

## CLIENTS REGISTRATION FORM

**INSTRUCTIONS: COMPLETE FORM WITH BLACK OR BLUE INK AND IN BLOCK LETTERS  
 PLEASE SPELL OUT ALL WORD – NO ABBREVIATIONS  
 \*INDICATES MANDATORY FIELD**

### SECTION 1: GENERAL INFORMATION

**\*Business/Company Name:** .....

.....

**\*General Nature of Business, please ticks (√) the appropriate:**

- |   |   |
|---|---|
| <input type="checkbox"/> Mining/Oil and Gas                         | <input type="checkbox"/> Manufacturing                  |
| <input type="checkbox"/> Finance/Insurance/Real Estate              | <input type="checkbox"/> Commerce                       |
| <input type="checkbox"/> Services                                   | <input type="checkbox"/> Construction/Civil Engineering |
| <input type="checkbox"/> Farming/Fisheries                          | <input type="checkbox"/> Transportation                 |
| <input type="checkbox"/> Health/Pharmacy                            | <input type="checkbox"/> Others                         |
| <input type="checkbox"/> Information Communication Technology (ICT) |   |

**If others, specify:** .....

.....

**\*Principal Activity:**

- |          |           |
|----------|-----------|
| 1) ..... | 6) .....  |
| 2) ..... | 7) .....  |
| 3) ..... | 8) .....  |
| 4) ..... | 9) .....  |
| 5) ..... | 10) ..... |

**\*Date of Commencement:** ..... **Business/Company TIN:** .....

**Business/Company Registration Number:** .....

**SECTION 2: BUSINESS ADDRESS INFORMATION**

**Principal Place of Business**

\*House/Building/Flat (Name or House No. etc.)/LMB: .....

.....

\*Street Name: .....

\*City: ..... \*District: ..... \*Region: .....

**SECTION 3: PROPRIETOR/DIRECTORS & SECRETARY**

**\* Proprietor/Proprietress (If Enterprise)**

**\*Directors (If Company):**

1) ..... 1) .....

2) ..... 2) .....

3) ..... 3) .....

4) ..... 4) .....

5) ..... 5) .....

**Secretary (If Enterprise)**

**\* Secretaries (If Company):**

1) ..... 1) .....

2) ..... 2) .....

**SECTION 4: BUSINESS OR COMPANY CONTACTS**

\*Postal Address: .....

.....

\*Mobile No.: ..... Phone No.: .....

Email: ..... Website: .....

**SECTION 5: DECLARATION**

I, ..... declare that the information given above is correct and complete.

**Signature:** .....

**Date:** ...../...../.....

## **INSTRUCTIONS TO FILL FORM**

### **Section 1: General Information**

- (i) **Business/Company Name:** Here state the full name of the business/company
- (ii) **General Nature of Business:** Please tick (✓) the appropriate column/columns applicable to your line of business
- (iii) **If Others, specify:** Here state out the appropriate specifications other than the above mentioned
- (iv) **Principal Activity:** Out of the above classification selected by you, kindly mention your principal business activity here
- (v) **Date of Commencement:** Write here the commencement date of your business in the given format of (dd/mm/yyyy).
- (vi) **Business/Company TIN:** Here state out the appropriate Taxpayer's Identification Number of the Business/Company
- (vii) **Business/Company Registration Number:** Here state out the appropriate registration number of the Business/Company

### **Section 2: Business Address Information**

#### **Principal Place of Business**

- (i) Here state **House/Building/Flat (Name or House No. etc.)/Landmark of Building (LMB)** in which business is situated.
- (ii) State the **Street Name** in which business is situated.
- (iii) State the **City** in which business is situated.
- (iv) State the **District** in which business is situated.
- (v) State the **Region** in which business is situated.

### **Section 3: Proprietor/Directors & Secretary**

- (i) Here state the full name of the **Proprietor/Proprietress (If Enterprise) or Directors (If Company)**. Note: Company's Directors should least be two not one.
- (ii) Here state the full name of the **Secretary (If Enterprise) or Secretaries (If Company)**

### **Section 4: Business or Company Contacts**

- (i) State the **Postal Address** of the business/company.
- (ii) One **Mobile No.** of the business/company is mandatory
- (iii) **Phone No., Email and Website** of the business/company are optional and you may or may not provide them here.

### **Section 5: Declaration**

- (i) Here provide the **Full Name** of the **Applicant**.
- (ii) Provide **Signature** and **Date** of the **Applicant**.