T -	T			_	are to sign their signatures together with a seal or stam
Ghana Card(National Identit	у <i>La.</i>	raj"	_	- Gr	A -	_	+	_ -	+		- 	\neg		_	-	_	-				of the company
Name*	-		-		_		+		+	-	+	-+	_		+-	-	_	\vdash			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	_						.]	<u>l_</u>		L_				l	<u>!</u> .						Reference to section 150 (1) (D) (i) Act 992
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Secretary*	TI	N					·		_		_ _			<u> </u>	ļ	1	- 1				
Ghana Card(National Identit	y Ca	rd)*		GH	A -							_					_			_	
Name*							_							ļ	ļ		_	_		<u> </u>	
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Signature*										****				····							
	- 77.		.	-, C	r in	the A	(<i>lteri</i>	nativ	e					· I	· -						In the absence of a stamp or
Director*		TIN	.				1							1	1						

- 20 Marianal Identity (ard)	*		HA -	. 1														signature of two directors ar
Ghana Card(National Identity C		_		T															a Company Secretary are
Name*			-																needed for authentication purposes
			1		1														<u> </u>
Signature*											•								Reference to section 150 (1) (D)(ii) of Act 992
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Director*	TI	IN				!										-			
Ghana Card(National Identity	Card)*	(SHA	<u> </u>												т —	-	
Name*													 						
									<u></u>		L	L_					ļ	L	
Signature*																			
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Secretary*		IN				_		+ -	<u> </u>	<u> </u>	 		 -			_			1
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Name*	<u> </u>			<u> </u>		-			 	-	<u> </u>	_	1	-	-			-	4
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Signature*																			
	 -		-			Wit	nes	s To	the	aho	ve Si	gna	ture	3					
(0)	D -	D	М	M	Y	Y	Y	γ	1		-	0							The Form must be signed by
Date Full Name*		D	.71	171	· -	+ •	<u> </u>	† -	 	Т	T -		\top					Ï	all Subscribers in the presen- of a Witness, who shall attest
Full Name		<u> </u>	1	-	-	 	-	 	+		 	 	 	-		<u> </u>		ļ —	to the signing.
	+	L			1			<u></u>		L		 -			1				
Signature																			
Address*	-	T	1	T]	T	Τ			Ţ.	Ť						1	
Tradit GGG		-			1		İ	1	† -	\top							-		
Occupation*			-			 -		+	1	1		-							
(P)	 		1				F	lmo	unt (Guai	rant	eed	:						
This is an amount that each n	neml	oer u	ndei	take	s to	cont	ribu	ite to	the	asse	ts of	the	Com	pany	in t	he e	vent	of	Section 35 (14) and (15) of
the Company being wound up	o whi	ile th	iat p	erso	n is :	a mei	mbe	er or	with	in o	ne ye	ear a	.fter t	hatl	perso	on c	ease:	s to	Act 992
be a member, for payment of	the c	lebts	and	lliab	ilitie	es of	the	Com	pany	and	loft	he c	osts (of wi	ndin	g up).		
Amount Guaranteed*	G	нс																	
(Q)									eficia			•							
A beneficial owner for owner	s) is	the i	indiv	ridua	ıl or	natu	ral p	perso	on w	ho o	wns,	con	trols	, has	inte	rest	in, o	r	Section 35 (14) and (15) of Act 992
exercises influence over the l	egal	pers	on (or ar	rang	geme	nt) (or re	ceive	es su	ıbsta	ntia	l ben	efit f	rom	the			ACC 332
applicant's activity. A benefic																			
SANCTIONS: Failure to disclo	ose is	s an o	offer	ice a	nd v	vill at	trac	t sai	nctio	ns a	nd p	enal	ties						
Fill the BO Form attached/D	ownl	load	(ww	w.rg	d.go	v.gh)												
(R)								M	SME	De	tails								This is to determine the size of the Company i.e. small sca
No. of Employees Envisaged*	:											Ш,	<u> </u>		<u></u>				business, medium scale
																			business or large scale
(S)		- 1						Op					BOP)		lues	t	<u> </u>		
Apply for BOP Now	_	<u> </u>	Appl	y for	· BO	P Lat	er	<u> </u>	- -	Alre	ady.	have	a BO)P		 	- 1		
Provide BOP Reference No.	<u> </u>				<u>. </u>	ļ	<u> </u>				<u> </u>								For this section print a copy
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	<i>.</i>						.,,,.	l	gave	care	efully	rea	d ove	er th	e cor	ıten	ts of	this	
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(Name of Person(s)) an	d the said perso	n appear	red to	unders	stand sa	me b	etore a	appenu	ing n	112 / 11	CI		- 1					
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Signature of the	e Witness																	
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(D)	·	T .		<u> </u>	For	Offi	ce Use	Only									- 1	
(R) Date of Submission of D	ocument*		П								<u> </u>	<u> </u>				<u> </u>		
			+															
Name of Company Inspe		+	+ +									_	ļ	<u> </u>				
Filing Date*									_ _			_				ļ!		
Signature*		 									-	_	-	-				
Dignatur o								<u> </u>	,	Щ.	Ш			<u> </u>	<u> </u>	<u> </u>		Щ
Important Informa	tion	a. 3 <u>.2</u> 21.			- Parish The				<u> </u>									
					Classifi		n in Gh	ana		10.00								
Enterprise Category	Employm	ent Size(Pe	rmaner	nt staff)	Turnov	er				Ass								
Micro	1-5		<u> </u>			25,000		<u> </u>			S \$25, 325,00		<u>c¢1 0/</u>	20.00				-
Small	6-30						US\$1,00				1,000							
Medium (An enterprise will be categor	31-100				US\$1,0	00,00	1 – US\$	3,000,00	U ISD sh	ould b	e conv	r,ooi verted	into (Ghana	cedis	at Pre	vailin	g Bank
(An enterprise will be categor	ized as MSME base	d on employ	yment si	ze and a	ny otner v		e,] All all		730 311									
Privacy Notice Collection of Information: W							1	amail ad	drocco	or ote	when	voltu	ntarily	suhm	itted	hy our	custo	mers.
information provided is used Distribution of Information: Commitment to Data Securit information secure and confi	to fulfill your specifi This would be done y: Your personal ide	ic request, as permitte entifiable int	d or req	uired by on is kep	/law / Cor	npanie	s Act 20	19 (Act 9	92)									
Change Notice																		
Every company is required Director(s) / Secretary etc		egistrar wit	th any	change	after inc	orpora	ation e.	g. Chang	ge of C	Compa	iny Na	ame,	Chan	ge of	Addr	ess, C	hang	e of
Annual Return of a Cor	npany Incorpor	ated															11	l 4
All companies Incorporated a Late/Non Filing attracts Pena	re to file mandator Ities	y Annual Re	turns aft	ter the fi	rst eighte	en mor	nths toge	ether with	h Audit	ted Fin	ancial	Accol	unts ar	na suc	sequ	entiy a	nnuali	
Check List (✔) Please ma	ike sure you have	complied	with th	e follov	ving		<i>y</i> .	<u> </u>			_			•				
The document has been sign	ed at all indicated p	laces																
Registered Constitution, if ar																		
Attach each Director's Conse	nt Letter and Statut	ory Declarat	tion															
Company Secretary has requ	ired qualification(s)	·																
Company Secretary has attac		<u> </u>																
All supplementary Forms are	attached, if any																	
Filled BO Form(s) attached, if	any					<u> </u>	:											
Attached prospectus (for Pub	lic Companies only)																
Filled TIN Form(s), If any																		

OFFICE OF API THE REGISTRAR OF COMPANIES

APPLICATION TO REGISTER A COMPANY WITH SHARES

Public Limited

FORM 3C

THE COMPANIES ACT, 2019 (ACT 992) FILL THE 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

A fee is payable on presentation of 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

(A)	Reg	ister	ed C	onst	itutio	on				Stan	daro	l Con	stiti	ation	L				Tick Registered Constitution if the company has its own Constitution. If
				- ; }-	· -,,				. ,	• • • •					F				not, Tick Standard Constitution as in schedule 3 of Act 992.
					ı—-ı	· ·				 1			<u> </u>						Name should not be duplicated,
Company Name*				<u> </u>			-					_						-	similar, misleading or undesirable.
	<u> </u>		L _			<u> </u>												-	The Registrar of Companies shall have
						<u> </u>	·		<u> </u>			i				·			the final approval regarding the name which is eventually submitted for
		<u></u>	<u> </u>													-			registration.Section 21(2) of Act 992
									ļ			<u></u>							A list of registered names can be
		<u>L</u> .					<u> </u>	<u> </u>	 	<u> </u>		-					_	-	found on our portal
,									<u> </u>					-			ļ <u> —</u>	 	www.rgdeservices.com
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				<u> </u>	<u>.</u>			<u> </u>	<u>L</u>		<u> </u>	ļ.—	_	<u> </u>		<u> </u>			Tick Applicable Ending
Ending With*	P	LC	<u></u>		PUBI	IC L	IMI	ED	СОМ	PAN	Υ	ļ					_	1 -	Full name and TIN of the natural
Presented By*					<u> </u>	·				<u> </u>	<u> </u>	<u> </u>				_			person or legal entity submitting
							ļ		<u> </u>	ļ		ļ <u>.</u>			ļ	<u> </u>	ļ		documents to the Registrar of
							TI	N*	<u></u>	<u> </u>		ļ				<u> </u>	<u></u>		Companies
(B)						,			Se	ctor	<u>(s)*</u>								Choose your sector by ticking the box
Legal	Est	ate/	Hous	ing		Me								rt/A		spac	<u>e</u>		next to it.
Utilities		ıcati							Port					Hous					Specify sector(s).
Tourism	Qua	arry	/ Mi:	ning	<u>.</u>		spita				<u> </u>			/Bea			on_		If your sector is not listed, write your
Insurance	Ent	erta	inme	ent	<u> </u>	1	alth (<u> </u>			y of I					sector in the space provided for "others".
Agriculture	Foc	od In	dust	ry	ļ		_		Broke		ļ	Oth	ers(Plea:	se Sp	ecify	リ		
Oil and Gas	Ma	nufa	cturi	ing					Tra										
Construction	Pha	arma	ceut	ical		-			d Fin	ance	<u> </u>								
Telecom/ICT	Sec	urit	У		<u> </u>	1	itati												
(C)			٠.	:			Pri	ıcip	al B	usin	ess i	Activ	itie:	S .	-				in the standard
Select the Internat activity and other			lard	Indu	ıstria	al Cla	ıssifi	cati	on (I	SÍC)	code	nun	nber 	(s) f	or th	ie pr	inci	pal	ISIC or classification code is a standard classification for economic or business activities so that establishments could
ISIC code 1	_	T													<u>. </u>				be classified based on the activity they
ISIC code 2						T.	1						<u></u>			ļ	_		carry out.
ISIC code 3																	ļ		A detailed list of ISIC or Classification Codes can be found on our website at
ISIC code 4													<u></u>			<u> </u>	<u>L</u> .		www.rgd.gov.gh
If you cannot deter	mine	a coo	le, pl	lease	give	e a b	riefo	lesc	ripti	on of	fthe	com	pany	y's bi	ısin	ess a	ctiv	ities	
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(D)						Na	ture	of	Busi	ness	of t	he C	omj	oany			'		
															<u>, ., ., .</u>	٠,			Specialized institutions for example Banks, Insurance and Security companies are required to state their
						-													objects here.
					-														All other applicants who wish to
																	_		indicate their objects can also state same in this column
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						Reg	iste	red (Offic	e Ad	ldre	SS.						
		$\neg op$			- T	Ť			T								1	Per section 13 (2) (d) of Act 992 every Company must have a Registered
igital Address*	-+		-		-+		_	_ -		_								Company must have a Registered Office and this is the address to which
ouse/Building/Flat*	 -		-+		-+					_								the Registrar of Companies may send
Name or House No.)/LMB							-			-	—	_	-					correspondence.
												- +						
treet Name*	\rightarrow		-		-				-+				\dashv					Obtain a digital address by downloading the Ghana Post GPS app
													$-\dot{+}$.		onto any smart phone.
ity*				4						-								onto diri sinari pirana
)istrict*]						+	}						+		To get an accurate address, stand at
legion*												l	1					the entrance of the said location or
C)						Prir	ıcip	al Pl	ace o	of B	usin	ess						office, Applicants are to ensure that the
s the Principal place of Bus	iness	s the	san	ne a	s the	Reg	riste	red	Offic	e A	ddr	ess?						digital address provided matches with
Yes (Tick the box and proce	ed w	ith o	ther	Plac	e of	Busi				<u>If l</u>	<u>Vo (1</u>	Provi	de D	etai.	ls)			the registered office address.
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louse/Building/Flat																		·
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G)	· ·				_	. 0	tnei	PIA	re or	Du	Sinc	33		· .				Companies that have multiple
Digital Address								<u> </u>				<u> </u>	_	Τ.		1	T	operational locations must complete
House/Building/Flat								ļ				 -			 -	 		this section.
Name or House No.)/LMB					_			ļ <u>.</u>				ļ		_	<u> </u>	 		Supplementary sheets can be found
<u></u>	l						<u> </u>					<u> </u>			<u> </u>	ļ.—		our website www.rgd.gov.gh
Street Name				-	ļ						<u> </u>	<u> </u>		<u> </u>	ļ	<u> </u>		-
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City														<u> </u>		ļ		_
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	(if e	elsev	vhei	re th	an a	t the	e Re	giste	ered	Offi	ice)							
Digital Address*	Ţ]	Γ.		Γ											A Register of Members is a register
House/Building/Flat	+						ļ-	<u> </u>			 		Ţ		T .			that contains the names and address
Name or House No.)/LMB*		\vdash						+					$\overline{}$		+	 		of members of an incorporated Company.
Street Name*	 	 		 	_	-		-	<u> </u>		-			1	 	1	†	It is required that every company
		 			-				 		-	 				-		keeps and maintains a Register of its
City*		- 		<u> </u>					-			 	 	\vdash	-	┼	-	Members at a location in the countr
District*		 		<u> </u>	_	ļ	<u> </u>	<u> </u>	 		ļ		-	┼	+	-	-	-
Region*					L	ļ	<u></u>		L	<u>L</u>			l	<u> </u>	_ <u></u>		l	
	·					·	<u> </u>	osta	II Ad	dre	SS	ī	Τ	1		т-	Т	Please tick either Post Office Box (P
C/O				<u> </u> -	ļ	<u> </u>			<u> </u>		ļ	ļ	ļ		-	1	-	BOX), Private Mail Bag (PMB) or Doo
		<u> </u>			<u> </u>	J			ļ	<u> </u>	ļ	ļ			1		l	to Door (DTD) and provide details as
Туре*	P.	O.B	OX			PMI	3		D'	rd		4-			_	7	_	applicable.
Number*							1	<u> </u>					<u> </u>	_	_	_	_	_
Town*					<u></u>								<u> </u>	<u> </u>		ļ		_
Region*				:				\perp			<u>_</u>				<u> </u>		ļ	
(I)		•		•		С	ont	act o	fthe	Cor	mpa	ny				1.1		
Phone No 1*					T			T				T						Applicants are to provide at least, or
Phone No 2	+	 	-	_	1						1"		1		1			mobile phone number and an email address. This is to assist the Registra
	+	 		+	†		-	<u> </u>						<u> </u>				of Companies to communicate to th
Mohile No 3 *	+	+	 		+	:		+			1	- · · · -	\top		1		T	company
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Fax 2			-+						-+				-			Ī -		
Email Address*	 								+				-	 				
Website					artic			Dir	octor	10.01	the	Cor	nna	nv	 	1		
ທັ້				P:	artic	uiai	2 01	יווע	tion	9. (one	ant	Lett	er				Directors should be at least 18 years
Director 1	<u> </u>			$\frac{S_1}{S_2}$	tatut	ory	nec	ara	iron	- 02 L	t 10112	CILL						and above.
	A per	son	shal	l no	t be a	ppo	inte	aau	irect	.01 11	arnt	ion	hac	heen	a di	recto		Directors are to attach a statutory
i. That person within the prec	eding	g fiv	e yea	rs o	the	app.	icati	on 1	or in	COLF	ou a	.1011	nas	Deci	uu		, .	declaration and consent letter as
or senior manager of a Compa	iny th	iat h	ias b	econ	ne in	SOLV	ent.			_							_	stated in section 172 (2) of Act 992.
Tick applicable	<u> </u>	Yes			<u></u>	No				75 - 1-		+++						-
ii. Charged with or convicted	of a c	rimi	nal c	ffen	ce in	volv	ing i	rauc	orc	usn	ones	Ly						If you tick "yes" to any of the Statutory Declarations, provide details
Tick applicable	<u> </u>	Yes	<u> </u>		<u>. </u>	No			<u>. </u>						n or			that qualifies you to be a director.
iii. Charged with or convicted	ofac	rim	inal	offe	nce r	elati	ng to) the	proi	mot	юп, і	IIICU.	ı por	anu	11 01			Attach supporting documents
management of a company th				e ins	olve	nτ.			_									-
Tick applicable	<u> </u>	Yes		_	<u> </u>	No		<u> </u>					т—					A Company shall have at least two directors of which one should be
Statutory Declaration Form*				<u></u>	Con	sent	Lette	er*				Τ.	<u>L</u> .	+	Τ.		_	resident in Ghana.
Title	I M	<u>Ir</u>			Mrs		_		Miss	5	<u> </u>	\vdash	$\frac{Ms}{1}$		-	Dr T	+	_
First Name*							<u> </u>	<u> </u>			ļ	ļ	╄-	+	-	-	+-	If there are more than two directors,
Middle Name					1_					ļ	-	 -	+	+	\vdash		 	additional directors' forms shall be obtained from our website at
Last Name*							ļ	<u> </u>	.		 -	<u> </u>			 	 	-	www.rgd.gov.gh
Any Former Name							<u> </u>			<u></u>	\perp			_]	Ш	1 .		
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Ghana Card(National Identity	Card)*	<u> </u>		GHA		-											_
Without TIN	Fill	the	GR/	1 TI	N For	m a	ittac	hed										
Residential Address			· .					1										This address when provided will not
Digital Address*	+ -	Ĭ	T															appear on public record, unlike that of the Company.
House/Building/Flat*		T	_	1			-		1	T						-		inc company.
(Name or House No.)/LMB		T .		1			. :										1	Applicants are to ensure that the
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Region*			<u> </u>	<u> </u>	1			1		т.								

