

Instructions for Registering a Partnership Business

Please read the following instructions carefully before completing the application.

Instructions Required for Completing the Application Form

1. In accordance with Section 8 of the Western Provincial Business names of Business Corporations of Non-incorporated Business Establishments Statute No. 05 of 2011, commercial and unincorporated business establishments shall refrain from using prohibited business names.
2. In case of a trade, import, export or manufacture; clearly state the category and type of goods being traded, imported, exported or manufactured.
3. The business name must be submitted for registration within 14 days from the date of the commencement of the business or within an additional period provided for maximum of 30 days.
4. Mention the full name including the surname, denoted by initials. If there is a name other than the one used in general mention it (in full), in case of a married woman mention the maiden name (in full).
5. The application should be signed in the personal name of the business owner, not by the name of the business.
6. All the partners who are the owners of the information disclosed in this application must confirm them and submit by means of separate affidavits/ statements of declaration.

Documents to be obtained while registering a partnership name

- I. BNR- 03 Format
- II. True copy of the owner's National Identity Card or Valid Passport or Valid Driving License
- III. Report of the Grama Niladhari asserting that the business is being carried on (this should be countersigned by the Divisional Secretary)
- IV. 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.
- V. 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.
- VI. Affidavits/ statement of declarations submitted separately by all the partners to prove the information declared in the application form

VII. Such other documents as may be called for by the Registrar from time to time