



APPLICATION TO REGISTER A COMPANY WITH SHARES
THE COMPANIES ACT, 2019 (ACT 992)

FORM 3
Private Limited

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

OFFICE OF THE REGISTRAR OF COMPANIES

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

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

(A)	Registered Constitution	Standard Constitution	Tick Registered Constitution if the company has its own Constitution. If not, Tick Standard Constitution as in schedule 2 of Act 992.
<i>Company Name*</i>			Name should not be duplicated, similar, misleading or undesirable. The Registrar 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 can be found on our portal www.rgdservices.com
<i>Ending With*</i>	LTD	LIMITED COMPANY	Tick one preferred name ending
<i>Presented By*</i>			Full name and TIN of the natural person or legal entity submitting documents to the Registrar of Companies
(B)	Nature of Business/Sector(s)*		
Legal	Estate/Housing	Media	Transport/Aerospace
Utilities	Education	Shipping & Port	Estate/Housing
Tourism	Quarry / Mining	Hospitality	Fashion/Beautification
Insurance	Entertainment	Health Care	Refinery of Minerals
Agriculture	Food Industry	Securities/Brokers	Others(<i>Please Specify</i>)
Oil and Gas	Manufacturing	Commerce/ Trading	
Construction	Pharmaceutical	Banking and Finance	
Telecom/ICT	Security	Sanitation	
(C)	Principal Business Activities		
Select the International Standard Industrial Classification (ISIC) code number(s) for the principal activity and other activities			ISIC or classification code is a standard classification for economic or business activities so that establishments could be classified based on the activity they carry out.
<i>ISIC code 1</i>			A detailed list of ISIC or Classification Codes can be found on our website at www.rgd.gov.gh
<i>ISIC code 2</i>			
<i>ISIC code 3</i>			
<i>ISIC code 4</i>			
If you cannot determine a code, please give a brief description of the company's business activities			
(D) Object(s) of the Company			
			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

(E) Registered Office Address														
Digital Address*													Per section 13 (2) (d) of Act 992 every Company must have a Registered Office and this is the address to which the Registrar of Companies may send correspondence.	
House/Building/Flat* (Name or House No.)/LMB														
Street Name*														Obtain a digital address by downloading the Ghana Post GPS app onto any smart phone.
City*														
District*														To get an accurate address, stand at the entrance of the said location or office,
Region*														
(F) Principal Place of Business														
Is the Principal place of Business the same as the Registered Office Address?														
If Yes (Tick the box and proceed with other Place of Business)						If No (Provide Details)							Applicants are to ensure that the digital address provided matches with the registered office address.	
Digital Address*														
House/Building/Flat (Name or House No.)/LMB*														
Street Name*														
City*														
District*														
Region*														
(G) Other Place of Business														
Digital Address													Companies that have multiple operational locations must complete this section. Supplementary sheets can be found on our website www.rgd.gov.gh	
House/Building/Flat (Name or House No.)/LMB														
Street Name														
City														
District														
Region														
(H) Address at which Register of Members will be kept and maintained (if elsewhere than at the Registered Office)														
Digital Address*													A Register of Members is a register that holds the names and addresses of members of an incorporated Company. It is required that every company keeps and maintains a Register of its Members at a location in the country.	
House/Building/Flat (Name or House No.)/LMB*														
Street Name*														
City*														
District*														
Region*														
Postal Address														
C/O													Please tick either Post Office Box (P O BOX), Private Mail Bag (PMB) or Door to Door (DTD) and provide details as applicable.	
Type*		P.O. BOX		PMB		DTD								
Number*														
Town*														
Region*														
(I) Contact of the Company														
Phone No 1*													Applicants are to provide at least, one mobile phone number and an email address. This is to assist the Registrar of Companies send out notices.	
Phone No 2														
Mobile No 1*														
Mobile No 2														

Fax																			
Email Address*																			
Website																			
(J)	Particulars of Directors of the Company																		
Director 1	Statutory Declaration & Consent Letter																		
A person shall not be appointed a director if																			
i. That person within the preceding five years of the application for incorporation has been a director or senior manager of a Company that has become insolvent.																			
Tick applicable	Yes		No																
ii. Charged with or convicted of a criminal offence involving fraud or dishonesty																			
Tick applicable	Yes		No																
iii. Charged with or convicted of a criminal offence relating to the promotion, incorporation or management of a company																			
Tick applicable	Yes		No																
<i>Statutory Declaration Form*</i>				<i>Consent Letter*</i>															
Title	Mr		Mrs		Miss		Ms		Dr										
First Name*																			
Middle Name*																			
Last Name*																			
Any Former Name*																			
Gender*	Male		Female																
Date of Birth*	<i>D</i>	<i>D</i>	<i>M</i>	<i>M</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>											
Place of Birth*																			
Nationality*																			
Occupation*																			
Mobile No 1*																			
Mobile No 2																			
Fax																			
Email Address*																			
TIN																			
Without TIN	Fill the GRA TIN Form attached																		
Residential Address																			
Digital Address*																			
House/Building/Flat* (Name or House No.)/LMB																			
Street Name*																			
City*																			
District*																			
Region*																			
Country*																			
Occupational Address																			
Digital Address*																			
House/Building/Flat* (Name or House No.)/LMB																			
Street Name*																			
City*																			
District*																			
Region*																			
Country*																			

Directors should be at least 18 years and above.