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Country*							-+					-+						which you serve as director
Particulars of other							-+				-+	- +			-+			
Directorships*									<u> </u>			l						
Director's Signature*																		
	<u> </u>			*****		*******		******	*******	••••••								
(K)							Dec	Lore	Hich	& C	onec	nt·Y	ette	r				
Director2	<u></u>			<u>. S</u>	tatu	Lory	vec	lafa	direc	torif		,116 1.					-	Kindly use the instructions given in
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i. That person within the prec	edin	g five	e yea	rs 0	f the	app.	licati	on I	or in	согр	orac	1011 1	ias D	CCII c	. un	CGCO	•	
or senior manager of a Compa	any t	hat h	as b	econ	ne in	SOLV	ent											
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ii. Charged with or convicted	of a c	rimi	nal c	offen	ce in	volv	ing t	rau	u or	uisno	mest	<u>.y</u>						
Tick applicable	<u> </u>	Yes		<u> </u>	<u>L.</u>	No				300 m to	or !	ncc	norc	tion	nr.	<u></u>		
iii. Charged with or convicted	ofa	crim	inal	offer	nce r	elati	ing to	o tne	e pro	mou	OH, 1	исот	рога	tióit	01			
management of a company th	at ha			e in	SOLVE				1									
Tick applicable		Yes			_	No		<u> </u>					T 1	 .				1
Statutory Declaration Form*	,		т.				Lett	er*	3.4.		_		// c	- 1	r)r	Г	
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Ghana Card(National Identity	Care	l)			GHA		J.,	<u>L</u>						<u> </u>		<u></u>		4
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Country*_	1											-			_ -			
Particulars of other											-					_	_	
Directorships*	$\perp \perp$				1						_,						_	
Director's Signature*					:													
(L)			-		Par	ticu	lars	of ([om	pany	Sec	reta	ury_					Tick the applicable qualification(s)
Professional qualification																		Tick the applicable qualification(5)
Tertiary level qualification																		Attach Consent Letter
Company Secretary Trainee																		Reference to Section 211 (1) and (3) of
Barrister or Solicitor in the R	epubl	ic																Act 992
Institute of Chartered Accoun	ntants																	
Under the supervision of a qu	ıalifie	d Co	mpa	ny S	ecre	tary												
Institute of Chartered Secret	aries a	and A	Adm	inist	ráto	CS.												
Puvirtue of an academic qua	lificat	ion.	men	nber	of a	prof	essi	nal	body	7,								
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Corporate Address H/No. LMB* P.Q. Box/DTD/PMB* Name of Person Representing the Corporate Secretary* TIN of Representative* GHA -Ghana Card(National Identity Card) Signature(Corporate Representative)* Corporate Stamp* For authentication purposes, two Attested by officers of the company are to sign their signatures together with a seal or TIN Director* stamp of the company Ghana Card(National Identity Card) GHA -Name* Reference to section 150 (1) (D) (i) Act Signature* TIN Secretary* GHA -Ghana Card(National Identity Card) Name* Signature* In the absence of a stamp or a seal of Or in the Alternative the company, the signature of two Director* directors and a Company Secretary are needed for authentication purposes GHA -Ghana Card(National Identity Card) Name* Reference to section 150 (1) (D)(ii) of Act 992 Signature* TIN Director* Ghana Card(National Identity Card) GHA -Name* Signature* TIN Secretary* Ghana Card(National Identity Card) GHA -Name* Signature*

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Auditor of the Company (N)A person shall be appointed an Auditor TIN*of a Public Company if that person is Ghạnở Card(National Identity Card) GHA qualified and licensed in accordance with the Chartered Accountants Act, Auditor's Firm Name* 1963 (Act 170). See section 138 (1) and (2) of Act 992. Applicant needs to attach an Auditor's consent letter to this application before submission. Digital Address* All Auditors shall hold office for a term of not more than six years and are Auditor's Firm Address* eligible for appointment after a cooling P,O,Boxoff period of not less than six years. Refer to section 139 (11) PMB/DTD* House/Building/Flat (Name or House No.)/LMB* Street Name* City* District* Region* Mobile No.* Office No. Attach Consent Letter from Auditor Consent Letter* Details of Shares and Stated Capital (0)State clearly the total amount of the Authorised Shares* proposed Authorized Shares GHC Stated Capital* and the Stated Capital Number of Authorised Shares of Each Class All shares are of no par value Also state all the relevant details Equity Shares* IF ANY about the company shares Preference Shares Number of Issued Shares of Each Class The amount Paid in Cash of Each Class Equity Shares* Amount Remaining to be Paid on Each IF ANY Preference Shares Class must not exceed stated capital Amount Paid In Cash of Each Class: Equity Shares, previously known as GHC Equity Shares* IF ANY Ordinary shares GHC Preference Shares Amount Paid Otherwise than in Cash of Each Class GHC EquityShares IF ANY GHC Preference Shares Amount Remaining to be Paid on Each Amount Remaining to be Paid on Each Class Class must be stated, if it is applicable Equity Shares(Unpaid) GHC to the company GHC Equity Shares (Due) Preference Shares (Unpaid) GHC GHC Preference Shares(Due)

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First Name*						1				_				.—			-	for Incorporation form or
Middle Name																		 b. signing a duly completed application
Last Name*									_									for incorporation to this form and the
Any Former Name															_	<u> </u>		constitution of the proposed company
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Collection of Inform submitted by our cu Distribution of Information of Information of Information Day	stomers. The information provid	ed is used to fulfill y permitted or require fiable information is	led by law / Companies Act 2019 (Act 992) kept secure. Only authorized employees, agents and contractors
Change Notice			
Every company is re Change of Director(ith any change afte	r incorporation e.g. Change of Company Name, Change of Address,
A Detum of a	Company Incorporated		
All companies incor	porated are to file mandatory An	nual Returns after t	he first eighteen months together with Audited Financial Accounts
and subsequently a	nnually at a fee. Late/Non Filing a	attracts Penalties	
Check List (✓)			
Please make sure yo	ou have complied with the follow	ring	
The document has	peen signed at all indicated place	S	_
Registered Constitu			
Attach each Directo	r's Consent Letter and Statutory	Declaration	
Company Secretary	has required qualification(s)		·
Company Secretary	has attached Consent Letter		
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Attached prospectus (for Public Companies only)

Filled TIN Form(s), if any

OFFICE OF THE REGISTRAR OF COMPANIES REPUBLIC OF GHANA

APPLICATION TO REGISTER A COMPANY WITH SHARES

ES FORM 3D
Public Unlimited

THE COMPANIES ACT, 2019 (ACT 992)

FILL THE 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

A fee is payable on presentation of 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

