

THE REGISTRATION OF BUSINESS NAMES ACT, CAP. 499

**STATEMENT OF PARTICULARS**

*(Please read carefully the notes overleaf)*

1. Business name.....

(State the reference and Date of Registrar's Approval of name BNS/ .....of.....,20.....)

2. Nature of business.....3. Date of commencement.....

4. Address of the principal place of business.....

(Plot No., Section and Name of Street or Road)

5. Postal address.....

6. Address of any other place of business.....

(Branch Office under the above name)

7. Particulars of proprietor or partners-

| Full name and former names, if any, and, if married woman<br>full name of husband | Nationality and<br>Citizenship | Nationality of Origin | Age | Sex | Usual place of residence | Other<br>business<br>occupation |
|---|--------------------------------|-----------------------|-----|-----|--------------------------|---------------------------------|
| 1.  |                                |                       |     |     |                          |                                 |
| 2.  |                                |                       |     |     |                          |                                 |
| 3.  |                                |                       |     |     |                          |                                 |
| 4.  |                                |                       |     |     |                          |                                 |
| 5.  |                                |                       |     |     |                          |                                 |
| 6.  |                                |                       |     |     |                          |                                 |
| 7.  |                                |                       |     |     |                          |                                 |
| 8.  |                                |                       |     |     |                          |                                 |
| 9.  |                                |                       |     |     |                          |                                 |
| 10.   |                                |                       |     |     |                          |                                 |

**FEE: SH. 800**

| Full name and former names, if any, and, if married woman full name of husband | Nationality and Citizenship | Nationality of Origin | Age | Sex | Usual place of residence | Other business occupation |
|--|-----------------------------|-----------------------|-----|-----|--------------------------|---------------------------|
| 11.  |                             |                       |     |     |                          |                           |
| 12.  |                             |                       |     |     |                          |                           |
| 13.  |                             |                       |     |     |                          |                           |
| 14.  |                             |                       |     |     |                          |                           |
| 15.  |                             |                       |     |     |                          |                           |
| 16.  |                             |                       |     |     |                          |                           |
| 17.  |                             |                       |     |     |                          |                           |
| 18.  |                             |                       |     |     |                          |                           |
| 19.  |                             |                       |     |     |                          |                           |
| 20.  |                             |                       |     |     |                          |                           |

Signed.....  
.....

**NOTES**

*Item 1.-* Where a business is carried under two or more business names, every such name must be given.  
*Item 2.-* The nature of the business should be given as clearly as possible. General words such as “shop” or “retail trade” are not sufficient  
*Item 3.-* The date required is the date when business begun under the business name or when the change occurred which makes registration necessary.  
It should be noted particularly that a statement of particulars can only be lodged *after* a business is begun.  
*Item 4.-* This should be as complete as possible, and should contain a Land Office reference number  
*Item 6.-* To be completed only if there are any branches operating under the business name.  
*Item 7.-* When the proprietor or a partner is a corporation, the name of the corporation should be given in the first column, the country in which it was incorporated in the second column and the address of the registered office( or in the case of a foreign company, the name and address of he person authorized to accept service) in the sixth column; the other columns should be left blank.  
In the case of individuals, the age must be given in the fourth column; the words “full age” are *not* sufficient.  
Any person who has changed his name must give all former names, unless the change occurred before he attained the age of two years.  
Usual place of residence (in column 6) must show: locality, land office, plot and section number or house number where applicable.  
*Signature:-* The statement must be signed by the proprietor or by all partners, as the case may be. A director or the secretary can sign for a corporation which is the proprietor or partner. Where the statement is not signed by all partners, the Statutory Declaration printed alongside must be made before a Magistrate or Commissioner for Oaths by one of the signatory partner.

**STATUTORY DECLARATION**

*(Under section 7)*

(to be made only in cases where all partners do not sign above statement)

I, .....  
of.....  
do solemnly and sincerely declare that the particulars set out herein are true and correct and I make this declaration conscientiously believing the same to be true and according to the Oaths and Statutory Declarations Act.

Declared at..... This..... day of.....,20.....

**BEFORE ME**

.....  
*Signature*

.....  
Magistrate or commissioner for Oaths