



Application for the Registration of a Business Name by an **Individual**

As required by Section 3 of the Business Names Registration Act to be delivered to the Registrar within 14 days from of commencing to carry on such business

Registration Fee - £20

Proposed Business Name

IMPORTANT INFORMATION

REGISTERING A BUSINESS NAME IS DIFFERENT TO REGISTERING A COMPANY. A company, once registered, is a separate legal entity in itself; a business name is simply a name used by individuals or companies to trade under, as an identity.

Every Business Name must submit an Annual Statement of Particulars Form (Annual Return) at least once a year. The fee for lodging an Annual Return in time is £15.00. The lodging of an Annual Return after 30 days from its due date, or a substitution of an Annual Return after the due date for filing, carries a fee £30.00.

The Office of Fair Trading will not grant a Business Licence to any business that operates from a residential Government premises, or from non-Governmental premises under which the terms of the title deeds restrict commercial activities to be carried on from such premises and therefore no Business Name will be registered where it states that it operates from such an address.

It is the responsibility of the applicant to ensure that the address used in their application is suitable and as part of their application they will be required to sign a confirmation to this effect; Therefore, it is crucial that the applicant ensures that the address used in their application for registration of the Business Name is not a residential Government premises.

Together with the completed application form the applicant must submit:

- **Proof of identity of the applicant - I.D. card or passport.**
- **Proof of address of the applicant (e.g. a recent utility bill – not more than three months old).**
- **Proof of 'right to use' the address where business is stated to be located or trading from (e.g. utility bill, a lease or tenancy/rental agreement or a letter from the persons in control of that address authorising the use of their address for commercial purposes).**

For further information please refer to our [Guidance note No. 27](#).

Presented for registration by

Name

ID Card / Passport N°.

Address

Tel No:

Email

For CHG office use only

Proof of business address

Proof of applicant's address

Proof of applicant's identity

Verified by _____

APPLICATION FOR REGISTRATION BY AN INDIVIDUAL

I, the undersigned, hereby apply for the registration pursuant to the provisions of the Business Names Registration Act, and for that purpose furnish the following statement of particulars:-

- (1) The Business Name
- (2) The general nature of business
- (3) The principal place of business
- (4) The present Forename(s) and Surname of the individual
- (5) Any former Forename(s) and Surname of the individual
- (6) The nationality of the individual
- (7) The nationality of origin of the individual if not the same as the present nationality
- (8) The usual residential address of the individual
- (9) The other business occupation (if any) of the individual
- (10) The date of commencement of the business
- (11) Any other business name or names under which the business is carried on

Signature _____ Date _____ 20 _____

(N.B. Please read notes on reverse)

NOTES

NOTE A - This Statement must in all cases be signed by the individual applying for registration and must be sent by post or delivered to the Registrar within fourteen days of commencing to carry on such business.

Failure without reasonable excuse to furnish the required Statement of Particulars within the time specified will in addition to any disability imposed by the Act, entail liability on conviction to a fine not exceeding £5 for every day during which the default continues. Any Statement which contains any matter which is false in any material particular to the knowledge of the person signing it will entail liability on conviction to imprisonment for a term not exceeding three months or to a fine not exceeding £20, or both.

Where the individual applying for registration carries on the business wholly or mainly as Nominees or Trustee of or for another person or other persons or a corporation, or acts as general agent for any foreign firm, the additional particulars specified in Form R.B.N. 2 must also be furnished on such Form and sent by post or delivered to the Registrar in manner and within the times before specified.

NOTE B - Subsection (1) and (2) of Section 2 of the Act provide that a Christian name includes any forenames and that in the case of a peer or person usually known by a British title different to his surname, the title by which he is known shall be substituted in the Act for his surname.

NOTE C - Subsection (3) of Section 2 of the Act provides that reference in the Act to a former Christian name or surname shall not, in the case of natural-born British subjects, include a former Christian name or surname where the name or surname has been changed or disused before the person bearing the name had attained the age of eighteen years; and, in the case of a married woman, shall not include the name or surname by which she was known previous to marriage.

Confirmation of business address:

The Office of Fair Trading will not grant a Business Licence to any business that operates from a residential Government premises, or from non-Governmental premises under which the terms of the title deeds restrict commercial activities to be carried on from such premises and therefore no Business Name will be registered where it states that it operates from such an address.

I confirm that the address that I have provided in my application for registration / renewal of a business name as the “principal place of business address” is not a residential Government premises or a non-Governmental premises under which the terms of the title deeds restrict commercial activities to be carried on from such premises.

Signature: _____

Full name: _____

Date: _____

If the nature of your business does not require premises from which to operate you may apply for a premises waiver to the Business Licencing Authority under Section 60(9) of the Fair Trading Act 2015 and give instead your postal address.

I confirm that I will be applying for a premises waiver and that the postal address for the business will be the following:

Signature: _____

Full name: _____

Date: _____