Directors are to attach a statutory declaration and consent letter as stated in section 172 (2) of Act 992.

If you tick "yes" to any of the Statutory Declarations, provide details that qualifies you to be a director. Attach supporting documents

A Company shall have at least two directors of which one should be resident in Ghana.

If there are more than two directors, additional directors' forms shall be obtained from our website at www.rgd.gov.gh

This address when provided will not appear on public record, unlike that of the Company.

Applicants are to ensure that the digital address provided matches with the residential address provided.

Provide your current workplace address.

<i>Particulars of other Directorships*</i>																						List the names of other Companies for which you serve as director	
<i>Director's Signature*</i>																							

(K)

Director2	Statutory Declaration & Consent Letter																				Kindly use the instructions given in section (J)	
A person shall not be appointed a director if																						
i. That person within the preceding five years of the application for incorporation has been a director or senior manager of a Company that has become insolvent.																						
Tick applicable	Yes		No																			
ii. Charged with or convicted of a criminal offence involving fraud or dishonesty																						
Tick applicable	Yes		No																			
iii. Charged with or convicted of a criminal offence relating to the promotion, incorporation or management of a Company																						
Tick applicable	Yes		No																			
<i>Statutory Declaration Form*</i>										<i>Consent Letter*</i>												
<i>Title</i>	Mr		Mrs		Miss		Ms		Dr													
<i>First Name*</i>																						
<i>Middle Name*</i>																						
<i>Last Name*</i>																						
<i>Any Former Name*</i>																						
<i>Gender*</i>	Male		Female																			
<i>Date of Birth*</i>	<i>D</i>	<i>D</i>	<i>M</i>	<i>M</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>														
<i>Place of Birth*</i>																						
<i>Nationality*</i>																						
<i>Occupation*</i>																						
<i>Mobile No 1*</i>																						
<i>Mobile No 2</i>																						
<i>Fax</i>																						
<i>Email Address*</i>																						
<i>TIN</i>																						
<i>Without TIN</i>	Fill the GRA TIN Form attached																					
Residential Address																						
<i>Digital Address*</i>																						
<i>House/Building/Flat* (Name or House No.)/LMB</i>																						
<i>Street Name*</i>																						
<i>City*</i>																						
<i>District*</i>																						
<i>Region*</i>																						
<i>Country*</i>																						
Occupational Address																						
<i>Digital Address*</i>																						
<i>House/Building/Flat* (Name or House No.)/LMB</i>																						
<i>Street Name*</i>																						

City*																				
District*																				
Region*																				
Country*																				
Particulars of other Directorships*																				
Director's Signature*																			

(L)	Particulars of Company Secretary
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Professional qualification		Tick the applicable qualification(s) Attach Consent Letter Reference to Section 211 (1) and (3) of Act 992
Tertiary level qualification		
Company Secretary Trainee		
Barrister or Solicitor in the Republic		
Institute of Chartered Accountants		
Under the supervision of a qualified Company Secretary		
Institute of Chartered Secretaries and Administrators		
By virtue of an academic qualification, member of a professional body, appears to the directors as capable of performing the functions of Secretary of the		

Consent Letter*										
Title	Mr		Mrs		Miss		Ms		Dr	
First Name*										
Middle Name*										
Last Name*										
Any Former Name*										
TIN										
Without TIN	Fill the GRA TIN Form attached									
Gender*	Male		Female							
Date of Birth*	D	D	M	M	Y	Y	Y	Y		
Place of Birth*										
Nationality*										
Occupation*										
Mobile No 1*										
Mobile No 2										
Fax										
Digital Address*										
Email Address*										

(M)	In Case of Corporate Body Acting as Company Secretary
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Corporate Name*		The Corporate Body must have as one of its promoters, subscribers or operating officers a person who qualifies to be a Company Secretary.
Corporate TIN*		
Digital Address*		The Corporate Representative must hold at least one of the qualification(s) of secretary stated above Reference to section 211 (2) Act 992
Corporate Address		
H/No. LMB*		
P.O. Box/DTD/PMB*		

