

Instructions to submit a Statement of Change

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

Instructions for completing the application form

1. This statement should be accompanied by the original of the Certificate of Registration
2. Change/ changes should be clearly stated.
Eg. Change of Nature of Business/ Change of Business address etc.
3. If an individual is submitting the report, he shall sign therein
4. If on behalf of a partnership business, all the partners thereof shall separately place their signatures therein.

The information stated by the application shall be confirmed and submitted separately by partners by means of an affidavit/ statement of declaration.

5. Where admission of new partners is concerned their full names (with names denoted by initials), address etc. should be stated.
6. The application shall be signed by all partners including the new partner.

Documents Required to obtain a Statement of Change

- I. BNR – 05 Format
- II. A true copy of the applicant's National Identity Card/valid Passport/valid Driving License
- III. Report of Grama Niladhari that the business is being conducted (this should be countersigned by the Divisional Secretary)
- IV. Original of the Business Names Registration Certificate issued for the last time
- 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. The copy signed by a Notary Public of the deed or lease agreement or tenancy agreement affirming the transfer of ownership of the place of business. Where the ownership is assigned to another party by a deed regarding the place of business, an affidavit or statement of declaration to the effect that a legal permission will be/ has been provided by the party owning the property to the applicant regarding the property in question to register the business name, and, a true copy of the National Identity Card or valid Passport or valid Driving License of the party owning the property.
- VII. Any other documents called for by the Registrar from time to time.