(A)	Re	giste	red (Cons	itut	ion			,	Stan	ıdar	d Co	nstit	ution	1				Tick Registered Constitution if the
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Company Name*																		-	Name should not be duplicated, similar, misleading or undesirable. The Registrar of Companies shall have
	-		-	1.	-					-		-	_	_				-	the final approval regarding the name
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Tourism	Qu	arry	/ Mi	ning		Hos	pital	lity				Fasl	hion,	/Bea	utifi	catio	n		If your sector is not listed, write your
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Street Name*				<u> </u>	<u> </u>	<u>. </u>		ļ			<u> </u>	ļ			<u> </u>		<u> </u>	Obtain a digital address by
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Is the Principal place of Bus	sines	s the	e sa	me a	as th	e Re	gist	ered	Offi	ice A	lddr	ess?						Applicants are to ensure that the
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(Name or House No.)/LMB*					<u> </u>		†		1	† ;-								of members of an incorporated Company.
Street Name*		-		 	+		1	1.	 	-		T		T -				It is required that every company
City*	+		 	 -	-	+	+	+				1	†	† · · · ·		ļ	ļ	keeps and maintains a Register of its
District*	+-			<u> </u>			+	+	1	-	_	+			 	 	-	Members at a location in the country.
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(J)	ļ			Pa	irtic	ular	s of	Dire	ctor	s of	the (Com	pan	y				
Director 1				St	atut	ory	Decl	arat	ion	& Co	onse	nt I	ette	er_				Directors should be at least 18 years and above.
	A per	son	shal	Inot	he a	nno	inter	l a di	rect	or if								and above.
i. That person within the prec	eding	five	vea	rs of	the	appl	icati	on fo	r inc	orpo	rati	on b	as b	een	a dir	ecto	r	Directors are to attach a statutory
or senior manager of a Compa	nv th	at h	as be	ecom	ie in	solve	ent.											declaration and consent letter as
		Yes				No	\neg									-		stated in section 172 (2) of Act 992.
Tick applicable ii. Charged with or convicted	of o co	rimi	 o ler	ffen	ce in	volv	ng f	raud	or d	isho	nest	у —						If you tick "yes" to any of the
		Yes		TICII		No												Statutory Declarations, provide details
Tick applicable iii. Charged with or convicted		162	nol.	offon	CO T	alatii	na to	the i	nror	notic	n, ir	icor	pora	ition	or			that qualifies you to be a director.
iii. Charged with or convicted	orac	riiii)	anai (oinei	olvei	erati. nt	15 tt	LIIG	Pro.		,		1					Attach supporting documents
management of a company th					OIVE	No									_ :-			A Company shall have at least two
Tick applicable	<u> </u>	Yes		!			T -44	**										directors of which one should be
Statutory Declaration Form*						sent.	цепе		4:			n.	ls		r	r	Ţ -	resident in Ghana.
Title	M	lr_			Mrs			P	Miss				12	-	-	· <u>·</u>	 	1
First Name*	<u> </u>								_				-	 	 	-	+	If there are more than two directors, additional directors' forms shall be
Middle Name			<u>.</u>			· .								<u> </u>	-		+-	obtained from our website at
Last Name*													<u> </u>		-	-	-	www.rgd.gov.gh
Any Former Name						ļ.,							<u> </u>	L	<u> </u>		<u> </u>	_
Gender*	M	ale	Γ.	F	ema	le_								т			, .	
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Place of Birth*			Ì											ļ				
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Mobile No 2	+	├	├─	-	-	+							· · · · ·		Ť			7
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Ghana Card(National Identity	Card	<u>9* </u>					1	 	<u></u>	<u> </u>		l	.!		1	.l		
Without TIN	Fill	the	GR.	A TIN	V FO	rm a	ttac	neu						<u> </u>		1,1	-	This address when provided will not
Residential Address		_	,—		1				1	1 –		_						appear on public record, unlike that o
Digital Address*			ļ	-	12.	<u> </u>		<u> </u>	_	<u> </u>		_	Τ	- ₁ -		Τ-		the Company.
House/Building/Flat*						ļ	<u> </u>	<u> </u>		<u> </u>	ļ	<u> </u>	-	_	-			A village to one use that the
(Name or House No.)/LMB					1			<u> </u>			<u> </u>	ļ	1	_		_	+	Applicants are to ensure that the digital address provided matches with
				<u> </u>		7. S.A.						<u> </u>	-	_		4-	+	the residential address provided.
Street Name*							<u> </u>	1. :		<u> </u> .	_	<u> </u>	1	-		-	\bot	_
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City*				1	Τ'_							ļ	<u> </u>	\perp			_	Provide your current workplace
District*	_	1	\top		1		1							1.		_	<u> </u>	address.
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Cōuntry* -											-							List the names of other Companies fo
Particulars of other Directorships*	-							•										which you serve as director
Strectorships (-				-													
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Director's Signature*					-		+ , 5	, V ,										
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	<u>l</u> .			*****	*******	•••••	• • • • • • • • • • • • • • • • • • • •		···········			••••						
(K)																		
Director2	<u> </u>				tatu							enti	ette	r				Kindly use the instructions given in
	A per	rson	shal	ll no	t be a	ippo	inte	dac	lirect	or if					1.			section (J)
i. That person within the prec	:edinş	g five	e yea	ırs o	f the	appl	icat	ion f	or in	corp	orat	ion l	nas b	een :	a dir	ecto	r	
or senior manager of a Comp	any th	ıat h	ıas b	ecor	ne in	solv	ent		, -									-
Tick applicable		Yes				No	<u>.</u>	<u>L</u>										_
ii. Charged with or convicted	of a c	rimi	nal c	ffen	ce in	volv	ing I	rauc	or c	lishc	nes	ty			· <u> </u>			1
Tick applicable		Yes				No												_
iii. Charged with or convicted	ofa	crim	inal	offer	nce r	elati	ng to	the	pro	moti	on, i	ncor	pora	tion	or			•
management of a company th	iat ha	s be	com	e in	solve	nt												_
Tick applicable		Yes		-	Γ,	No								-				
Statutory Declaration Form*	<u> </u>				Con.	sent	Lett	er*				,						
Title	TN	 1r			Mrs				Miss			N	1s		D	r		
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Last Name*		_	┼┈─		\vdash	-			T	-			<u> </u>				_	7
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Director's Signature*				••••							•••••	••••						
(L)					Pa	rtic	ılar	s of	Com	pan	y Se	cret	ary					
Professional qualification		•														-		Tick the applicable qualification(s)
Tertiary level qualification													-		1			Attack Course (1)
Company Secretary Trainee	-														1			Attach Consent Letter Reference to Section 211 (1) and (3) o
Barrister or Solicitor in the Re	nuhl	ic																Act 992
Institute of Chartered Account					-	<u>. </u>										.*		
Under the supervision of a qua			mna	anv (ecre	ram												
Institute of Chartered Secretar										· · · · · · · · · · · · · · · · · · ·								
By virtue of an academic quali							Gee!	ادين	hodi						1			
appears to the directors as cap	meati	iuil, Lofr	men Lerfo	inel	oud nortl	ים לוי יטיק	icssi neti	ondl one 1	of Ser	reta	ድህ ሰ ³	fthe						
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Consent Letter*		ſ	1	Ι	h/		1		Mis		1	ъ	ls	T	r	r		-
Title	M	ır			Mrs	,	-	-	IV1153	•	ļ . <u>-</u>	IV	19		L	1		-
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Gender* Date of Birth* Place of Birth* Nationality* Occupation* Mobile No 1* Mobile No 2 Fax Email Address* Residential Address	Ма	le		F	ema	1	Y	Y										appear on public record, unlike that o
Gender* Date of Birth* Place of Birth* Nationality* Occupation* Mobile No 1* Mobile No 2 Fax Email Address* Residential Address	Ма	le		F	ema	1	Y	Υ.										
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Gender* Date of Birth* Place of Birth* Nationality* Occupation* Mobile No 1* Mobile No 2 Fax Email Address* Residential Address Digital Address* House/Building/Flat* (Name or House No.)/LMB	Ма	le		F	ema	1	Y	Y										appear on public record, unlike that on the Company. Applicants are to ensure that the
Gender* Date of Birth* Place of Birth* Nationality* Occupation* Mobile No 1* Mobile No 2 Fax Email Address* Residential Address Digital Address* House/Building/Flat* (Name or House No.)/LMB Street Name* City*	Ма	le		F	ema	1	Y	Y										appear on public record, unlike that o the Company. Applicants are to ensure that the digital address provided matches with the residential address provided.
Gender* Date of Birth* Place of Birth* Nationality* Occupation* Mobile No 1* Mobile No 2 Fax Email Address* Residential Address Digital Address* House/Building/Flat* (Name or House No.)/LMB Street Name* City* District*	Ма	le		F	ema	1	Y	Y .										appear on public record, unlike that on the Company. Applicants are to ensure that the digital address provided matches with the residential address provided. Provide your current workplace
Gender* Date of Birth* Place of Birth* Nationality* Occupation* Mobile No 1* Mobile No 2 Fax Email Address* Residential Address Digital Address* House/Building/Flat* (Name or House No.)/LMB Street Name* City* District* Region*	Ма	le		F	ema	1	Y	Y .										appear on public record, unlike that on the Company. Applicants are to ensure that the digital address provided matches with the residential address provided.
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(M) 2			In C	ase	the	Cor	npa	ny S	ecre	tary	is a	Bod	y Co	rpo	rate	:		
Corporate Name*																		The Corporate Body must have as one
÷																		of its subscribers or operating officers a person who qualifies to be a
Corporate TIN*																		Company Secretary,
Digital Address*					F1 15													
Corporate Address	1									1								The Corporate Representative must
H/No. LMB*					_													hold at least one of the qualification(s) of secretary stated above
P.O. Box/DTD/PMB*			-					-										Reference to section 211 (2) Act 992
							·											1
					<u> </u>													
Name of Person			· ·					-				-						1
Representing the				<u> </u>			- 1					 				 		4
Corporate Secretary*				-	;				l	· ·		<u> </u>						
TIN of Representative*	+																	
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Ghana Card(National Identity	Cara)			' '	JOH	-					. .	ļ .	· · · · · ·				J	-
Signature(Corporate Representative)* Corporate Stamp*		···		••••	••••••••••••••••••••••••••••••••••••••	••••••	••••••••••••••••••••••••••••••••••••••	· • • • • • • • • • • • • • • • • • • •	······	•••••	·······	••••••••••••••••••••••••••••••••••••••		•••••				
					ttes	ted b		••••••		*******		••••••						For authentication purposes, two
Director*	T	IN			LILLS	icu i	1	1	Τ	Ī		i —		٠.				officers of the company are to sign
·			<u> </u>		~!!^			_	1	ľ						I		their signatures together with a seal or
Ghana Card(National Identity	Cara)			,	SHA	- 			ļ <u>.</u>									stamp of the company
Name*	<u> </u>			-							ļ				-			Reference to section 150 (1) (D) (i) Act
	<u> </u>								ļ	· · · · · · · · · · · · · · · · · · ·		l						992
Signature*					+ 5+						******							
Secretary*	TI	IN																
Ghana Card(National Identity	Card)	*		. (ЗНА	÷ ' '												
Name*					٠.													
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Signature*				••••		•••••		•••••		•••••					-	•		
	1		O	r in t	he A	Iter	nativ	'e	-					·				In the absence of a stamp or a seal of
Director*	TI	N.										-						the company, the signature of two
Ghana Card(National Identity (Card)	*			эна	-												directors and a Company Secretary are needed for authentication purposes
Name*	ΤÍ																	
				-														Reference to section 150 (1) (D)(ii) of
Signature*	·.			*****			.,,,,,		•••••	·······		*******		.,,,,		J	:	Act 992
Director*	TI															1		
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Name*	-												٠,					
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Secretary*	Т	'IN			1		1					1	Γ	T				
Ghana Card(National Identity			<u>.</u>	 	GHA	-	 		1	 	-	 	 	†	Τ		T	
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Signature*																		
(N)	٠			- 5						e Cor								
71N*	Т	1		T	T	Ī		1			Ė	T			-			A person shall be appointed an Auditor
Ghana Card(National Identity	 Card	')*	ш.	 	GHA	-	 	<u> </u>	<u> </u>					T	T			of a Public Company if that person is
Auditor's Firm Name*	1	Í	1		T :	· · · · ·		 	 	٠.					1			qualified and licensed in accordance with the Chartered Accountants Act,
	-		<u> </u>		-													1963 (Act 170). See section 138 (1) and
			╁┈┈		-		<u> </u>		<u> </u>		:	 						(2) of Act 992.
		1		1			-											Applicant needs to attach an Auditor's
:			 						·									consent letter to this application
			1		ļ													before submission.
Digital Address*	†						 					1		J	•			All Accellance of all to the second acceleration
Auditor's Firm Address*										-								All Auditors shall hold office for a term of not more than six years and are
P.O.Box																		eligible for appointment after a cooling-
	·	7.			. ·				1		Ι.							off period of not less than six years.
						· · · ·	i —											Refer to section 139 (11)
PMB/DTD*	 																	
					1													
House/Building/Flat						٠.												
(Name or House No.)/LMB*													, "					
Street Name*	1			-	T													
						_											1	
City*																		
District*	<u> </u>									-								
Region*	 																	
Mobile No.*																		
Office No.																		
Consent Letter*		Att	ach (Cons	sent	Lett	er fr	om	Aud	itor			•					
(0)					Det	ails	of Sl	ıare	s an	d Sta	ated	Сар	ital					
Authorised Shares*]											State clearly the total amount of the
Stated Capital*	G]	HC																proposed Authorized Shares and the Stated Capital
Number of Authorised Shar	es o	f Eac	ch Cl	ass								. 4						All shares are of no par value
Equity Shares*		Ĭ																Also state all the relevant details
Preference Shares														<u> </u>		IF A	ANY	about the company shares
Number of Issued Shares of	Eacl	h Cla	ass														,	The amount Paid in Cash of Each Class
Equity Shares*																		and
Preference Shares									<u></u>							IF A	NY	Amount Remaining to be Paid on Each
Amount Paid In Cash of Eac	h Cla	iss:										_						Class must not exceed stated capital
Equity Shares*	G	HC									<u></u>							Equity Shares, previously known as
Preference Shares		HC			. <u> </u>											IF A	INX	Ordinary shares
Amount Paid Otherwise tha	n in	Cas	h of	Each	ı Cla	SS												
EquityShares	Gl	HĊ											ļ					
Preference Shares	GI	HC								<u> </u>						IF A	ANY	
Amount Remaining to be Pa	id o	n Ea	ch C	lass							,	,	, -	,			,	Amount Remaining to be Paid on Each
Equity Shares(Unpaid)	GI	HC												<u> </u>	ļ			Class must be stated, if it is applicable to the company
Equity Shares (Due)		HC		ļ				<u> </u>	<u> </u>						<u> </u>			, ,
Preference Shares (Unpaid)		HC.	<u> </u>	<u> </u>				<u> </u>	ļ <u> </u>		ļ			ļ	<u> </u>			
Preference Shares(Due)	GJ	HC			<u> </u>	L				<u> </u>	L				L			

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(F)															dual			
This Section N	lust	Be F	fille	iwi	th o	r Wi	thou	tal	Regi.	ster	ed C	onst	itut.	ion	1 .	•	•	A subscriber is somebody who agrees to become a member of the company
I/We the undersigned are de Constitution and we respecti	sirot	12 OI	iorm	ung	an ii tha	ıcorı	ora	tea (.omp	oany :+1	ın p	ursu	ance	or to	nis	i+a a		by the taking up shares at the
respective names and to pay														et o	ppos	ite o	uı	inception of the company
Subscriber 1		Mr		-	irs	T	,	iss	T	1		1	T .	Dr.	1	1		The application for incorporation shall
First Name*	+ '	VIII .		14	115		[4]	133	<u> </u>	+ '	V15			T				be made by a person:
Middle Name		+	+		+	1			 			 	<u> </u>	+	<u> </u>	١.		a. Signing a duly completed application for incorporation form
Last Name*	\vdash				-	-	-	-	+									or
Any Former Name	+	+	 	 	1		-		 	 	+	 	 	-	+		 	b. signing a duly completed application
TIN*	-	╁	 		1	 	 	 	 -	1	 	1	.L	J		<u>-</u>	l	for incorporation to this form and the constitution of the proposed company
Ghana Card(National Identity	Cara	l) *	1		GHA								1					(where a registered constitution is
Without TIN	_	, l the	GRA	TIN	l Fo	rm a	ttac	hed	٠,,	<u></u>		l	ł	١.,	-			preferred)
Gender*	M	ale	Ţ	F	ema	ile						,						If there are more than two subscribers
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Place of Birth*							1.0				Ť	N.			T			obtained from our website at
Nationality*																		www.rgd.gov.gh
Occupation*																		
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Consideration Payable in Cash	*	$\perp c$	HC		1													
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Signature*				_	ss ar	id D	T	iptic	on of	1	scri	ber		 livio	lual		-	Kindly use the instructions given in
Signature* (Q) Subscriber 2		- Ar		_		nd D	T		on of	1		ber			lual		÷ .	Kindly use the instructions given in section (P)
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Corporate Address*									<u> </u>				<u> </u>				ļ	1
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Director*				L		L	-		-	ļ		 	-	-	1	T		their signatures together with a seal or
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Occupation*			-																				
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Provide BOP Reference No.	<u>L.</u>			L			l				<u>L</u>	<u> </u>		ļ	ļ								
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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\$3,000,0	00 US\$1,000,001 – US\$3,000,000

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 / 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.

