

National Investment Board
Combine Application for Registration of Sole Proprietorship, and Issuance
of Taxpayer Identification Number (TIN) and Municipal License.

1. Title (Mark x in appropriate box) Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Surname																																		
First name										Middle Name																								
2. Mother's Maiden Name																																		
3. Occupation																																		
4. Date of birth										Place of birth: Town/City																								
District																				6. Sex: <input type="checkbox"/> M <input type="checkbox"/> F														
7. Country of Residence: Sierra Leone <input type="checkbox"/> Other <input type="checkbox"/> if other specify.....																																		
8. Nationality Details: Sierra Leonean <input type="checkbox"/> Other <input type="checkbox"/> if other specify.....																																		
NIN/Passport No																				9. Residence permit No. (for non- Sierra Leonean)														
10. Postal Address: P.O Box										Street																								
City/Town																				District														
11. Residential Address: Street																																		
City/Town																				District														
12. Telephone No and E-mail Address of Business: Land line																									Mobile									
E-Mail Address																																		
<u>SOLE PROPRIETORSHIP INFORMATION</u>																																		
13. Business Name																																		
14. Business Location : Street																																		
City/ Town																				District														
15. Business Telephone & E-mail: Line										Mobile																								
Email																																		
16. Describe your Business Activity/Nature of Business:																																		
17. Estimate of Annual Turnover: <i>in words</i>																																		
<i>In figures</i>																																		
18. Date of Commencement of business																																		

19. Full particulars of any branch(es) or other place(s) of business in Sierra Leone	
Branch	
Address 1	
Branch	
Address 2	

[illegible][illegible]

20. Note: Proprietor

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.....

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

<u>FOR NRA OFFICIAL USE ONLY</u>	
21. Date of Issue <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>	22. Data Entry By: <div style="border: 1px solid black; width: 180px; height: 20px; margin-top: 5px;"></div>
23. Trade Activity Classification <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>	24. Tax District <div style="border: 1px solid black; width: 180px; height: 20px; margin-top: 5px;"></div>
25. TIN Assigned to Proprietor and Business <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>	


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[illegible]

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[illegible]

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[illegible][illegible]Category: A ☐B C ☐

Amount Due and Demanded Le:.....

Licenses officer:.....

Signature:.....

- ☞ **This form is to be filled by operators of Sole Proprietorship only.**
- ☞ **Attach photocopies of Certificate of Registration and 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.**

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8. Sierra Leonean to provide National ID Number (**obtained from National Civil Registration Authority**). Non-nationals of Sierra Leone are to provide passport number and residence permit.
9. Applicable to Non- Sierra Leoneans resident in Sierra Leone.
10. Details of postal address – Post Office Box Number, town (or area) and district in which post office is located. Provide street address and leave out phrases like “near bridge” etc.
11. Residential Address of individual. 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 Pujehun.
12. Numbers of land-line (at home) and Cell phone. Current E-mail address.
13. Name of business as you want it to appears on certificate of business registration issued by Administrator and Registrar General.
14. 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.
15. Current business telephone numbers and E-mail address.
16. Describe business activities with main activity first. Please be specific.
17. Estimate Turnover means - The estimate of annual sales.
18. The date you started/will start operation
19. Full detail of any other place(s) with business is conducted in Sierra Leone
20. To be filled by Sole proprietor. He should write his full name.

21-26 DO NOT FILL THESE SECTIONS.