

SUBSIDIARY LEGISLATION

REGISTRATION OF BUSINESS NAMES

REGULATIONS

Regulation

1. Title
2. Registration
3. Prescribed forms
4. Prescribed fees
5. Size of paper

FIRST SCHEDULE-Prescribed forms

SECOND SCHEDULE-Prescribed fees

REGISTRATION OF BUSINESS NAMES **SECTION 18-THE REGISTRATION OF BUSINESS** **NAMES REGULATIONS** *Regulations by the Minister*

*Government
Notice
169 of 1931
Statutory
Instrument
48 of 1987
25 of 1988
25 of 1992
17 of 1993
120 of 1994
Act No.
13 of 1994*

- | | |
|---|------------------|
| 1. These Regulations may be cited as the Registration of Business Names Regulations. | Title |
| 2. Any firm required to register under the provisions of the Act shall make application to the Registrar and shall be registered accordingly by the Registrar. | Registration |
| 3. The forms in the First Schedule shall be used as appropriate. | Prescribed forms |
| 4. The fees specified in the Second Schedule shall be payable in respect of the matters specified therein. | Prescribed fees |

5. Subject to any directions which may be given by the Registrar, all documents to be left with or sent to the Registrar shall be upon foolscap paper of a size approximately three hundred and twenty-five millimetres by two hundred millimetres, and shall have on the left-hand part thereof a margin of approximately fifty millimetres. Size of paper

FIRST SCHEDULE

(Regulation 3)

PRESCRIBED FORMS

FORM 1
(Section 5)

THE REGISTRATION OF BUSINESS NAMES ACT

STATEMENT OF PARTICULARS REQUIRED TO BE GIVEN IN THE
CASE OF A CORPORATION

1. Corporate name.	
2. Registered or principal office.	
3. Date of commencement of the business. This date need only be stated where the business was commenced after the 1st January, 1932	

Dated this day of
19.....

.....

*Signature of person acting under
authority of corporate body*

FORM 2

(Section 5)

THE REGISTRATION OF BUSINESS NAMES ACT

STATEMENT OF PARTICULARS REQUIRED TO BE GIVEN IN THE CASE OF A FIRM

1. Business name to be registered. Where a business is carried on under two or more business names, each of these business names must be stated.	
2. General nature of business	
3. Principal place of the business	
4. Present Christian name (or names) and surname of each of the individuals who are partners.	
5. Former Christian name (or names) and surname (if any) of each of the individuals who are partners.	
6. Nationality of each of the individuals who are partners. If the nationality stated is not the nationality of origin, such nationality of origin must in every case be stated.	
7. Age and sex of each of the individuals who are partners. If 21 years of age or over, it shall be sufficient to state " full age" .	
8. Usual place of residence of each of the individuals who are partners.	
9. Other business occupation (if any) of each of the individuals who are partners.	
10. Date of commencement of business..The date need only be stated where the business was commenced after the 1st January, 1932.	
11. Corporate name of each corporation which is a partner.	
12. Registered or principal office of each corporation which is a partner	

Dated this day of
19.....

.....

*Signature of person acting under
authority of partnership*

FORM 3

(Section 5)

THE REGISTRATION OF BUSINESS NAMES ACT

STATEMENT OF PARTICULARS REQUIRED TO BE GIVEN IN THE CASE OF AN APPLICATION BY AN INDIVIDUAL

1. Business name to be registered. Where a business is carried on under two or more business names, each of these business names must be stated.	
2. General nature of business	
3. Principal place of business	
4. Present Christian name (or names) and surname.	
5. Former Christian name (or names) and surname (if any).	
6. Nationality If present nationality is not the nationality of origin, the nationality of origin must be also stated.	
7. Age and sex. If 21 years of age or over, it shall be sufficient to state " full age" .	
8. Usual place of residence	
9. Other business occupation (if any)	
10. Date of commencement of business This date need only be stated where the business was commenced after the 1st January, 1932.	

