



REGISTRAR GENERAL'S DEPARTMENT  
MINISTRY OF JUSTICE AND ATTORNEY GENERAL

## Online Sole Proprietorship Registration



### Important

This pamphlet is intended to provide a general guide. It should be read in conjunction with the provisions of the Business Names Act, 1962, (Act151) of the Laws of Ghana and should not be regarded as a substitute for reading it. Proprietors are advised to seek independent professional advice as they see fit.

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Website : <https://www.rgd.gov.gh/>

Portal: [www.rgdeservices.com](http://www.rgdeservices.com) or [www.rgd.gov.gh](http://www.rgd.gov.gh)

### 1. What is an electronic Business Registration?

Electronic Registration is a 24-hour online service provided by the Registrar-General's Department (RGD) to facilitate electronic submission of applications for individuals who wish to register their businesses online via the portal.

### 2. What is sole proprietorship and who can register?

Sole proprietorship is popularly referred to as a one-man business where an individual proprietor owns and manages the business and is responsible for all debts and liabilities. The ownership of the Business dies with the owner. It is solely registered by Ghanaians ONLY.

### 3. How can I submit an application for a Business Name registration electronically?

You can submit an application after you have been registered as a portal account user on [www.rgdeservices.com](http://www.rgdeservices.com). You can register as an Individual Portal User free of charge to enjoy the convenience of electronic services. All registration documents are to be filled and scanned.

### 4. What would I need to be registered as a portal user?

To be a portal user, you would need a Tax Identification Number(TIN). If you do not have a TIN, you would need a scanned copy of any of Your Government issued photo identification's like any of the following:

the National ID Card, Passport, Voters' I. D. card or Driver's License to upload during the registration to acquire the TIN. After uploading, Click on Portal Accounts on the login page and follow the instructions to acquire the access to use our Portal to register Businesses.

The scanned documents will be reviewed by RGD staff who will send a confirmation link to the email attached to your TIN for activation of the account with the password provided if the documents are approved.

### 5. How can I register a sole proprietorship after creating a portal account?

You can download the FORM A at [https:// www.rgdeservices.com](https://www.rgdeservices.com) or obtain hard copies at the Registrar- General's Office in the Headquarters and all our Regional Offices.

To register as a sole proprietor business online, users will need to:

Download, Print, Complete, Sign and Scan Form A

- Click on the Entity Registration link on the left pane of the page
- Click on the Create new button if name has not been reserved or click on create name from name reservation button if the name has already been reserved.
- Entity name field should be completed with "Business Name"
- Input the required information on all the fields
- Do not leave any field blank if even the information has been provided already in the mandatory fields
- Upload the scanned completed and signed Form A
- Make the payment online via GEPP
- The status of the application will be communicated by SMS
- Generate eCertificate and associated documents

### 6. Are there any differences in the application documents delivered in electronic form and hard copy form for Business Name Registration?

No! The application documents delivered in either electronic form or hard copy form are the same. The required documents are to be attached during the e-registration (online) process.

### 7. How can I make an online payment?

You can make payments via NITA's Ghana Electronic payment platform (GEPP) with the following mode of payments: VISA Card, Master Card, eTransact, PayAll Mobile Money and Bank Transfers.

**8. *What documents will I receive after completing the registration process and how can I get the Business Registration Certificate?***

You can generate an electronic copy of the Certificate of registration and the Form A upon completion of the registration process.

RGD has incorporated two type of certified certificates for online business registration

- Digital Certificates: This type of Certificate is available for 14 days and should be used electronically within 14 days, you can save or print it. It can be requested for after 14 days at a fee of Ghc10.00 per document if the need be.
- Hardcopy Certificates: Hardcopy Certified Certificates are also made available to portal users. The Certificates are made available at our office depending on the Region it was completed in during the online registration process and can be requested for.

**9. *What other services do RGD offer online?***

We have made the following services available online:

- Business Name searches
- Business Registration
- Marriage bookings
- Estate interview bookings
- Filing of statutory forms including Annual Returns/Renewal
- E-payment
- Live chat
- Searches of registered companies

**10 *What can I do if I want to search for a company's information from the RGD's database?***

The E-shop function gives members of the public the option to search for a company's detailed information. Some personal information cannot be accessed per the Data Protection Act 2012, Act 843

**11 *What is live chat and what is it used for?***

It is a means of communication where portal users can have a live chat with RGD staff on any issues concerning registration of the business.

**12. *How do I search for the availability of a Business Name?***

The Name search function is available on the portal to help to make a search on a name whether the name is available or not and can be used.

***Note:***

*Users should note that the final decision on the use and suitability of a Business and Company name rests with the Registrar-General alone.*

**13. *Where can I ask for further information?***

Please contact the Service Help Desk Support Service Team

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Telephone	: +233 302 664691-93
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