

Instructions for Canceling a Business Name

Please read the following instructions carefully before completing the application form.

Instructions for Completing the Application form

1. This declaration should be submitted along with the original registration certificate.
2. In the case of an individual business, the owner or his representative if he is deceased must sign this notice.
3. In the case of a partnership business, all the partners shall sign this notice or where one partner is deceased, all the other partners together with a representative of the deceased partner shall sign this notice.
4. Notice must be given within three months after cessation of trading activities.
5. In case of a partnership, the information disclosed in this application must be confirmed and submitted by the business owners separately through affidavits, statement of declaration.

Documents Required on Cancellation of a Business Name

- I. BNR – 06 Format
- II. Original copy of the last-issued Business Names Registration Certificate
- III. A true copy of the applicant's National Identity Card/valid Passport/valid Driving License
- IV. Grama Niladhari's report that the business has been ceased (This should be countersigned by the Divisional Secretary.)
- V. If the business is a partnership business, affidavits presented separately by all the partners to confirm the information stated by the application, statement of declaration.
- VI. Such other documents as may be called for by the Registrar from time to time