<i>Name of Person Representing the Corporate Secretary*</i>																
<i>TIN of Representative*</i>																
<i>Signature(Corporate Representative)*</i>															
<i>Corporate Stamp*</i>															
Attested by																
Director*	TIN															
<i>Name*</i>																
<i>Signature*</i>															
Secretary*	TIN															
<i>Name*</i>																
<i>Signature*</i>															
Or in the Alternative																
Director*	TIN															
<i>Name*</i>																
<i>Signature*</i>															
Director*	TIN															
<i>Name*</i>																
<i>Signature*</i>															
Secretary*	TIN															
<i>Name*</i>																
<i>Signature*</i>															

For authentication purposes, two officers of the company are to sign their signatures together with a seal or stamp of the company

Reference to section 150 (1) (D) (i) Act 992

In the absence of a stamp or a seal of the company, the signature of two directors and a Company Secretary are needed for authentication purposes

Reference to section 150 (1) (D)(ii) of Act 992

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

(P)		Address and Description of Subscriber - Individual												
This Section Must Be Filled with or Without a Registered Constitution														<p>A subscriber is somebody who agrees to become a member of the company by the taking up shares at the inception of the company</p> <p>The application for incorporation shall be made by a person:</p> <p>a. Signing a duly completed application for incorporation form</p> <p>or</p> <p>b. signing a duly completed application for incorporation form and the constitution of the proposed company (where a registered constitution is preferred)</p> <p>If there are more than two subscribers, additional subscriber forms shall be obtained from our website at www.rgd.gov.gh</p>
I/We the undersigned are desirous of forming an incorporated Company in pursuance of this Constitution and we respectively agree to take the number of shares in the Company set opposite our respective names and to pay therefore in cash the consideration respectively stated														
Subscriber 1	Mr		Mrs		Miss		Ms		Dr					
<i>First Name*</i>														
<i>Middle Name*</i>														
<i>Last Name*</i>														
<i>Any Former Name*</i>														
<i>TIN</i>														
<i>Without TIN</i>	Fill the GRA TIN Form attached													
<i>Gender*</i>	Male			Female										
<i>Date of Birth*</i>	<i>D</i>	<i>D</i>	<i>M</i>	<i>M</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>						
<i>Place of Birth*</i>														
<i>Nationality*</i>														
<i>Occupation*</i>														
<i>Digital Address*</i>														
<i>Address*</i>														
<i>No. of Shares Taken*</i>														
<i>Consideration Payable in Cash*</i>	GHC													
<i>Signature*</i>	<p>.....</p>													
(Q)		Address and Description of Subscriber - Individual												
Subscriber 2	Mr		Mrs		Miss		Ms		Dr					
<i>First Name*</i>														
<i>Middle Name*</i>														
<i>Last Name*</i>														
<i>Any Former Name*</i>														
<i>TIN</i>														
<i>Without TIN</i>	Fill the GRA TIN Form attached													
<i>Gender*</i>	Male			Female										
<i>Date of Birth*</i>	<i>D</i>	<i>D</i>	<i>M</i>	<i>M</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>						
<i>Place of Birth*</i>														
<i>Nationality*</i>														
<i>Occupation*</i>														
<i>Digital Address*</i>														
<i>Address*</i>														
<i>No. of Shares Taken*</i>														
<i>Consideration Payable in Cash*</i>	GHC													
<i>Signature*</i>	<p>.....</p>													

(R) In Case of Corporate Body Acting as A Subscriber																	
<i>Corporate Name*</i>																	If there are more than one Corporate Subscribers, additional corporate subscribers' forms shall be obtained from our website at www.rgd.gov.gh
<i>Corporate TIN*</i>																	
<i>Digital Address*</i>																	
<i>Corporate Address* H/No. LMB</i>																	
<i>P.O. Box/DTD/PMB*</i>																	
<i>No. of Shares Taken*</i>																	
<i>Consideration Payable in Cash*</i>																	
<i>Name of Person Representing the Corporate Subscriber*</i>																	
<i>TIN of Representative*</i>																	
<i>Signature (Corporate Representative)*</i>																
<i>Corporate Stamp*</i>																
Attested by																	
<i>Director*</i>	TIN																For authentication purposes, two officers of the company are to sign their signatures together with a seal or stamp of the company
<i>Name*</i>																	
<i>Signature*</i>																
<i>Secretary*</i>	TIN																
<i>Name*</i>																	
<i>Signature*</i>																
Or in the Alternative																	
<i>Director*</i>	TIN																In the absence of a stamp or a seal of the company, the signature of two directors and a company secretary are needed for authentication purposes
<i>Name*</i>																	
<i>Signature*</i>																

