



SEE PAGE 3 & 4 FOR GUIDANCE NOTES

(Established under the Companies Act No.5 of 2009 and Business Registration Act, 2007 as Amended by the NIB ACT of 2022)

Section A

[illegible]

Shareholder 1

17. 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 %

Shareholder 2

17. 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 %

Shareholder 3

[illegible][illegible]

Attach additional copy of shareholders information

[illegible][illegible]

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.....

21. Date of Issue

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22. Data Entry By:

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23. Trade Activity Classification

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24. Tax District

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25. TIN Assigned to Company

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[illegible]

27. Number of Employees.....

28. Estimated Annual Pay.....

29. Commencement Date.....

30. NASSIT NUMBER.....

- ✓ **This form is to be completed for company other than Sole Proprietorships or Partnership.**
- ✓ **Section B is for shareholders 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 OARG, NRA and FCC offices when you are submitting the application.**

1. Enter name of business as entered as you want it to appear in the business registration certificate
2. Limited Liability Company is a profit making company and Limited by guarantee is a non profit making company.
3. Type of business Ownership: Local, Foreign private or public Limited Company. If your business does not correspond to one of these boxes then you are probably a Sole Proprietorship or Partnership and you must fill a different form.
4. 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.
5. 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 Pujehun.
6. Current E-mail address, numbers of land–line and mobile phone of the business.
 7. Activity /industrial classification: Mark **X** in appropriate box.
 8. Describe business activities with main activity first. Please be specific.
 9. The money/asset you have or wish to have to invest in the Company. Estimate
Turnover means - The estimate of annual sales.
 10. Name of External Auditor / Accountant of the business.
 11. Name of contact person: A person in management position in the business, who interacts regularly with OARG, NRA and FCC on registration and tax issues.
 - 12-13 The name and address of the person who should received and do correspondence on behalf of the company
 - 14-15 Name and address of the secretary of the company
 16. Full detail of any other place(s) with business is operated in Sierra Leone
 17. Enter the following details for each shareholder
 - 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 passport / driver's license if applicant has one). Non-nationals of Sierra Leone are to provide passport number and residence permit
 18. Details of a company that is a shareholder
 19. The date you started/will start operation
 20. To be completed by promoter of a company (Shareholder). Promoter Should fill his full name, sign and date

21-26 DO NOT FILL THESE SECTIONS 21-26