Annual Return of a Company Incorporated

All companies incorporated are to file mandatory Annual Returns after the first eighteen months together with Audited Financial Accounts and subsequently annually at a fee. 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	
Registered Constitution, if any	
Attach each Director's Consent Letter and Statutory Declaration	
Company Secretary has required qualification(s)	
Company Secretary has attached Consent Letter	
All supplementary Forms are attached, if any	
Filled BO Form(s) attached, if any	
Attached prospectus (for Public Companies only)	
Filled TIN Form(s), if any	



APPLICATION TO REGISTER A COMPANY LIMITED BY GUARANTEE

THE COMPANIES ACT, 2019 (ACT 992)

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

FORM 3E Public Limited

(A)																					CONTRACTOR AND INCOME.
! *	Reg	istei	ed C	onsi	ituti	on			İ	Stai	ndar	d Co	nsti	utio	1.:			j			the company has its own Constitution, if not, Tick Standard Constitution as in
															***********		(0. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1				schedule 4 of Act 992
Company Name*																					Name should not be duplicated similar, misleading or undestrable. The Registrar of
			-				· ·	e entrem un à riv													Companies shall have the final approval regarding the name which is eventually submitted
	,			erigin general				t marma.											100,000		of Act 992 A list of registered names can
																					be found on our portal www.rgdeservices.com Tick Applicable Ending
Ending With ²	PLB			<u>. </u>	PUB	LIC L	IMITE	D BY	GUAF	RANTI	EE	,	1	J							Fick Applicable Entitle
Presented By Applicant*																					Full name and TIN of the natural person or legal entity that submits these documents to the Registrar of Companies
								T	N*		<u> </u>		<u> </u>					<u> </u>			
(B)		,						· ·			Se	ctor	<u>(s)</u>	T=- ;							Choose your sector by ticking
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Charity		↓	iety				 	4	nda		Duni	n afr	-	 							If your sector is not listed, write your sector in the space
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Chaper/ Charen		Dice	,, ,,,				J	<u> </u>	Pri	incip	al A	ctiv	ities	_ ;							
Select the Internation and other activities	al S	tand	ard I	ndu	stria	1 Cla	ssifi	catio							or th	e pri	ncip	al a	ctivi	ity	ISIC or classification code is a standard classification for economic or company activities
ISIC code 1													<u> </u>					ļ.	<u> </u>		so that establishments could be
ISIC code 2						<u> </u>					ļ		ļ						<u> </u>	 	classified based on the activity they carry out.
ISIC code 3			<u> </u>		<u> </u>	<u> </u>		-	ļ	<u> </u>	ļ		-				<u> </u>	<u> </u>	-	-	
ISIC code 4					<u> </u>			<u> </u>		L.,		<u></u>	ļ.,,	 	<u> </u>		1	<u> </u>	<u> </u>		A detailed list of ISIC or classification codes can be
If you cannot determi	nea	COC	ie, pl	ease	give	ab	riet o	iesci	трпс	no or	tne	com	panj	/ \$ 00	ojeci	(<u>s</u>) o	elov	<u></u>			found on our website at www.rgd.gov.gh
																					Specialized Institutions for
											:										example Churches, NGO's and CSO's are required to state thei objects here.
		·																			All other applicants who wish to indicate their objects can also state same in this column.
																					!

NOTICE OF ADDRESS WHERE REGISTER OF MEMBERS IS KEPT,

IF OTHER THAN AT THE REGISTERED OFFICE

FORM 5



THE COMPANIES ACT, 2019 (ACT 992) PURSUANT TO SECTION 35 (9) FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN BETWEEN WORDS

PLEASE WRITE ALL WORDS WITH NO ABBREMATIONS

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

A fee is payable on presentation of this Read the instructions before comple											av ďel	av the	e regis	tratio	n	
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Company Name*	.,,,,,,,,,	-	 	}	·!		ļ	·{	ļ	<u> </u>	******		}	}	f	registered, should there have been
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Registration Number*	<u> </u>		1	į	<u> </u>	<u> </u>		<u>l</u>	<u> </u>	<u> </u>					<u> </u>	Registration Certificate
Presented By*						•			}							Full name and TIN of the natural
•		}	·····	Î		7	1	7				}			1	person or legal entity submitting
			1	· .	******			1	}	Î						documents to the Registrar of
	TIN	-	1		<u> </u>	i	1	}	}			1	1		<u>:</u>	Companies
(B)			\$												_	
To the Registrar of Companies: hereby gives you notice, in accor								npan	ies A	ct, 20.	19 (A	ct 99	2) the	at th	e Rej	gister of its members is kept
Digital Address*	•	ś		1	•	:			{							A Register of Members is a register
House/Building/Flat	******	}		ļ	harva		ļ	-	{-eretes.	*******					ļ	that contains the names and
	<u> </u>	 	 		 	 		ļ	}						 	addresses of members of an
(Name or House No.)/LMB*	•	ļ	 	ļ	<u> </u>	, , ,	}	}							ļ	Incorporated Company.
Street Name*		ļ	ļ		<u> </u>	<u>.</u>	ļ	ļ							<u> </u>	it is required that every company
City*	.ļ	ļ	ļ		Ì	ļ	ļ	}							ļ	keeps and maintains a Register of
District*	<u> </u>	1						<u> </u>							<u> </u>	its Members at a location in the
Region*	Ţ		}	1		•										country.
which is not the registered offic	e of tl	he Co	mpa	ny.			4:			• .						
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Name*			<u> </u>			<u> </u>	L									
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Position/Designation*			1													Provide Signature of the Director
TIN		,			*****	*****		1			*****					or Secretary and also mention
Ghana Card (National Identity C	ard)	******** K			GH	ĬÄ -		}		******	*******	*******				clearly either its
Director's Signature*			D	T)	M	M	Y	Y	Y	Υ				>4 4 > 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		Director or Secretary's signature. State Date in the provided space as per format.
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(D)			7							For	r Offi	ice U	se Oi	nlv		
Date of Submission of Document	*		<u>₹</u>					i			-			,	<u> </u>	
Name of Company Inspector*			}		i	ļ	,	} -						******		
		····	ļ		 -			 								
Filing Date*					i		L							******	J	<u></u>
Signature*				~~~~	~~~		******	******	*****	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			~~~~	*****		
Important Information					, .		27	-								
Privacy Notice Collection of information: We collect pers The Information provided is used to fulfill Distribution of Information: This would b Commitment to Data Security: Your pers	your s e done onal id	pecific as per lentifia	reque: mitte ble in	st. d or re format	quirec	d by la kept s	w / Co ecure.	mpani Only	es Act	2019 ized e	(Act 9:	92) ees, ag	gents a	and co	ntract	tors who have agreed to keep
Information secure and confidential have:	arness.	tathis	.infara	nation	•••••			•••••		,		******		•••••	·····	
Change Notice											·					Change Change of
Every company is required to furnish Director(s) / Secretary etc.	the R	egistr	ar witi	n any	chan	ige aft	er inc	orpo	ration	e.g. C	nang	e of C	ompa	ny N	ame,	Lnange of Address, Change of
Annual Return of a Company Inco	rpora	ted	·····		•••••		~~~~			~~~~			~~~~	~~~~		
All companies incorporated are to file mai			ıal Ret	urns a	fter ti	ne first	eight	een m	onths	togeth	er wit	h Aud	ited A	ccoun	ts and	subsequently annually at a fee.
Late/Non Filing attracts Penalties		•				•	-									
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Check List (✓)					******			*****			*****			****	******	<u></u>
Please make sure you have complied	*******		IOWIN	5		•••••										
The document has been signed at all indic All supplementary Forms are attached, if		arez		*****	******	******	*******									A Company of the Comp
un zobbierietrat à como que arraéned' it									ا ا	ł .						

PARTICULARS OF A CONTRACT RELATING TO SHARES

OFFICE OF THE REGISTRAR OF COMPANIES REPUBLIC OF GHANA

THE COMPANIES ACT, 2019 (ACT 992)

Pursuant to Section 45(2)

FORM 6

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

A fee is payable on presentation of 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 process Name should be exact as registered, Company Name* should there have been any Change Name after registration do state the new name The Registration Number is stated at the top left side of the Registration Certificate Registration Number* Full name and TIN of the natural Presented By* person or legal entity submitting documents to the Registrar of TIN* Companies Particulars of Contract Relating to Shares Allotted as Fully or Partly (B) Paid up Otherwise than in Cash by the Company above stated In this section of the form clearly mention the detailed account of 1. The number of shares allotted as fully Particulars of Contracts Relating to or partly paid up otherwise than in cash Shares Allotted as fully or partly paid up otherwise than in Cash in the 2. The nominal amount of each such provided columns. **GHC** Share 3. The amount to be considered as paid up Fill in each column accurately in orde to provide the required account of on information about the contract. 4. If the consideration for the allotment of such shares is services, or any Clearly state the amount accurately a consideration other than that mentioned below in (5), 5. If the allotment is made in satisfaction or |1. Brief description of property part satisfaction of the purchase price of property, give a brief description of such property and full particulars of manner in which the purchase price is to be satisfied.

Z. I ul chase price	
(a) Total amount considered a	s paid on shares allotted
otherwise than in	
(b)	
Cash	GHC
(c) Amount of debt released or	liabilities assumed by

2 Purchase price

(c) Amount of debt released or habilities assumed by	
the purchaser. (including mortgages on property	
acquired)	GH
c	

Total purchase

(C) ;	Fu		how	ing i	in de	Prop etail ed be	how	the	tota	l pu	rcha	ise p	rice	ale,						
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Legal Estate in Leasehold Property (a)		-			-									ļ	1	r to e prope		e a co	mplet	e detail (
Fixed Plant and Machinery on Leasehold			•												that	every	thing	-	propr	riately so
Property (including Tenant's trade and															-	tione				isely in t
Equitable interests in Freehold or Leasehold Property (a)	-			-																
Loose Plant and Machinery, Stock-in- Trade and other Chattels (b)																				
Goodwill and Benefits of Contracts																				
Patents, Designs, Trads Marks, Licenses, Copyright & (C)																				
Books and Other Debts																				
Cash in hand and at Bank on Current Account, Bill Notes & (C)																				
Cash on Deposit at Bank or elsewhere			<u> </u>																	
Shares, Debentures and other investments	-																			
Other Property, viz											_									
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Date*	D	D	M	M	}'	Υ	Y	У							<u></u>					
(E)						For	Off	ice l	Jse C	nly		4-11								
Date of Submission of Document*				1						Ī										
Name of Company Inspector*							-							1						
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Signature*			٠.																	

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3 of 3

RETURN OF ISSUE OF SHARES (OTHER THAN RE-ISSUE OF TREASURY SHARES)

OFFICE OF
THE REGISTRAR
OF COMPANIES

THE COMPANIES ACT, 2019 (ACT 992)

Pursuant to Section 46

FORM 7

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

A fee is payable on presentation of 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 process

(A)												<u> </u>				1	T	
Company Name*										İ						l		Name should be exact as registered
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Return date of issue of Shar	·es:	D	D	M	M	Y ·	Y	Y	Y			·						Wille the Bate of Actam of Issuants
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Amount of Stated Capi	tal att	ribut	able	to						••••••				1		GŁ	IC	4
(a) Total issue of shares for	r cash(includ	ling														<u> </u>	State accurately
any amount paid on calls n	nade or	ı shar	·es		***	7.												1. The Stated Capital 2. The Total Shares issued,
issued with an unpaid liabi				G.	HC			T .	1									3. The Total Value of Consideration
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(b) Total Value of Consider					***	-		├─-	 		├	 		 		-		4. Total Amount Transferred to Sta
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(c) Total Amount Transferr	ed to S	tated		l G	HC		ļ	ļ	↓	<u> </u>	ļ	ļ	-			<u> </u>	 	all three types of shares
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(C) Number of Authoriz	ed Sha	res o	f Eac	ch Cl	ass:							,	,		·	· · · · · ·	,	Shares and Debentures if any.
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PARTICULARS OF ALTERATION IN THE STATED CAPITAL OF COMPANY



THE COMPANIES ACT, 2019 (ACT 992)

Pursuant to Section 68(5)

FORM 8

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

A fee is payable on presentation of 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 process

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PARTICULARS OF A CHARGE CREATED BY A COMPANY REGISTERED IN GHANA



THE COMPANIES ACT, 2019 (ACT 992)

PURSUANT TO SECTION 110(1)

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

A fee is payable on presentation of 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

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PARTICULARS OF A SERIES OF DEBENTURES CONTAINING, OR GIVING REFERENCE TO ANY OTHER INSTRUMENT, ANY CHARGE, TO THE BENEFIT OF WHICH THE DEBENTURE OLDERS OF THE SAID SERIES ARE ENTITLED PARI PASSU, CREATED BY A COMPANY



THE COMPANIES ACT, 2019 (ACT 992)

PURSUANT TO SECTION 110(7) (a-d)

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

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The information provided is used to fulfill your specific request.

