

Statutory Instrument No. 120 of 1976

REGISTRATION OF BUSINESS NAMES ACT, 1975
(14 of 1975)

REGISTRATION OF BUSINESS NAMES REGULATIONS, 1976

(Published on 20th August, 1976)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Size of paper to be used
3. Form of register
4. Form of statement of particulars
5. Form of notice of change of particulars
6. Form of certificate
7. Form of notice of cessation of business
8. Fees

SCHEDULE

IN EXERCISE of the powers conferred by section 21 of the Registration of Business Names Act, 1975, the Minister of Commerce and Industry hereby makes the following Regulations —

1. These Regulations may be cited as the Registration of Business Names Regulations, 1976. Citation
2. Subject to any directions which may be given by the Registrar, every statement of particulars, notice of change, notice of cessation, application for extension of time, or other document intended for registration or filing, shall be on foolscap paper of durable quality and of a size approximately 33.02 cm by 20.32 cm and shall have on the left-hand side thereof a margin of approximately 5 cm. Size of paper to be used
3. The register shall be in the Form RBN/1 in the Schedule. Form of register
4. Every statement of particulars lodged under section 6 shall be in the Form RBN/2 in the Schedule. Form of statement of particulars
5. Every notice of change of particulars lodged under section 9 shall be in the Form RBN/3 in the Schedule. Form of notice of change of particulars
6. Every certificate under section 14 shall be in the Form RBN/4 in the Schedule. Form of certificate
7. (1) Every notice of cessation of business lodged under section 15 (1) shall be in the Form RBN/5 in the Schedule. Form of notice of cessation of business
(2) Every notice of the happening of an event in consequence of which registration under the Act ceases to be necessary, lodged under section 15 (5), shall be in the Form RBN/6 in the Schedule.
8. The following fees shall be payable — Fees

	R
(a) on enquiry whether a proposed name may be registered	3
(b) on lodging a statement of particulars including the issue of a certificate of registration	20
(c) on lodging a notice of change	10
(d) for the issue of a fresh certificate under section 14 (2)	10
(e) on lodging a notice of cessation	5
(f) for an official search in respect of any one business name	3
(g) for inspecting the register in respect of any one business name	2
(h) for a certified copy of a certificate of registration	5
(i) for a certified copy of, or an extract from, any file document other than a certificate of registration	10
(j) for a certificate that a firm, individual or corporation is not registered	10
(k) on application to lodge a statement of particulars or a notice of change out of time	25

SCHEDULE

Form RBN/1

BUSINESS NAMES REGISTER

Number

Business Name

Principal place of business

Postal address

Other places of business

.

.

Nature of business

.

Date of registration

Partners or proprietor

.

.

STATEMENT OF PARTICULARS
(to be completed in **BLOCK** letters)

1. **Business name**
2. **Nature of business**
.....
3. **Date of commencement**
4. **Address of principal place of business**
.....
5. **Postal address**
6. **Addresses of any other places of business**
.....
.....
7. **Particulars of partners or proprietor:**
 - (a) **Full names and former names (if any)**
.....
and, if a married woman,
Full name of husband
 - (b) **Nationality**
 - (c) (i) **age (if over 21 years insert "over 21")**;
 - (ii) **sex**
 - (d) **Usual place of residence (if a body corporate, both the registered office and the principal office must be shown)**
.....
.....
.....
 - (e) **Other business occupations**
.....
.....

(f) List all licences issued under the Liquor Act and/or the Trading Act in which any of the persons, firms or bodies corporate identified in 7 (a) above are in any way concerned either beneficially or as nominees (if as a nominee, give full names and address of the principal):

.....
.....
.....
.....
.....

Note: (i) denote licences issued under the Liquor Act with an "X";
(ii) if the space provided is inadequate, please use a second sheet.

(g) If your interest in this application is that of a nominee or trustee, give full particulars of your principal(s)

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.....

(h) If you carry on business as general agent for a foreign concern(s), give full particulars of the principal(s), (if the number of principals exceeds three, you need only specify the countries in which they carry on business)

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.....

Form RBN/3

NOTICE OF CHANGE

To: The Registrar of Business Names

NOTICE IS HEREBY GIVEN of the following changes in the particulars registered under the Registration of Business Names Act relating to the business carried on under the business name of

.....

registered under Number, namely, —

.....

DATED at..... this..... day of..... 197.....

(Signed).....

Form RBN/4

CERTIFICATE OF REGISTRATION

I HEREBY CERTIFY that

.....

carrying on business under the business name of

.....

at

has/have been duly registered under Number pursuant to and in accordance with the provisions of the Registration of Business Names Act.

DATED at GABORONE this day of , 197.....

Registrar of Business Names

registered under Number.....,
has ceased to be necessary.

DATED at.....this.....day of....., 197.....

(Signed)

MADE this 11th day of August, 1976.

R.N. MANNATHOKO,
Permanent Secretary,
Ministry of Commerce and Industry.

L2/7/226