



REGISTRATION CHECKLIST

- Registered Business Name.
- Business Registration Number (available from Registrar General Department).
- Business National Insurance Number.
- Personal National Insurance Number.
- Business License Number and date Licensed Issued.
- Business License Control Number.
- Contacts Details: Name, Telephone Number, Email Address and Exact Business Address/Location (not registered office). (Please include secondary contact for emergency Purposes.)
- Additional Details: Branch Information with specific addresses for each branch, Shareholders, Directors, Partners & Trustee Information (if applicable)
- Real Property Tax Assessment Number.
- Banking Information: Bank Name, Branch Location, Account Number, Account Type, and Credit Reference Letter. (Account related to your value added tax activities)
- Additional Information: Business Activity Details, Letter Authorizing a designated Representative (if required).
- Port Licensee Number (For Freeport only)
- Business Activities: Turnover