Distribution of information: This would be done as permitted or required by law / Comparises Act 2019 (Act 992)

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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.
Annual Return of a Company Incorporated
All companies incorporated are to file mandatory Annual Returns after the first eighteen months together with Audited Accounts and subsequently annually at a fee.
Late/Non Filing attracts Penalties
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Please make sure you have complied with the following
The document has been signed at all indicated places

Agreement stamped at Land Valuation Board

If application exceeds 45 days, then attach extension of time from the court

PARTICULARS OF A MORTGAGE, CHARGE OR DEBENTURE SUBJECT TO WHICH PROPERTY HAS BEEN ACQUIRED BY A COMPANY REGISTERED IN GHANA



THE COMPANIES ACT, 2019 (ACT 992) PURSUANT TO SECTION 112(1)

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

A fee is payable on presentation of 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

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DECLARATION VERIFYING MEMORANDUM RELATING TO A REGISTERED CHARGE

THE COMPANIES ACT, 2019 (ACT 992)

PURSUANT TO SECTION 117

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

A fee is payable on presentation of 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

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The document has been signed at all indicated places					
Agreement stamped at Land Valuation Board					
If application exceeds 45 days, then attach extension of time from the court					
Please make sure you have complied with the following					
The document has been signed at all indicated places					
All supplementary Forms are attached, if any		1.0	•		

FORM 10A

OFFICE OF THE REGISTRAR OF COMPANIES REPUBLIC OF GHANA

DECLARATION VERIFYING MEMORANDUM OF SATISFACTION OF A REGISTERED CHARGE

THE COMPANIES ACT, 2019 (ACT 992) PURSUANT TO SECTION 117

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

A fee is payable on presentation of this form. Please see the fees on our website www.orc.gov.gh
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Please make sure you have complied with the following		
The document has been signed at all indicated places		
Agreement stamped at Land Valuation Board		
If application exceeds 45 days, then attach extension of time from the co	urt	



NOTICE OF APPOINTMENT OF A RECEIVER OR MANAGER

THE COMPANIES ACT, 2019 (ACT 992) PURSUANT TO SECTION 119

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

A fee is payable on presentation of 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

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Check List (✓)	
Please make sure you have complied with the following	
The document has been signed at all indicated places	
All supplementary Forms are attached, if any	



NOTICE OF ENTRY INTO POSSESSION

THE REGISTRAR THE COMPANIES ACT, 2019 (ACT 992) PURSUANT TO SECTION 119

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

A fee is payable on presentation of 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

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Collection of Information: We collect personal identifiable information, like names, posta customers. The information provided is used to fulfill your specific request. Distribution of Information: This would be done as permitted or required by law / Compa Commitment to Data Security: Your personal identifiable information is kept secure. Only information secure and confidential have access to this information.	nies Act 2019 (Act 992)
Change Notice	
Every company is required to furnish the Registrar with any change after incorp Director(s) / Secretary etc.	oration e.g. Change of Company Name, Change of Address, Change of
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All companies incorporated are to file mandatory Annual Returns after the first eighteen i Late/Non Filing attracts Penalties	nonths together with Audited Accounts and subsequently annually at a fee.
Check List (✓)	
Please make sure you have complied with the following	
The document has been signed at all indicated places	
All supplementary Forms are attached, if any	

NOTICE OF CESSATION TO ACT AS RECEIVER OR MANAGER



THE COMPANIES ACT, 2019 (ACT 992)

PURSUANT TO SECTION 119(3)

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

A fee is payable on presentation of 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

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THE COMPANIES ACT, 2019 (ACT 992) PURSUANT TO SECTION 123 & 124 NOTICE OF CHANGE OF REGISTERED OFFICE, ADDRESS OR ELECTRONIC MAIL



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

A fee is payable on presentation of 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

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NOTIFICATION OF CHANGE OF AUDITORS OF A COMPANY

OFFICE OF THE REGISTRAR OF COMPANIES

THE COMPANIES ACT 2019 (ACT 992)

PURSUANT TO SECTION 139(6)

FILL ALL FORMS WITH 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.

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Important Information

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 / 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.

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.

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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.

Check List (✓)

Please make sure you have complied with the following

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The document has been signed at all indicated p	places	
You have added Auditor's Consent Letter		

NOTIFICATION OF CHANGE/APPOINTMENT OF DIRECTOR(S) OR IN THEIR PARTICULARS

OFFICE OF THE REGISTRAR OF COMPANIES

THE COMPANIES ACT, 2019 (ACT 992) SECTION 216

r 992) SECTION 216 FORM 17

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

A fee is payable on presentation of 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 process

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Company Name*																		Name should be exact as
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Filled BO Form(s) attached, if any				_																									
Filled TIN Form(s), if any							:					1																	

NOTIFICATION OF CHANGE/APPOINTMENT OF COMPANY SECRETARY OR IN THEIR PARTICULARS

OFFICE OF THE REGISTRAR OF COMPANIES

THE COMPANIES ACT, 2019 (ACT 992) SECTION 216

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

FORM 17A

A fee is payable on presentation of 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 process

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Corporate Name*		T																The Corporate Body must have as or
-																		of its promoters, subscribers or operating officers a person who
Corporate TIN*	1.																	qualifies to be a Company Secretary.
Digital Address*		† "		Τ.														The Comment Design (1989)
Corporate Address	1	 	1						-				-					The Corporate Representative must hold at least one of the qualification
H/No. LMB*								-										of secretary stated above
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Corporate Stamp*	ľ						•			•								
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Director*	· Tr	IN					<u>, , </u>				Ι .							officers of the company are to sign
Name*	+-																	their signatures together with a seal stamp of the company
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Signature*		· .	· · · ·	L	•						•							Reference to section 150 (1) (D) (i) A 992
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Director*	Т	IN																the company, the signature of two directors and a Company Secretary a
Name*																		needed for authentication purposes
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Director*		IN	<u></u>		·····	T					<u> </u>	<u> </u>		···				
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Name*					- year and the s	7.2717	- P. 74.9											Provide Signature of the Director or Secretary and also mention clearly either its
Position/Designation*	+	-										-		-				Director or Secretary's signature
TIN*					<u> </u>	†												State Date in the provided space as
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Director/secretary's Signature	*	·						•										
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Annual Return of a Company Incorpor	ated								_									
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The document has been signed at all indicated pl	aces								-	•								
Company Secretary has required qualification(s)																		
Company Secretary has attached Consent Letter,	if any																	
All supplementary Forms are attached, if any										*								
Filled BO Form(s) attached, if any																		
Filled TIN Form(s), If any																		

FORM 18

OFFICE OF THE REGISTRAR OF COMPANIES

RECEIVER OR MANAGER'S ABSTRACT OF RECEIPTS AND PAYMENTS

THE COMPANIES ACT, 2019 (ACT 992)

PURSUANT TO SECTION 272

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

A fee is payable on presentation of 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

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If application exceeds 4	15 days, then attach extens	ion of time f	from 1	the co	urt																



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NOTICE THAT A COMPANY IS UNABLE TO PAY ITS DEBTS

THE COMPANIES ACT, 2019 (ACT 992) Pursuant to Section 286(1)

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

A fee is payable on presentation of 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

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The document has been signed at all indicated places							.,,													
Agreement stamped at Land Valuation Board																				
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If application exceeds 45 days, then attach extension																				



STATEMENT OF ASSETS AND LIABILITIES

THE COMPANIES ACT, 2019 (ACT 992)

PURSUANT TO SECTION 286(1)
FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN
BETWEEN WORDS

PLEASE WRITE ALL WORDS WITH NO ABBREVIATIONS

A fee is payable on presentation of this form. Please see the fees on our website www.orc.gov.gh

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Summary of Gross Assets	•	(d) GHS	GHS		
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•	Trade Accounts			
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EXTERNAL COMPANY REQUIRING REGISTRATION

THE COMPANIES ACT, 2019 (ACT 992) SECTION 330

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

A fee is payable on presentation of 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

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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.

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 Acounts 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	5
Power of Attorney attached	
Filled TIN Form(s), if any	
Filled BO Form attached, if any	-

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FORM 21



EXTERNAL COMPANY REQUIRING REGISTRATION STATEMENT THAT THERE ARE NO CHARGES ON PROPERTY

THE COMPANIES ACT, 2019 (ACT 992)

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

A fee is payable on presentation of 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

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FORM 22

OFFICE OF STHE REGISTRAR OF COMPANIES REPUBLIC OF GHANA

of the company. See section 330(1) (c) of Act 992.

NOTICE OF ALTERATION OF REGISTERED PARTICULARS OF EXTERNAL COMPANY

THE COMPANIES ACT, 2019 (ACT 992) Pursuant to Section 331(1)

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

A fee is payable on presentation of 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

	 	Name should be the same as found on Statutory Documents of
		the body corporate incorporated
		outside Ghana.
		Ghana or any other word cannot be added to distinguish the body
		Corporate Incorporated outside
		Ghana from the branch being
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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 Acounts 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.	



NOTICE OF ALTERATION IN PARTICULARS REGISTERED UNDER SECTION 331(2) OF AN EXTERNAL COMPANY

THE COMPANIES ACT, 2019 (ACT 992)

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

A fee is payable on presentation of this form. Please see the fees on our website www.orc.gov.gh

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Important Information

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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.

Filled BO Form attached, if any

Attach Registration Document of incorporated Company i.e. Charter, Memorandum,

Filled TIN Form(s), if any

Articles of Association, etc.

Privacy Notice
Collection of Information: We collect personal identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our customs, the information provided is used to fulfil your specific request.
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All External Companies are to file Group Acounts 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



the said country of origin.

of the company. See section 330(1) (c) of Act 992.

DISSOLUTION OR CESSATION OF AN EXTERNAL COMPANY

THE COMPANIES ACT, 2019 (ACT 992) Pursuant to Section 338
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

A fee is payable on presentation of 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

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Date of Submission of Docum	mout*	Т	1	Ţ	<u>.</u>		1			T T	Ι	Τ	7	T	Π	Т		T	[Γ.	T	1
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Name of Company Inspector			┝	 		 	 		-	 	 			 	\vdash	╁─	+-	╁	 	-		
Filing Date*				<u></u>	L		L	<u> </u>	<u></u>		<u> </u>	Ш.		Ь	L	L_	_J		<u> </u>	<u> </u>	<u> </u>	
Signature*																						
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Important Information	 l																					
Notes						-											-					
Applicants are to submit to the Reg	istrar a copy (of the C	ertific	ate of	Incor	porat	ion, a	Powe	r of A	ttorni	y app	olntir	ig the	Local	Mana	ger	and wi	nere ar	plica'	ble, a	сору	of
the Constitution, Charter, Statutes,	Regulations,	Memor	andu	m and	Articl	es of a	Associ	ation,	, or a	ny oth	er ins	trume	nt co	nstitui	dng o	r defi	i ni ng tl	ne Con	stitut	ion of	the	
company, in a language acceptable	to the Registr	ar.																				
The above documents should be no	otarised by a 1	Notary F	ublic	from t	he co	untry	of or	igin or	duly	stam	oed a	nd sea	led by	y the r	eleva	nt En	nbassy	or Cor	nsulat	e of G	ihana	from

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

Privacy Notice	
Collection of Information: We collect personal identifiable information, like names, p	ostal addresses, email addresses, etc., when voluntarily submitted by our
customers. The information provided is used to fulfil your specific request.	t
Distribution of Information: This would be done as permitted or required by law / Co	impanies 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 inc	corporation 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 Acounts once every year at intervals of not	nore 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.	

FORM 25

NOTICE OF CESSATION OF BUSINESS OF EXTERNAL COMPANY



information secure and confidential have access to this information.

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

A fee is payable on presentation of 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

Name should be the same as Company Name* found on Statutory Documents of the body corporate incorporated outside Ghana. Ghana or any other word cannot be added to distinguish the body Corporate Incorporated outside Ghana from the branch being registered. Presented by a Local Manager or Presented By* Process Agent TIN To the Registrar of Companies A company, incorporated under the laws of notice that it has ceased to have an established place of business in Ghana. Name* Signature (Local Manager or Process Agent)* Date*DDMMY $Y \mid Y$ For Office Use Only Date of Submission of Document* Name of Company Inspector* Filing Date* Signature* Important Information 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

Ch			

Every company is required to furnish the Registrar with any change after incorporation e.g. Change of Company Name, Change of Address, Change of Directe+(s) / Secretary etc.

Financial Statement / Group Accounts

All External Companies are to file Group Acounts 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

Chick List (
Please make sure you have complied with the following

The document has been signed at all indicated places	<u> </u>
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.	

