



**BUSINESS NAME REGISTRATION INSTRUCTIONS**

ITEM NUMBER

1. The name should be related to the type of business stated at item 3 or identify the proprietor. A name cannot contain words, which are misleading or offensive, or abbreviations such as “Pty” “Ltd” or “Inc” or words such as “holdings” or “group”. The name cannot be too similar to a name, which is already registered.
2. If business is located in a: -
  - (a) town or building, the section and allotment numbers and the name of the building and floor must be stated; or
  - (b) Settlement, the area and town must be stated; or
  - (c) Village, the name of the village, area or district and province must be stated.

If business is carried on at: -

  - a) one place - complete item 2 (a) stating the precise address.
  - b) more than one place - complete item 2 (b) stating the precise address of each place of business.
3. The nature of business must state no more than two related activities, which are precise, and which must relate to the business name stated at item 1.
4. Column 1 should contain the name of the individual or body corporate and column 2 must contain any former names by which the applicant was known. Column 3 should contain the usual place of residence and postal address of the individual. If the applicant is a body corporate, the registered office and address must be shown. In the case of an individual or body corporate residing out of the country, the address of the resident agent should be stated at item 7.
5. A specific date must be inserted. Phrases such, as “as soon as possible” are insufficient.
6. This should be completed only if the applicant previously registered a business name similar to this name or if this name is registered in substitution for another name.
7. The full name and business and postal address of the authorized resident agent of a non-resident applicant must be shown. This is only to be completed if all the applicants are not residents of Papua New Guinea.
8. WHO IS TO SIGN.

The application is to be dated and signed by all the applicants named on the form. If the applicant: -

- (a) is an individual - by each person named on the application; or
- (b) is a corporate body - by an officer of the applicant; or
- (c) is a person or body corporate residing out of the country - by the authorized resident agent.

**IPA CERTIFICATION:**

A foreign enterprise (whether an individual or a company) that carry on business in this country is required to be certified under the Investment Promotion Act (“the Act”). This application will not be registered until the Registrar is satisfied that either: -

- (a) the applicant has fulfilled the requirements of the Act; or
- (b) the provisions of the Act do not apply to the applicant.

Name.....	<b>Registrar of Companies.</b>
Address.....	
Email.....	
Telephone.....	