



REPUBLIC OF SIERRA LEONE

Corporate Affairs Commission

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

SEE PAGE 3 & 4 FOR GUIDANCE NOTES

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  
Branch Address 1

Branch  
Address 2

[Grid for Branch and Address 2]

**Section B**

**Shareholder 1**

**Particular of Shareholders**

17. Title (Mark x in appropriate box) Mr.  Mrs.  Miss  Surname [Grid]  
First name [Grid] Middle Name [Grid]  
Occupation [Grid] Date of birth [Grid] Sex M  F   
Nationality [Grid] ID/Passport No. [Grid] Percentage of shares [Grid] %  
**Shareholder 2**

17. Title (Mark x in appropriate box) Mr.  Mrs.  Miss  Surname [Grid]  
First name [Grid] Middle Name [Grid]  
Occupation [Grid] Date of birth [Grid] Sex M  F   
Nationality [Grid] ID/Passport No. [Grid] Percentage of shares [Grid] %  
**Shareholder 3**

17. Title (Mark x in appropriate box) Mr.  Mrs.  Miss  Surname [Grid]  
First name [Grid] Middle Name [Grid]  
Occupation [Grid] Date of birth [Grid] Sex M  F   
Nationality [Grid] ID/Passport No. [Grid] Percentage of shares [Grid] %  
**Shareholder 4**

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

**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: [Grid]  
Address [Grid]  
Local Company  Foreign Company

**19. Date of Commencement of business** [Grid]

**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.....

**NRA OFFICIAL USE ONLY**

21. Date of Issue

22. Data Entry By:

23. Trade Activity Classification

24. Tax District

25. TIN Assigned to Company

**FREETOWN CITY COUNCIL OFFICIAL USE ONLY**

26. Type of Business

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

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

**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.
- 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**