Director*	TIN															
<i>Name*</i>																
<i>Signature*</i>															
Secretary*	TIN															
<i>Name*</i>																
<i>Signature*</i>															
(S)	Shares In Trust for Minor(s)															
	Address and Description of Trustee - Individual															
<i>TIN*</i>																
<i>Trustee*</i>	Mr		Mrs		Miss		Ms		Dr							
<i>First Name*</i>																
<i>Middle Name*</i>																
<i>Any Former Name*</i>																
<i>Last Name*</i>																
<i>Nationality*</i>																
<i>Occupation*</i>																
<i>Digital Address*</i>																
<i>Address*</i>																
<i>Declaration*</i>	That I/we hold the Share(s) and all dividends and interests accrued or to accrue on trust for the Owner and I/we undertake to transfer and deal, in all respects, and to pay the Share and any dividends, interest and other benefits thereon and accretions thereto in such manner as the Owner shall from time to time direct.															
<i>No. of Shares Taken*</i>																
<i>Consideration Payable in Cash</i>	GHC															
<i>Name (Minor)*</i>																
<i>Date of Birth*</i>	D	D	M	M	Y	Y	Y	Y								
<i>Identification Type(ID)</i>																
<i>ID Reference Number</i>																
<i>Signature(Trustee)*</i>															
(T)	In Case of Corporate Body Acting as a Trustee															
<i>Corporate Name*</i>																
<i>Corporate TIN*</i>																
<i>Corporate Address*</i>																
<i>H/No. LMB</i>																

<i>P.O. Box/DTD/PMB*</i>		
<i>Corporate Stamp*</i>	<p style="text-align: center;">.....</p>	<p>For authentication purposes, two officers of the company are to sign their signatures together with a seal or stamp of the company</p>
Attested by		
<i>Director*</i>	TIN	
<i>Name*</i>		
<i>Signature*</i>	<p style="text-align: center;">.....</p>	
<i>Secretary*</i>	TIN	
<i>Name*</i>		
<i>Signature*</i>	<p style="text-align: center;">.....</p>	
Or in the Alternative		<p>In the absence of a stamp or a seal of the company, the signature of two directors and a Company Secretary are needed for authentication purposes</p>
<i>Director*</i>	TIN	
<i>Name*</i>		
<i>Signature*</i>	<p style="text-align: center;">.....</p>	
<i>Director*</i>	TIN	
<i>Name*</i>		
<i>Signature*</i>	<p style="text-align: center;">.....</p>	
<i>Secretary*</i>	TIN	
<i>Name*</i>		
<i>Signature*</i>	<p style="text-align: center;">.....</p>	
<i>Declaration*</i>	<p>That the company holds the Share(s) and all dividends and interests accrued or to accrue on trust for the Owner and I/we undertake to transfer and deal, in all respects, and to pay the Share and any dividends, interest and other benefits thereon and accretions thereto in such manner as the Owner shall from time to time direct.</p>	
<i>No. of Shares Taken*</i>		
<i>Consideration Payable in Cash*</i>	GHC	
<i>Name (Minor)*</i>		
<i>Date of Birth(Minor)*</i>	<i>D D M M Y Y Y Y</i>	
<i>Identification Type(ID)</i>		
<i>ID Reference Number</i>		

(U)		Witness to the above Signatures																
<i>Date*</i>		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 signing.
<i>Full Name*</i>																		
<i>Witness Signature*</i>																	
<i>Address*</i>																		
<i>Occupation*</i>																		
(V)		Beneficial Owner(BO)																
A beneficial owner (or owners) is the individual or natural person who owns, controls, has interest in, or exercises influence over the legal person (or arrangement) or receives substantial benefit from the applicant's activity. A beneficial owner is an individual and cannot be a company.														Section 35 (14) and (15) of Act 992				
SANCTIONS: Failure to disclose is an offence and will attract sanctions and penalties																		
Fill the BO Form attached /Download from website www.rgd.gov.gh																		
(W)		MSME Details																
<i>Revenue Envisaged*</i>																		This is to determine the size of the Company i.e. small scale business, medium scale business or large scale business
<i>No. of Employees Envisaged*</i>																		
(X)		Business Operating Permit (BOP) Request																
Apply for BOP Now		Apply for BOP Later				Already have a BOP												
Provide BOP Reference No.																		
Please fill where applicant (Director/Secretary/Subscriber/Trustee) cannot read or write																		
<p>I....., resident of have carefully read over the contents of this form in the language to.....</p> <p>(Name of Person(s)) and the said person appeared to understand same before appending his / her thumbprint to same.</p>															For this section print a copy for each person who cannot sign to thumb print			
<p>.....</p> <p>Signature of the Witness</p>																		
												<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"> <p style="text-align: center;">THUMB PRINT</p> </div>						
(Y)		For Office Use Only																
<i>Date of Submission of Document*</i>																		
<i>Name of Company Inspector*</i>																		
<i>Filing Date*</i>																		
<i>Signature*</i>																		

Important Information				
MSME Classification in Ghana				
Enterprise Category	Employment Size(Permanent s	Turnover	Assets	
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\$3,000,000	US\$1,000,001 – US\$3,000,000	
(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 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				