

## **Instructions for Registering an Individual Business Name**

Read the following instructions carefully before completing the application form.

### **Instructions 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. Business names should be submitted for registration within 14 days or maximum 30 days from the date of commencement of business.
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.

### **Documents Required for Registration of Individual Business Name**

- I. BNR – 01 Format
- II. The true copy of National Identity Card or valid passport or valid driver's license of the owner.
- 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. 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
- V. Other documents as the Registrar may call for from time to time.