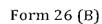


OFFICE OF THE REGISTRAR OF COMPANIES FORM 26 (A) SECTION 172 (2) (b)

CONSENT TO ACT AS A COMPANY DIRECTOR

Company Name:
•
I hereby consent to act as the Director of the above-named Company
Personal Details:
Full Name:
Former Name: [if applicable]
P. O. Box Number
Residential Address

Contact Number
·
Signature:
Date





OFFICE OF THE REGISTRAR OF COMPANIES SECTION 211(8)

CONSENT TO ACT AS A COMPANY SECRETARY

Company Name:
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
I hereby consent to act as the Company Secretary of the above-named Company.
Personal Details:
Full Name:
·
Former Name: [if applicable]
Residential Address:
P. O. Box Number
Mobile Number:
My qualification under Section 211(3) of Act 992 is
·
Signature:
Date:



IN THE MATTER OF THE STATUTORY DECLARATIONS ACT, 1971 (ACT 389) AND

IN THE MATTER OF A STATUTORY DECLARATION BY
(FULL NAME):
PURSUANT TO THE STATUTORY DECLARATIONS ACT, 1971 (ACT 389)
l, (Full Name):of House
Number: (Landmark):
(Street Name): Location
(Town & City): the declarant
herein, and in accordance with Section 172 (2) of the Companies Act, 2019
(Act 992) do solemnly and sincerely declare as follows:
 That I have not been charged with or convicted of a criminal offence involving fraud or dishonesty within the last 5 years.
2. That I have not been charged with or convicted of a criminal offence relating to the promotion, incorporation or management of a company in the last 5 years that has become insolvent.
3. That I have not been a director or senior manager of a company that has become insolvent within the last 5 years.
AND I make this solemn declaration conscientiously believing it to be true, in accordance with the Statutory Declarations Act, 1971 (Act 389).
Declared at
Dated this, 2020 day of
(Full Name & Signature of Applicant)

SECOND SCHEDULE

(regulation 43)

BENEFICIAL OWNERSHIP DATA

BENEFICIAL OWNERSHIP DISCLOSURE

In accordance with the

In accordance with the Companies Act 2019 (Act 992)	FORM 1 ORC-BO1	OFFICE OF THE REGISTRAF OF COMPANIES HEPHILLE OF GHAMA
	in English. If any information to be included on the fo habet, please use a recognised transliteration into the	
Spell out all words no abbrev All sections are mandatory uni	iations ess otherwise specified as "if applicable"	
Act, 2019, (Act 992), company	? by the declaring company incorporated or registered includes public or private: (i) company limited by sharany; and (iv) an external company.	
Part A Purpose Declaration a	าที่ไม่เพื่อรางที่(Romostiv	
Purpose of Beneficial Ownership Information	☐ Registration of a new company	Please tick one box only to indicate purpose of BO disclosure
Submission (Please tick one box only)	☐ First Declaration by existing company	If ticking "Other", please give details.
	☐ Submission of Annual Returns	
	☐ Company Update / Amendments	
	☐ Other (Please specify):	
2. Type of Company	☐ Company Limited by Shares	
	☐ Company Limited by Guarantee	
	☐ Public Limited Company	
	☐ Publicly Listed Company	
	☐ Unlimited Company	
	☐ External Company	
Part B – The Declaring Compar	ny	
Full legal name of company:		Give the full name of the company on whose behalf the form is completed
RGD/ORC number (if any):		Provide ORC/RGD number if

	available For a new incorporation or registration this may not be applicable
TIN of Company (if any):	Provide Tax Identification Number (TIN) for the company on whose behalf the form is completed.
	For a new incorporation or registration this may not be applicable
Country of Incorporation:	Country where the company was incorporated

The above company has the following beneficial owners {Please refer to the guidance notes at the bottom of the f				
Name of Beneficial Owner (Natural Person)	Beneficial Ownership Interest (only tick one column for each beneficial owner)			
	Shareholding Significant Control/Influence Substantial Economic Benefit			
	Shareholding Significant Control/Influence Substantial Economic Benefit			
	Shareholding Significant Control/Influence Substantial Economic Benefit			
	Shareholding Significant Control/Influence Substantial Economic Benefit			
	Shareholding Significant Control/Influence Substantial Economic Benefit			
	Shareholding Significant Control/Influence Substantial Economic Benefit			
	Shareholding Significant Control/Influence Substantial Economic Benefit			
A separate beneficial owner form must be completed for each row above. The correct form in each case is shown here:	ORC - BO2			

	THE TOTAL STEEL OF THE STEEL S	72						
Part E -	Attestation	in the second second in the						
ATTESTA	NOITA							
informa Compan Owners	eany that (i) fails to submit information regarding all o tion regarding all of its Beneficial Owners to the Reg lies Act, 2019 (Act 992) or (iii) fails to submit complete or; shall be liable to a fine of not less than of one thou each day that the default persists	iistrar within ti Information re	imelin egard	es pr ing al	escribe I of its	ed bj Ben	y the efici	e al
1.	I, undersigned, for and on behalf of the reporting entity above beneficial ownership declaration is accurate and	reliable.		rmatic	on prov	ided	in th	ne
	Name of Director*	(Signature)_						-
	Position (ddmmyyyy)	Date						
2.	I, undersigned, for and on behalf of the reporting entity above beneficial ownership declaration is accurate and		II info	rmatio	on prov	ided	in th	ne
	Name of Company Scecretary*	(Signature)_		u musan				_
	Position(ddmmyyyy)	Date]	

OFFICIAL USE ONLY	
To be completed by Registrar-General's Department	
Name of Company Inspector	
Date received (ddmmyyyy)	

Guidance Notes

Beneficial Owner means an individual

- 1. (a) who directly or indirectly ultimately owns or exercises substantial control over a person or company;
- 2. (b) who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons.
- 3. (c) on whose behalf a transaction is conducted; or
- 4. (d) who exercises significant control or influence over a legal person or legal arrangement through a formal or informal agreement.

Further to the definition of beneficial owner in the First Schedule to the Act, details on the operation of the reporting requirement and the information to be entered in the Central Register.

- (a) Ultimate owner means an individual who ultimately holds direct or indirect interest, in a company in the form of shareholding or voting rights held directly or indirectly via an intermediary company in accordance with the applicable threshold specified in s;
- (b) Significant influence or control means an individual has the right to exercise, or actually exercises direct or indirect influence or control over a company, through one or more of the following actions, powers, or abilities:
 - i. right to appoint or remove a majority of a company's board of directors, or an equivalent governing body;
 - ii. right to appoint or remove of the managing director, chief executive officer or the holder of an equivalent position;
 - iii. right to veto or the right to overrule decisions of a company's board of directors or an equivalent governing board;
 - iv. right to hold voting rights in a company other than through ownership interest; v. right to change the nature of a company's business;
 - vi. right to approve company's business plans and any amendments;
 - vii. sign and approve of borrowing, lending or other significant transactions made by a company, other than administrative signatories in accordance with employment obligations.
 - viii. sign a bank or financial institution account of the company, other than administrative signatories in accordance with employment obligations;
 - ix. has influence over any other decision that affects the overall direction of the company
- (c) Substantial economic benefit means the right to benefit directly or indirectly from the company's profit or assets, either through a formal or informal arrangement.

42. Subject to Regulation 50 (1), a Beneficial Owner shall not include an agent, custodian, intermediary, or nominee or person acting in a similar capacity.

"Interest" means:

- The ownership of shares, debentures, warrants or other financial instruments issued by or relating to the company; or
- II. A legal right to a revenue stream from or capital value of those shares, debentures, warrants or other financial instruments issued by or relating to the company.

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In accordance with the Companies Act 2019 (Act 992)

BENEFICIAL OWNERSHIP DISCLOSURE FORM FOR NATURAL PERSON

ORC-BO2



Complete all relevant sections in English. If any information to be included on the form, such as a person's name, is not originally in the Latin alphabet, please use a recognised transliteration into the Latin alphabet.

Spell out all words - no abbreviations

All sections are mandatory unless otherwise specified as "if applicable"

Who must complete this form?

This form must be completed by every company that has ticked one or more boxes in the Natural Person column of ORC-BO1. Please note that each beneficial owner is required to complete a separate ORC-BO2 form

Part A Purpose Declaration a	ind Types, of Company:	
Purpose of Beneficial Ownership Information Submission (Please tick one box only)	☐ Registration of a new company ☐ First Declaration by existing company ☐ Submission of Annual Returns ☐ Company Update / Amendments ☐ Other (Please specify):	Please tick one box only to indicate purpose of BO disclosure if ticking "Other", please give details.
2. Type of Company	☐ Company Limited by Shares ☐ Company Limited by Guarantee ☐ Public Limited Company ☐ Publicly Listed Company ☐ Unlimited Company ☐ External Company	
Part B: Company Information Full legal name of Company: RGD/ORC number (if applicable):	•	Give the full name of the company on whose behalf the form is completed Provide ORC/RGD number if available — For a new incorporation or registration this may not be

Part C - The Beneficial Owner	<u> </u>	
First or given name:		Insert the full first or given name or names of the individual beneficial owner
Surname/Family Name		Insert the full surname or family name or names of the individual beneficial owner
Middle Name (if applicable):		
Any previous name		Insert any previous names used by the beneficial owner including maiden names and any alias
Date of Birth:		
	DD - MM - YYYY	
Gender	☐ Male ☐ Female	
Nationality(ies):		Nationality of the beneficial owner
		If dual nationalities, please list both
Residential Address (including street name, city, country, and: Postal/Zip code	Street	Insert the residential address, even if that is outside of Ghana.
	Town City State/Region	
	Country Postol/Zip Code	
Service Address (including street name, city, country, and: Postal/Zip code	Street	Insert the service address. This can be the office address through which the beneficial owner can be contacted or the reporting
	Tpwn City State/Region	company's address
	Country Postol/Zip Code	
Digital address (if applicable)		Ghana Post GPS address
Postal Address (P.O. Box)		

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	t D – Details on the nature of		. Effective percentage interes		
1.	 Does the individual directly or indirectly own shares in the company? 	☐ Yes – Direct ☐ No (skip to 2)		the estimate of the extent of ownership interest in a declaring company.	
	Percentage held directly				
	Percentage held indirectly				
2.	2. Does the individual directly or indirectly hold reportable voting rights in the company?	☐ Yes		Effective percentage interest is the estimate of the extent of ownership interest in a	
		□ No (skip to 3)		declaring company	
		Percentage held directly			
		Percentage held indirectly			
			☐ Yes		
		Right to Veto	□ No		
3.	Does the individual have the right to exercise, or actually exercises direct or indirect influence or	□ right to appoint or recompany's board of direction governing body		Select as many as applicable	
	control over significant decisions related to the	☐ right to appoint or red director, chief executive of			

☐ Yes, international non-Ghanaian PEP

as a result of holding a

position of importance or No (skip to Part D) being a close relative or associate of a person holding a position of importance? Qualification of a PEP includes a ☐ Head of State / Government Reason for PEP Status rank equivalent to a director or (See instructions) above, including board members ☐ Senior Political Party Official ☐ Military Official A person identified as a PEP remains a PEP for five years after ☐ Executive of State-Owned Company the person entrusted in a prominent public position has left that office and not been ☐ Government Official entrusted in another prominent public position ☐ Judicial official ☐ Members of Parliament ☐ State Security Official (including police service) ☐ International and multilateral organizations Role title of this office holder and office/department, Country immediate family member" Nature of Connection to office ☐ In Person (skip to Part E) includes spouse or civil partner; holder children; legally adopted children; parents; siblings; ☐ Immediate Family of PEP grandparents; grandchildren ☐ Close Associate of PEP "close associate" includes (a) an individual known to have joint beneficial ownership of a legal entity or a legal arrangement or any other close business relationship with a person entrusted in a prominent public position; (b) an individual who has sole beneficial ownership of a legal entity or a legal arrangement that is known to have been set up for the benefit of a person entrusted in a prominent public position. Insert the full surname or family Family or surname of office name(s) of the individual office holder Insert the full first or given name Full first or given name of or names of the individual office office holder: holder Insert any previous names used Any previous name (e.g., by the office holder including

holder:	
Date of Birth of office holder	
	DD - MM - YYYY
Part E - Attestation	
ATTESTATION	
information regarding all of i Companies Act, 2019 (Act 992, Owners; shall be liable to a unit for each day that the de	
 I, undersigned, for an above beneficial own 	d on behalf of the reporting entity confirm that all information provided in the ership declaration is accurate and reliable.
Name of Director*	(Signature)
Position (ddmmyyyy)	Date
(ddmmyyyy) 1. I. undersigned, for an	d on behalf of the reporting entity confirm that all information provided in the ership declaration is accurate and reliable.
(ddmmyyyy) 1. I, undersigned, for an above beneficial own	d on behalf of the reporting entity confirm that all information provided in the
(ddmmyyyy) 1. I, undersigned, for an above beneficial own	d on behalf of the reporting entity confirm that all information provided in the ership declaration is accurate and reliable.
(ddmmyyyy) 1. I, undersigned, for an above beneficial own Name of Company Score	d on behalf of the reporting entity confirm that all information provided in the ership declaration is accurate and reliable. ecretary* (Signature)
(ddmmyyyy) 1. I, undersigned, for an above beneficial own Name of Company Scores	d on behalf of the reporting entity confirm that all information provided in the ership declaration is accurate and reliable. ecretary* (Signature) Date (ddrhmyyyy)
(ddmmyyyy) 1. I, undersigned, for an above beneficial own Name of Company So Position. * In the case of an external co	d on behalf of the reporting entity confirm that all information provided in the ership declaration is accurate and reliable. ecretary* (Signature) Date (ddrhmyyyy) mpany the local manager should sign.
(ddmmyyyy) 1. I, undersigned, for an above beneficial own Name of Company So Position. * In the case of an external co OFFICIAL USE ONLY To be completed by Registrar-	d on behalf of the reporting entity confirm that all information provided in the ership declaration is accurate and reliable. ecretary* (Signature) Date (ddrhmyyyy) mpany the local manager should sign. General's Department spector

Guidance Notes

Beneficial Owner means an individual

- (a) who directly or indirectly ultimately owns or exercises substantial control over a person or company;
- 2. (b) who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons.
- 3. (c) on whose behalf a transaction is conducted; or
- 4. (d) who exercises significant control or influence over a legal person or legal arrangement through a formal or informal agreement.

Further to the definition of beneficial owner in the First Schedule to the Act, details on the operation of the reporting requirement and the information to be entered in the Central Register.

- (a) Ultimate owner means an individual who ultimately holds direct or indirect interest, in a company in the form of shareholding or voting rights held directly or indirectly via an intermediary company in accordance with the applicable threshold specified in s;
- (b) Significant influence or control means an individual has the right to exercise, or actually exercises direct or indirect influence or control over a company, through one or more of the following actions, powers, or abilities:
 - i. right to appoint or remove a majority of a company's board of directors, or an equivalent governing body;
 - ii. right to appoint or remove of the managing director, chief executive officer or the holder of an equivalent position;
 - iii. right to veto or the right to overrule decisions of a company's board of directors or an equivalent governing board;
 - iv. right to hold voting rights in a company other than through ownership interest; v. right to change the nature of a company's business;
 - vi. right to approve company's business plans and any amendments;
 - vii. sign and approve of borrowing, lending or other significant transactions made by a company, other than administrative signatories in accordance with employment obligations.
 - viii. sign a bank or financial institution account of the company, other than administrative signatories in accordance with employment obligations;
 - ix. has influence over any other decision that affects the overall direction of the company
- (c) Substantial economic benefit means the right to benefit directly or indirectly from the company's profit or assets, either through a formal or informal arrangements
- 42. Subject to Regulation 50 (1), a Beneficial Owner shall not include an agent, custodian, intermediary, or nominee or person acting in a similar capacity.

