****

**SEE PAGE 3 & 4 FOR GUIDANCE NOTES**

**REPUBLIC OF SIERRA LEONE**

**Corporate Affairs Commission**

**(Established under the Companies Act No.5 of 2009 and Business Registration Act. 2007)**

**Application for Incorporation, Registration of New Business, and Issuance of NASSIT, Taxpayer Identification Number (TIN) and Municipal License.**

**Section A**

1. **The Business Name**

**2.** **Registration Type** *(Mark* **X** *in appropriate box* ) : Limited Liability Limited by Guarantee

**3. Type of Legal Entity**: Local Foreign Private Public

 Other if other specify:…………………………………………………………

**4. Business Location Address**

 Street

 District

 City /Town

**5.** **Postal Address**

 P.O. Box Street

 City/Town District

**6. Telephone No and E-mail Address of Business**: Land line Mobile

 E-Mail Address

**7**. **Activity/Industrial Classification** *(Mark* **X** *in appropriate box)*: Services Manufacturing Farming/Fisheries

 Commerce Transport/Communication Finance/Insurance/Real Estate Construction Banking Mining

 Government Other If other specify…………………………………………………………………………

**8.** **Describe your Business Activity/Nature of Business**:

**9.** **The Capital employed in the business (including all Branches of Sierra Leone) with details of**

 i. Nominal issue Capital *In Words*………………………………….

 *In figures*

 ii. Business estimate turnover for the twelve month form date of commencement of business: *in words……………………………………*

 *……………………………………………………………………………………. In figures*

**10. Auditor /Accountant**

**11. Name of contact person**

**12. Name of person authorise to accept and receive document**

**13***.* **Address of person authorise to accept and receive document**

**14.Name of Secretary**

**15. Address of Secretary**

**16. Full particulars of any branch(es) or other place(s) of business in Sierra Leone**

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Branch Address 1

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**Particular of Shareholders**

**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.

**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.

**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.

**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.

**Note: Please attached photocopy of your National ID/ Passport and residential permit**

**Attach additional copy of shareholders information**

**18. Particular of each company that is a shareholder**

 Company Name:

 Address

 Local Company Foreign Company

**19.**  **Date of Commencement of business**

Branch Address 2

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**Shareholder 1**

**Section B**

Percentage of shares

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**Shareholder 2**

Percentage of shares

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**Shareholder 1**

**Shareholder 3**

Percentage of shares

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**Shareholder 4**

Percentage of shares

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**20. 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 this …………day of ………………………. 20….. Signature……………………………

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**NRA OFFICIAL USE ONLY**

 **21. Date of Issue**  **22. Data Entry By:**

**23. Trade Activity Classification** **24. Tax District**

 **25. TIN Assigned to Company**

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**FREETOWN CITY COUNCIL OFFICIAL USE ONLY**

**26. Type of Business**

Category: A B C **Amount Due and Demanded** Le:……………………………………...

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

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**ADDITIONAL INFORMATION (NASSIT)**

**27. Number of Employees**……………… **28. Estimated Annual Pay**…………………………………

**29**. **Commencement Date**……………… **30**. **NASSIT NUMBER**……………………………................

**GUIDANCE NOTES**

* **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.**

**Section A**

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.
	1. 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**