

Section A

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Section B**Partner 1****Particular of Partners**

13. Title (*Mark x in appropriate box*) Mr. ☐ Mrs. ☐ Miss ☐ Surname
 First name Middle Name
 Occupation Date of birth Sex M ☐ F ☐
 Nationality ID/Passport No. Percentage of shares %

Partner 2

13. Title (*Mark x in appropriate box*) Mr. ☐ Mrs. ☐ Miss ☐ Surname
 First name Middle Name
 Occupation Date of birth Sex M ☐ F ☐
 Nationality ID/Passport No. Percentage of shares %

Partner 3

13. Title (*Mark x in appropriate box*) Mr. ☐ Mrs. ☐ Miss ☐ Surname
 First name Middle Name
 Occupation Date of birth Sex M ☐ F ☐
 Nationality ID/Passport No. Percentage of shares %

Partner 4

13. Title (*Mark x in appropriate box*) Mr. ☐ Mrs. ☐ Miss ☐ Surname
 First name Middle Name
 Occupation Date of birth Sex M ☐ F ☐
 Nationality ID/Passport No. Percentage of shares %

Partner 5

13. Title (*Mark x in appropriate box*) Mr. ☐ Mrs. ☐ Miss ☐ Surname
 First name Middle Name
 Occupation Date of birth Sex M ☐ F ☐
 Nationality ID/Passport No. Percentage of shares %

Note: Please attached photocopy of your National ID/ Passport and residential permit
Attach additional copy of shareholders information

14. Note: for Promoter

I.....hereby certify and declare that the foregoing particulars are to my knowledge and belief correct, and I undertake to notify the Registrar of Companies/business, National Revenue Authority and the Freetown City Council whenever there is a change of circumstance affecting or relating to the particulars of the company/business as stated above.

Dated thisday of 20..... Signature.....

FOR NRA OFFICIAL USE ONLY

15. Date of Issue

16. Data Entry By:

16. Trade Activity Classification

18. Tax District

25. TIN Assigned to Business

FREETOWN CITY COUNCIL OFFICIAL USE ONLY

19. Type of Business

Category: A ☐ B ☐ C ☐ Amount Due and Demanded Le:.....

Licenses officer:..... Signature:.....

GUIDANCE NOTES

- ✓ **This form is to be completed for Partnership other than Sole Proprietorships or company.**
- ✓ **Section B is for Partners details and attach photocopies of National ID Card/Passport/Driver's License for Sierra Leoneans and in the case of Non-Sierra Leoneans photocopies of Certificate of Registration, Passport and Residence Permit.**
- ✓ **Please ensure that originals of photocopy attachments are presented for inspection as a basis for authentication of the photocopies at the NIB ,NRA and FCC offices when you are submitting the application.**

Section A

1. Enter name of business as entered as you want it to appear in the business registration certificate.
2. Physical location of principal place where business is conducted (i.e. head office if business is conducted at two or more places). Provide street address and leave out phrases like "near bridge" etc.
3. Details of person's address- Post Office Box number, town (or area) and district in which post office is located. District could be one of the following: Western Area Urban, Western Area Rural, Kailahun, Kenema, Kono, Bombali, Kambia, Koinadugu, Port Loko, Tonkolili, Bo, Bonthe, Moyamba or Pujehum.
4. Current E-mail address, numbers of land-line and mobile phone of the business.
5. Activity /industrial classification: Mark **X** in appropriate box
6. Describe business activities with main activity first. Please be specific.

7. The money/asset you have or wish to have to invest in the business. Estimate
Turnover means - The estimate of annual sales.
8. Name of External Auditor / Accountant of the business.
- 9-10. Name of contact person: A person in management position in the business,
who interacts regularly with NIB, NRA and FCC on registration and tax issues.
11. The date you started/will start operation.
12. Full detail of any other place(s) with business is conducted in Sierra Leone
13. Enter the following details for each partner
- Tick appropriate title and write full name, beginning with surname.
 - Date of birth beginning with day, followed by month and year in that order.
 - Mark **X** in box for male or female.
 - Sierra Leonean to provide Photocopy of National ID Number (or certificate of citizenship - obtained from National Civil Registration Authority)). Non-nationals of Sierra Leone are to provide passport number and residence permit
14. To be completed by partner. The partner should fill his full name, sign and date.

15-19 DO NOT FILL THESE SECTIONS 15-19