"Interest" means:

- I. The ownership of shares, debentures, warrants or other financial instruments issued by or relating to the company; or
- II. A legal right to a revenue stream from or capital value of those shares, debentures, warrants or other financial instruments issued by or relating to the company.

In accordance with the
Companies Act 2019
(Act 992)

BENEFICIAL OWNERSHIP DISCLOSURE

FORM FOR PUBLICLY LISTED COMPANY



ORC-BO3

Complete all relevant sections in English. If any information to be included on the form, such as a person's name, is not originally in the Latin alphabet, please use a recognised transliteration into the Latin alphabet.

Spell out all words -- no abbreviations

All sections are mandatory unless otherwise specified as "if applicable"

Who must complete this form?

This form must be completed by every company that has ticked one or more boxes in the Publicly Listed Company column of BENEFICIAL OWNERSHIP DISCLOSURE FORM 1. Please note that each beneficial owner is required to complete a form.

Par	t A - Purpose Declaration ar	id) Twoes of Company	
1.	Purpose of Beneficial Ownership Information Submission (Please tick one box only)	 ☐ Registration of a new company ☐ First Declaration by existing company ☐ Submission of Annual Returns ☐ Company Update / Amendments ☐ Other (Please specify): 	Please tick one box only to indicate purpose of BO disclosure If ticking "Other", please give details.
2.	Type of Company	 □ Company Limited by Shares □ Company Limited by Guarantee □ Public Limited Company □ Publicly Listed Company □ Unlimited Company □ External Company 	

Part B: Company Information	Committee of the state of the s
Full legal name of Company:	Give the full name of the company on whose behalf the form is completed
RGD/ORC number (if	Provide ORC/RGD number if available
applicable):	For a new incorporation or registration this may not be applicable
	Provide Tax Identification

TIN of Company (if applicable):

Number (TIN) for the company on whose behalf the form is completed

For a new incorporation or registration this may not be applicable

Country of Incorporation:

Country where the company was incorporated

Part C = The Publicly Usted Con	ipany .	
Full legal name of Publicly Listed Company		insert the full legal name of the PLC
International Securities Identifying Number (ISIN) (if applicable):		Insert ISIN number if available
Legal Entity Identifier (If applicable)		
Percentage of shares listed on stock exchange(s):		Insert total percentage of shares of the PLC listed on the stock exchange
Percentage of shares not listed on stock exchange:		Insert percentage of shares not listed on the stock exchange for the avoidance of doubt
Company Address (including street name, city, country, and: Postal/Zip code	Street	Insert the PLC's address
	Town City State	
	Country Pastol/Zip Code	
Digital address (if applicable)		Ghana Post GPS address
Postal Address (P.O. Box)		
Telephone/Mobile Number:		
Email address		

Part D – Stock Exchange Deta	ails	
Name of Stock Exchange	Percentage of Shares Listed	 Link to Web Address pages on stock exchange

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Par	t E Details on the nature o	f interests held by the Public	ly Listed Company	
 Does the PLC directly or indirectly own shares in the company? 		☐ Yes — Direct ☐ No (skip to 2)		Effective percentage interest is the estimate of the extent of ownership interest in a declaring company.
		Percentage held directly		
		Percentage held indirectly		
2.	2. Does the PLC directly or indirectly reportable hold voting rights in the company?	Effective percentage interest is the estimate of the extent of ownership interest in a		
		□ No (skip to 3)		declaring company
		Percentage held directly		
		Percentage held indirectly		
		,	☐ Yes	
		Right to Veto	□ No	
3.	Does the PLC has the right to exercise, or actually exercises direct or indirect influence or	□ right to appoint or recompany's board of direct governing body		Select as many as applicable
	control over significant decisions related to the running of business of the company?	☐ right to appoint or rendirector, chief executive of equivalent position		
		☐ right to veto or the righ of a company's board of dia governing board		

Part E - Attestation

ATTESTATION

A company that (i) fails to submit information regarding all of its Beneficial Owners; (ii) fails to submit information regarding all of its Beneficial Owners to the Registrar within timelines prescribed by the Companies Act, 2019 (Act 992) or (iii) fails to submit complete information regarding all of its Beneficial Owners; shall be liable to a fine of not less than of one thousand (1000) penalty units and one penalty unit for each day that the default persists

1. I, undersigned, for and on behalf of the reporting entity confirm that all information provided in the

above beneficial ownership deal	laration is accurate and reliable.
Name of Director*	(Signature)
Position. (ddmmyyyy)	Date
 I, undersigned, for and on behall above beneficial ownership deci 	If of the reporting entity confirm that all information provided in the laration is accurate and reliable.
Name of Company Scecretary*	(Signature)
Position.	Date (ddmmyyyy)
he case of an external company the	local manager should sign.
CIAL LISE ONLY	
CIAL USE ONLY e completed by Registrar-General's (

Guidance Notes

Beneficial Owner means an individual

Date received

- 1. (a) who directly or indirectly ultimately owns or exercises substantial control over a person or company;
- 2. (b) who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons.

(ddmmyyyy)

- 3. (c) on whose behalf a transaction is conducted; or
- 4. (d) who exercises significant control or influence over a legal person or legal arrangement through a formal or informal agreement.

Further to the definition of beneficial owner in the First Schedule to the Act, details on the operation of the reporting requirement and the information to be entered in the Central Register.

- (a) Ultimate owner means an individual who ultimately holds direct or indirect interest, in a company in the form of shareholding or voting rights held directly or indirectly via an intermediary company in accordance with the applicable threshold specified in s;
- (b) Significant influence or control means an individual has the right to exercise, or actually exercises direct

(a) who directly or indirectly ultimately owns or exercises substantial control over a person or company;

(b) who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons.

(c) on whose behalf a transaction is conducted; or

(d) who exercises significant control or influence over a legal person or legal arrangement through a formal or informal agreement.

Further to the definition of beneficial owner in the First Schedule to the Act, details on the operation of the reporting requirement and the information to be entered in the Central Register.

(a) Ultimate owner means an individual who ultimately holds direct or indirect interest, in a company in the form of shareholding or voting rights held directly or indirectly via an intermediary company in accordance with the applicable threshold specified in s;

(b) Significant influence or control means an individual has the right to exercise, or actually exercises direct or indirect influence or control over a company, through one or more of the following actions, powers,

or abilities:

i. right to appoint or remove a majority of a company's board of directors, or an equivalent governing body;

ii. right to appoint or remove of the managing director, chief executive officer or the holder of an equivalent position;

right to veto or the right to overrule decisions of a company's board of directors or an iii. equivalent governing board;

right to hold voting rights in a company other than through ownership interest; v. right to change the nature of a company's business;

right to approve company's business plans and any amendments;

sign and approve of borrowing, lending or other significant transactions made by a vii. company, other than administrative signatories in accordance with employment obligations.

sign a bank or financial institution account of the company, other than administrative signatories in accordance with employment obligations;

has influence over any other decision that affects the overall direction of the company

- (c) Substantial economic benefit means the right to benefit directly or indirectly from the company's profit or assets, either through a formal or informal arrangements
- 42. Subject to Regulation 50 (1), a Beneficial Owner shall not include an agent, custodian, intermediary, or nominee or person acting in a similar capacity.

"Interest" means:

The ownership of shares, debentures, warrants or other financial instruments issued by or relating to the company; or

II. A legal right to a revenue stream from or capital value of those shares, debentures, warrants or other financial instruments issued by or relating to the company.

In accordance with the Companies Act 2019 (Act 992)

BENEFICIAL OWNERSHIP DISCLOSURE

FORM FOR PUBLICLY LISTED COMPANY





Complete all relevant sections in English. If any information to be included on the form, such as a person's name, is not originally in the Latin alphabet, please use a recognised transliteration into the Latin alphabet.

Spell out all words - no abbreviations All sections are mandatory unless otherwise specified as "if applicable"

Who must complete this form?

This form must be completed by every company that has ticked one or more boxes in the Publicly Listed Company column of BENEFICIAL OWNERSHIP DISCLOSURE FORM 1. Please note that each beneficial owner is required to

:Par	t A – Purpose Declaration an	d types of Company	A CONTRACTOR OF THE SECOND
1.	Purpose of Beneficial Ownership Information Submission (Please tick one box only)	 ☐ Registration of a new company ☐ First Declaration by existing company ☐ Submission of Annual Returns ☐ Company Update / Amendments ☐ Other (Please specify): 	Please tick one box only to indicate purpose of BO disclosure If ticking "Other", please give details.
2.	Type of Company	 □ Company Limited by Shares □ Company Limited by Guarantee □ Public Limited Company □ Publicly Listed Company □ Unlimited Company □ External Company 	

Part B: Company Information	Charles and the
Full legal name of Company:	Give the full name of the company on whose behalf the form is completed
RGD/ORC number (if	Provide ORC/RGD number if available
applicable):	For a new incorporation or registration this may not be applicable
	Provide Tax Identification

Part & - The Publicly Usted Con	noanv	
Full legal name of Publicly Listed Company		Insert the full legal name of the PLC
International Securities Identifying Number (ISIN) (if applicable):		Insert ISIN number if available
Legal Entity Identifier (If applicable)		
Percentage of shares listed on stock exchange(s):		Insert total percentage of shares of the PLC listed on the stock exchange
Percentage of shares not listed on stock exchange:		insert percentage of shares not listed on the stock exchange for the avoidance of doubt
Company Address (including street name, city, country, and: Postal/Zip code	Street	Insert the PLC's address
	Town City State Country Postal/Zip Code	
Digital address (if applicable)		Ghana Post GPS address
Postal Address (P.O. Box)		
Telephone/Mobile Number:		
Email address		

Part D - Stock Exchange Deta	ails	
Name of Stock Exchange	Percentage of Shares Listed	Link to Web Addre pages on stock exchange

Par	t E – Details on the nature of	f interests held by the Publicl	ly Listed Company	
1.	Does the PLC directly or indirectly own shares in	☐ Yes Direct	Effective percentage interest is the estimate of the extent of ownership interest in a	
	the company?	□ No (skip to 2)		declaring company.
		Percentage held directly		
		Percentage held indirectly		
2.	Does the PLC directly or indirectly reportable hold	☐ Yes		Effective percentage interest is the estimate of the extent of ownership interest in a
1	voting rights in the company?	□ No (skip to 3)		declaring company
	company.	Percentage held directly		
		Percentage held indirectly		
			☐ Yes	
!		Right to Veto	□ No	
3.	Does the PLC has the right to exercise, or actually exercises direct or indirect influence or	□ right to appoint or reacompany's board of direct governing body		Select as many as applicable
	control over significant decisions related to the running of business of the company?	☐ right to appoint or remove of the managing director, chief executive officer or the holder of an equivalent position		
		☐ right to veto or the righ of a company's board of dir governing board		
1		ì		

Part E - Attestation

ATTESTATION

A company that (i) fails to submit information regarding all of its Beneficial Owners; (ii) fails to submit information regarding all of its Beneficial Owners to the Registrar within timelines prescribed by the Companies Act, 2019 (Act 992) or (iii) fails to submit complete information regarding all of its Beneficial Owners; shall be liable to a fine of not less than of one thousand (1000) penalty units and one penalty unit for each day that the default persists

1. I, undersigned, for and on behalf of the reporting entity confirm that all information provided in the

Guidance Notes

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Beneficial Owner means an individual

- 1. (a) who directly or indirectly ultimately owns or exercises substantial control over a person or company;
- 2. (b) who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons.
- 3. (c) on whose behalf a transaction is conducted; or
- 4. (d) who exercises significant control or influence over a legal person or legal arrangement through a formal or informal agreement.

Further to the definition of beneficial owner in the First Schedule to the Act, details on the operation of the reporting requirement and the information to be entered in the Central Register.

- (a) Ultimate owner means an individual who ultimately holds direct or indirect interest, in a company in the form of shareholding or voting rights held directly or indirectly via an intermediary company in accordance with the applicable threshold specified in s;
- (b) Significant influence or control means an individual has the right to exercise, or actually exercises direct

or indirect influence or control over a company, through one or more of the following actions, powers, or abilities:

- i. right to appoint or remove a majority of a company's board of directors, or an equivalent governing body;
- ii. right to appoint or remove of the managing director, chief executive officer or the holder of an equivalent position;
- iii. right to veto or the right to overrule decisions of a company's board of directors or an equivalent governing board;
- iv. right to hold voting rights in a company other than through ownership interest;

v. right to change the nature of a company's business;

vi. right to approve company's business plans and any amendments;

- vii. sign and approve of borrowing, lending or other significant transactions made by a company, other than administrative signatories in accordance with employment obligations.
- viii. sign a bank or financial institution account of the company, other than administrative signatories in accordance with employment obligations;
- ix. has influence over any other decision that affects the overall direction of the company
- (c) Substantial economic benefit means the right to benefit directly or indirectly from the company's profit or assets, either through a formal or informal arrangements
- 42. Subject to Regulation 50 (1), a Beneficial Owner shall not include an agent, custodian, intermediary, or nominee or person acting in a similar capacity.

"Recognised Stock Exchange" means any licensed stock exchange. "Interest" means:

- i. The ownership of shares, debentures, warrants or other financial instruments issued by or relating to the company; or
- ii. A legal right to a revenue stream from or capital value of those shares, debentures, warrants or other financial instruments issued by or relating to the company.

In accordance with the Companies Act 2019 (Act 992)

BENEFICIAL OWNERSHIP DISCLOSURE

FORM FOR ANNUAL RETURNS



CONTROL OF THE PROPERTY OF THE

ORC-BO4

Complete all relevant sections in English. If any information to be included on the form, such as a person's name, is not originally in the Latin alphabet, please use a recognised transliteration into the Latin alphabet.

Spell out all words - no abbreviations

Who must complete this form?