Dated this day of
19.....

.....
Signature of person trading under

firm name

FORM 4

(Section 4)

THE REGISTRATION OF BUSINESS NAMES ACT

STATEMENT OF ADDITIONAL PARTICULARS

1. The present Christian name (or names) and surname of the individual or, in the case of a firm, of each of the individuals who are partners. If the business is carried on under any trust and any of the beneficiaries are a class of children or other persons, a description of the class shall be sufficient.	
2. Former Christian name (or names) and surname (if any) of the individual or, in the case of a firm, of each of the individuals who are partners.	
3. Nationality of the individual or, in the case of a firm, of each of the individuals who are partners. .If the nationality stated is not the nationality of origin, such nationality of origin must in every case be stated.	
4. Usual place of residence of the individual or, in the case of a firm, of each of the individuals who are partners.	
5. Corporate name (or names) of the corporation (or corporations) for which the business is being carried on.	
6. The business name (or names) and address (or addresses) of the foreign firm (or firms). .When the firm, individual or corporation acts as agent for three or more foreign firms, it shall be sufficient to specify the countries in which such foreign firms carry on business.	

Dated this day of
19.....

.....
Signature of nominee

Note.-The additional particulars required are those of the firm, individual or corporation, as the case may be, on whose behalf the business is carried on. (Vide section 4 of the Act.)

FORM 5

(Section 13)

THE REGISTRATION OF BUSINESS NAMES ACT

CERTIFICATE OF REGISTRATION

I HEREBY CERTIFY that this day
of 19....., have (has) been duly registered pursuant to and in accordance
with the provisions of the Registration of Business Names Act, and the regulations made
thereunder, and have (has) been entered under the Number in the Index
of Registration.

Given under my hand at.....this.....day of.....19....

Registrar

FORM 6

(Section 8)

THE REGISTRATION OF BUSINESS NAMES ACT

NOTICE OF CHANGE IN PARTICULARS REGISTERED

PURSUANT to section 8 of the Registration of Business Names Act

To the Registrar, appointed for the purposes of the above-mentioned Act.

WHEREAS WE (I) the undersigned were (was) duly registered pursuant to the provisions of the Registration of Business Names Act, on the..... day of....., 19....., under the Numberin the Index of Registration;

AND WHEREAS a change (or changes) has (or have) occurred (or been made) in respect of the particulars registered as hereinafter mentioned:

NOW WE (I) the undersigned hereby give you notice that on the date (or dates) hereunder specified the following change (or changes) occurred (or was or were made) in the particulars registered: that is to say

Dated this day of 19.....

(Signed)

FORM 7

(Section 15)

THE REGISTRATION OF BUSINESS NAMES ACT

NOTICE OF CESSATION OF BUSINESS

PURSUANT to section 15 of the Registration of Business Names Act

To the Registrar, appointed for the purposes of the
above-mentioned Act.

WHEREAS WE (I) the undersigned registered under the Number in the
Index of Registration have ceased to carry on business:

NOW WE (I) hereby give notice that we (I) have ceased to carry on business as.....as
from the day of 19..... save
for the purpose of winding up the said business.

Dated this day of 19.....

(Signed)

SECOND SCHEDULE

(Regulation 4)

PRESCRIBED FEES

Fee Units

1. For application to register a business name and issuance of certificate 70
2. For altering address on the register 50
3. For every entry in the register or ratification thereof or an alteration therein not otherwise charged for 50
4. For cancelling an entry or part of an entry in the register 50
5. For every certificate under the hand for the Registrar 20
6. For inspecting, each inspection 30
7. For certified copy of certificate of registration 20
8. For copies of any registered documents per folio of 72 words 20
9. Annual filing of statements of registered particulars 40
10. Search fee on the availability of each name 50
11. Filing of change of particulars of business names Form Six 150

(As amended by S.I. No. 16 of 1994 and Act No. 13 of 1994)