This form must be completed by every company that is filing for annual returns as per Act 992. Company includes public or private: (i) company limited by shares; (ii) company limited by guarantee; (iii) unlimited company; and (iv) an external company.

Part A - The Company	
1. Company Information	
Full legal name of Company:	Give the full name of the company on whose behalf the form is completed
RGD/ORC number:	Provide ORC/RGD number if available
TIN of Company:	Provide Tax Identification Number (TIN) for the company on whose behalf the form is completed
Country of Incorporation:	Country where the company was incorporated
,	
Part B – Annual Reconfirmation of Beneficial Owners	
No changes to Beneficial Ownership information	
There have been no changes to the number of	existing beneficial owners
There have been no changes in the particulars	of existing beneficial owners
Changes to Beneficial Ownership information	
☐ There have been changes to the number of ex	isting beneficial owners of the above mentioned
company	
There have been changes to the particulars of	the existing beneficial owners of the above mentioned
company	nont I a Louis found
Interes commists a congrate form . OPC-ROS:	RELEGIOSITO AMONGMENTS FORME

The above company has the following beneficial owners t	hat meet the legal requirement to be disclosed:	
(Please refer to the guidance notes at the bottom of the f		
Name of Beneficial Owner (Natural Person)	Beneficial Ownership Interest (only tick one column for each beneficial owner)	
	Shareholding Significant Control/Influence Substantial Economic Benefit	
	Shareholding Significant Control/Influence Substantial Economic Benefit	
	Shareholding Significant Control/Influence Substantial Economic Benefit	
	Shareholding Significant Control/Influence Substantial Economic Benefit	
	Shareholding Significant Control/Influence Substantial Economic Benefit	
	Shareholding Significant Control/Influence Substantial Economic Benefit	
	Shareholding Significant Control/Influence Substantial Economic Benefit	
A <i>separate</i> beneficial owner form must be completed for <i>each</i> row above. The correct form in each case is shown here:	ORC - BO2	

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The following Publicly Listed Companies and Government Own Enterprises) have ownership interests in the declaring compan	
Name of Government Owned Company or Publicly Listed Company (see definition in the guidance notes below)	Ownership Interest
	Shareholding Significant Control/Influence Substantial Economic Benefit
	Shareholding Significant Control/Influence Substantial Economic Benefit
	Shareholding Significant Control/Influence Substantial Economic Benefit
	Shareholding Significant Control/Influence Substantial Economic Benefit
	Shareholding Significant Control/Influence Substantial Economic Benefit
	Shareholding Significant Control/Influence Substantial Economic Benefit
A <i>separate</i> beneficial owner form must be completed for <i>each</i> row above. The correct form in each case is shown here:	ORC-BO3 (Publicly Listed Company) ORC-BO4 (Government Owned Company)

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Part E -	Attestation	
ATTESTA	ATION	
informa Compan Owners	pany that (i) fails to submit information regarding all of pation regarding all of its Beneficial Owners to the Registnies Act, 2019 (Act 992) or (iii) fails to submit complete in see, shall be liable to a fine of not less than of one thoused each day that the default persists	trar within timelines prescribed by the after
1.	I, undersigned, for and on behalf of the reporting entity of above beneficial ownership declaration is accurate and re	onfirm that all information provided in the liable.
	Name of Director*	(Signature)
	Position [ddmmyyyy]	Date
1.	I, undersigned, for and on behalf of the reporting entity cabove beneficial ownership declaration is accurate and re	liable.
	Name of Company Scecretary*	(Signature)
	Position.	Date (ddmmylyyy)
* In the	e case of an external company the local manager should sign	n.
OFFICIA	AL USE ONLY	
To be co	ompleted by Registrar-General's Department	
	Name of Company Inspector(Signature)	
	Date received . (dd	lmmyyyy)

Guidance Notes_

Beneficial Owner means an individual

- (a) who directly or indirectly ultimately owns or exercises substantial control over a person or company;
 (b) who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons.

(c) on whose behalf a transaction is conducted; or

(d) who exercises significant control or influence over a legal person or legal arrangement through a formal or informal agreement.

Further to the definition of beneficial owner in the First Schedule to the Act, details on the operation of the reporting requirement and the information to be entered in the Central Register.

- (a) Ultimate owner means an individual who ultimately holds direct or indirect interest, in a company in the form of shareholding or voting rights held directly or indirectly via an intermediary company in accordance with the applicable threshold specified in s;
- (b) Significant influence or control means an individual has the right to exercise, or actually exercises direct or indirect influence or control over a company, through one or more of the following actions, powers, or abilities:
 - i. right to appoint or remove a majority of a company's board of directors, or an equivalent governing body;
 - ii. right to appoint or remove of the managing director, chief executive officer or the holder of an equivalent position;
 - right to veto or the right to overrule decisions of a company's board of directors or an iii. equivalent governing board;
 - right to hold voting rights in a company other than through ownership interest;

v. right to change the nature of a company's business;

right to approve company's business plans and any amendments;

- sign and approve of borrowing, lending or other significant transactions made by a company, other than administrative signatories in accordance with employment obligations.
- sign a bank or financial institution account of the company, other than administrative signatories in accordance with employment obligations.
- has influence over any other decision that affects the overall direction of the company ix.
- (c) Substantial economic benefit means the right to benefit directly or indirectly from the company's profit or assets, either through a formal or informal arrangement.
- 42. Subject to Regulation 50 (1), a Beneficial Owner shall not include an agent, custodian, intermediary, or nominee or person acting in a similar capacity.

"Recognised Stock Exchange" means any licensed stock exchange. "Interest" means:

- The ownership of shares, debentures, warrants or other financial instruments issued by or relating to the company; or
- ii. A legal right to a revenue stream from or capital value of those shares, debentures, warrants or other financial instruments issued by or relating to the company.

In accordance with the Companies Act 2019 (Act 992)

BENEFICIAL OWNERSHIP DISCLOSURE AMENDMENT FORM



Give the full name of the

form is completed

available –

company on whose behalf the

Provide ORC/RGD number if

ORC-BO5

Complete all relevant sections in English. If any information to be included on the form, such as a person's name, is not originally in the Latin alphabet, please use a recognised transliteration into the Latin alphabet.

Spell out all words - no abbreviations

Who must complete this form?

Part:A — The Company.

1. Company Information

Full legal name of Company:

RGD/ORC number:

This form must be completed by every company whose beneficial ownership information has changed. As per Act 992, company includes public or private: (i) company limited by shares; (ii) company limited by guarantee; (iii) unlimited company; and (iv) an external company.

TIN of Company:		Numb	e Tax Identification er (TIN) for the company on behalf the form is eted
Country of Incorporation:			ry where the company was orated
Part B Details of Change	A NOTE OF THE PROPERTY OF THE	A Table of	
Changes in the number of Beneficial Owners			
☐ There have been changes to the nu	umber of existing beneficia	al owners of the above	mentioned company
Changes to the particulars of Beneficial Own	ers		
☐ There have been changes to the pa	articulars of existing benef	icial owners of the abo	ve mentioned
company			
Name of Beneficial Owner			
	Add Beneficial Owner	Remove Beneficial Owner	Change Existing Particulars of Beneficial Owner
	Ф		
		П	
	 		

Complete a separate Amendme beneficial owner	nt form for each	Complete BO2, BO3 or BO4	Skip to Part F	Complete appropriate sections where changes are expected to be made
Changes to Existing Particulars		•		
	☐ Yes ☐ N	lo		Chin to Deat C
Change in Personal				Skip to Part C
information				
	☐ Yes ☐ N	lo		Sklp to Part D
Change in PEP status				
Change is applying of interest	☐ Yes ☐ N	10		Skip to Part E
Change in nature of interest				
Part C - The Beneficial Owner				
Part C - The Belleficial Owller	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		E.C.	
First name/Given Name				
That hame, over Name				
	_			
Surname/Family Name			1.	Insert the new full surname or family name or names of the individual beneficial owner
				There should be evidence of an affidavit. (A photocopy of an affidavit)
Date of Birth				
	DD-MM-YYY			
Nationality(ies):				Nationallty of the beneficial owner
				If dual nationalities, please list both
Paridontial Address timeludian				Insert the residential address,
Residential Address (including street name, city, country, and: Postal/Zip code	Street			even if that is outside of Ghana.
	Town City	State/region		
	Country Postal/Ziq	o Cade		
Service Address (including street				Insert the service address. This
name, city, country, and: Postal/Zip code	Street			can be the office address through which the beneficial owner can be contacted or the reporting

	Town	City	State/region	company's address
	Country	Postal/Zip Code		
Digital address (if applicable)				Ghana Post GPS address
Postal Address (P.O. Box)				
Telephone/Mobile Number:				
Email address				
Primary ID Number (please attach a copy of your ID):				For Ghanaian beneficial owners, Ghana Card Number
				For non-Ghanalans:
				Passport
				National identity card Social security number or
				equivalent
				Driving licence
Primary ID Type:				See previous section's instructions

ID Issuing Country/ State/Province: insert the country, state or

province which issued the primary ID identified

			
Par	t C – Details on the nature o	of interests held by the Beneficial Owner	
1.	Does the beneficial owner directly or indirectly own shares in the company?	☐ Yes Direct ☐ No (skip to 2)	Effective percentage interest is the estimate of the extent of ownership interest in a declaring company.
		Percentage held directly	
		Percentage held indirectly	
2.	Does the beneficial owner directly or indirectly hold voting	☐ Yes ☐ No (skip to 3)	Effective percentage interest is the estimate of the extent of ownership interest in a declaring company

Owner have any financial arrangements or benefit from any form of securities issued by the company?

No

(please provide short description of the nature of benefit if you select "Yes")

Part E Politically Exposed Pers	ons (PEP) Status of Beneficial Owner	
Is the individual named above a Politically Exposed Persons,	☐ Yes, domestic Ghanaian PEP	
as a result of holding a position of importance or	☐ Yes, international non-Ghanaian PEP	
being a close relative or associate of a person holding a position of importance?	□ No (skip to Part D)	
Reason for PEP Status (See instructions)	☐ Head of State / Government	Qualification of a PEP includes a rank equivalent to a director or
[See man actions)	☐ Senior Political Party Official	above, including board members
	☐ Military Official	A person identified as a PEP
	☐ Executive of State-Owned Company	remains a PEP for eight years after the person entrusted in a prominent public position has left
	☐ Government Official	that office and not been entrusted in another prominent
	☐ Judicial official	public position
	☐ State Security Official (including police service)	
	☐ International and multilateral organizations	
Role title of this office holder and office/department, country		
Nature of Connection to office	☐ In Person (skip to Part D)	immediate family member" includes spouse or civil partner;

The state of the s

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holder	Immediate Family of PEP	children; legally adopted children parents; siblings; grandparents; grandchildren
	Close Associate of PEP	"close associate" includes (a) an individual known to have joint beneficial ownership of a legal entity or a legal arrangement or any other close business relationship with a person entrusted in a prominent public position; (b) an individual who has sole beneficial ownership of a legal entity or a legal arrangement that is known to have been set up for the benefit of a person entrusted in a prominent public position.
Family or surname of office holder		Insert the full surname or family name(s) of the individual office holder
Full first or given name of office holder:		Insert the full first or given name or names of the individual office holder
Any previous name (e.g., maiden name) of office holder:		Insert any previous names used by the office holder including maiden names and any alias
Date of Birth of office holder		
	DD - MM - YYYY	

art F -	- Attestation	
ATTEST	ATION	
		•
1.	above beneficial ownership declaration	e reporting entity confirm that all information provided in the n is accurate and reliable. Failure to provide accurate and reliable of the Companies Act 2019 Act 992. Any violation shall be liable penalty units
2.		
	Name of Director*	(Signature)
	Position. (ddmmyyyy)	Date
	(aummyyy)	

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information shall constitute a violation of the Com to a fine of of 1000 penalty units	panies Act 2019 Act 992. Any violation shall be liable	
Name of Company Scecretary*	(Signature)	
Position.	Date (ddmmyyyy)	
* In the case of an external company the local manager should sign.		
OFFICIAL USE ONLY		
To be completed by Registrar-General's Department		
Name of Company Inspector (Signature)	·	
Date received	(ddmmyyyy)	

Guidance Notes

Beneficial Owner means an individual

- 1. (a) who directly or indirectly ultimately owns or exercises substantial control over a person or company;
- 2. (b) who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons.
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- (b) Significant influence or control means an individual has the right to exercise, or actually exercises direct or indirect influence or control over a company, through one or more of the following actions, powers, or abilities:
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 - ii. right to appoint or remove of the managing director, chief executive officer or the holder of an equivalent position;
 - iii. right to veto or the right to overrule decisions of a company's board of directors or an

equivalent governing board;

iv. right to hold voting rights in a company other than through ownership interest; v. right to change the nature of a company's business;

vi. right to approve company's business plans and any amendments;

vii. sign and approve of borrowing, lending or other significant transactions made by a company, other than administrative signatories in accordance with employment obligations.

viii. sign a bank or financial institution account of the company, other than administrative signatories in accordance with employment obligations.

ix. has influence over any other decision that affects the overall direction of the company

- (c) Substantial economic benefit means the right to benefit directly or indirectly from the company's profit or assets, either through a formal or informal arrangement.
- (1) Subject to Regulation 50 (1), a Beneficial Owner shall not include an agent, custodian, intermediary, or nominee or person acting in a similar capacity.

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"Interest" means:

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- ii. A legal right to a revenue stream from or capital value of those shares, debentures, warrants or other financial instruments issued by or relating to the company.

THIRD SCHEDULE

(regulation 51(1))

Classification of Companies

COMPANY CATEGORY	REVENUE*	ASSETS*
Small	GHS0 GHS400,000	GHS0 - GHS400,000
Medium	GHS400,001 - GHS10,000,000	GHS400,001 - GHS10,000,000
Large	Above GHS 10,000,000	Above GHS 10,000,000

^{*}whichever is higher

GODFRED YEBOAH DAME
Minister responsible for Justice