

(KYC) - Business Operating Permit Registration Form

SEKONDI TAKORADI METROPOLITAN ASSEMBLY

NO. 163 S.T.M.A. ROAD
Sekondi Ridge

P. O. Box 74
Sekondi

Telephone: (+233) (0)312046371/2
Toll Free : Voda-080011903 / MTN:18206
E-mail: info@stma.gov.gh
Website: www.stma.gov.gh



All sections marked with an asterisk "*" are compulsory to complete.

Ratepayer ID. (STMA)

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Section A: Company information

1.1	Company Name*							Date*				
1.2	Company Type* (E.g. Sole proprietor, Partnership, Joint Venture, (Pty) Ltd, etc.)											
1.3	Company registration number* (DTI) (if applicable)											
1.4	Tax Identification Number (TIN) registration number* 0											
1.5	What do you Do*?	Products?		Services?		Other?						
1.6	Briefly describe your company's core business:											
1.7	Experience in the particular Industry*					Years			Months			
1.8	Regional Offices/ Presence	Western Region	Central Region	Ashanti Region	Greater Accra Region	Eastern Region	Brong-Ahafo Region	Northern Region	Upper West Region	Upper East Region		

Section B: References:

2.	Company/Client Name*	Contact person/s Name*	Tel & Cell number/s of reference*	E-mail Address*
2.1				
2.2				
2.3				
2.4				
2.5				

Section C: Contact Details

3.1	Contact Name 1*		Position in Company 1*		E-mail Address 1*	
3.2						
3.3	Tel 1*		Fax 1*		Cell 1*	
3.4	Contact Name 2*		Position in Company 2*		E-mail Address 2*	
3.5						
3.6	Tel 2*		Fax 2*		Cell 2*	
3.7	Management Name 3*		Position in Company 3*		E-mail Address 3*	
3.8						
3.9	Tel 3*		Fax 3*		Cell 3*	
3.10	Address * <i>(Branch Office)</i> & <i>(Head Office)</i>	Physical			Postal	
3.11	Digital Address (Branch Office)			Digital Address (Head Office)		
3.12	Company Website Address <i>(if available)</i>					

Section D: Additional Information

4.1	Complete the appropriate BEE questionnaire.	<i>Less than GH¢10m turnover (Annexure E2)</i>	<i>"tick"</i>	<i>More than GH¢10m turnover but less than GH¢35m (Annexure E1)</i>	<i>"tick"</i>
4.2	If evaluated by an independent rating agency, please provide copy of certificate.	Yes	No	<i>Reason if "No":</i>	
4.3	Please supply a copy of your Company Profile (add softcopy [CD/USB], if possible)	Yes	No	<i>Reason if "No":</i>	
4.4	Please provide a valid Tax Clearance Certificate (VAT, UIF, SDL, Income Tax reference no.)	Yes	No	<i>Reason if "No":</i>	
4.5	Proof of Public Liability Cover	Yes	No	<i>Reason if "No":</i>	
4.6	Proof of Contractors All Risk Insurance Cover (Subcontractors Only)	Yes	No	<i>Reason if "No":</i>	
4.7	Official Company Letterhead	Yes	No	<i>Reason if "No":</i>	
4.8	Company Registration Certificate	Yes	No	<i>Reason if "No":</i>	
4.9	Letter of Good Standing from Workman's Compensation Commission (Dept of Labour)	Yes	No	<i>Reason if "No":</i>	
4.10	Completed & authorized EFT (electronic funds transfer) form	Yes	No	<i>Reason if "No":</i>	
4.11	ISO 9000 or equivalent, provide copy of Certificate	Yes	No	<i>Reason if "No":</i>	
4.12	If OEM/ official distributor/ reseller/ agent for the product/ material, please supply documented proof.	Yes	No	<i>Reason if "No":</i>	
4.13	SARS: Valid IRP30 Certificate – (Labour Brokers/ Consultants/Trainers Only)	Yes	No	<i>Reason if "No":</i>	
4.14	OHS Act Conditions	Yes	No	<i>Reason if "No":</i>	
4.15	Completed and signed copy of the Sekondi Takoradi Metropolitan Assembly KYC Form	Yes	No	<i>Reason if "No":</i>	
4.16	STMA General terms and conditions initialed on each page.	Yes	No	<i>Reason if "No":</i>	

Section E: Declaration

I/we, the undersigned (Print name/s) _____;

Certify that the information as finished in this document is correct.

Signature/s

Date

Designation
(Please initial all other pages of this document)

For Enquiries Call: 0302905021, Mobile No. : 0579246116. E-Mail: info@stma.gov.gh, billing@stma.gov.gh
Skype: [billing@stma.gov.gh](https://www.skype.com/people/billing@stma.gov.gh) , WhatsApp: 0579246116

MANDATERY REQUIREMENT

1. Application Letter for Business Operating Permit (Addressed to the Metro Chief Executive Officer).
2. Copies of Business Registration Certificates.
3. Details of office Premises (Name of Premises Owner and Physical Address of Premises/Digital Address).
4. List of Employees (Name, Phone number and Location) for Basic Rates.

OFFICE USE

ASSESSMENT

Class:..... Date of Assessment:.....

Assessed By:..... Sign:.....

STATUS: Approved Denied

If Denied (Give reasons):.....
.....
.....

Approved / Denied By:..... Sign:.....

Date:.....

Product Offerings

Please tick the goods and services you provide below, in terms of this invitation to register.

Category	Cat	Tick "X"	Category	Cat	Tick "X"	Category	Cat	Tick "X"
Advertising & Promotion			Building & Construction			Computer Services (IT)		
Advertising	C001		Environmental Impact Assmt.	C047		Advanced Connectivity Systems	C097	
Calendar Manufacturers	C002		Architects	C048		Directory Portal	C098	
Corporate Gifts	C003		Builders Hardware	C049		Directory Service	C099	
Display Design	C004		Building Renovators	C050		Ecommerce Online	C100	
Event Management	C005		Ceilings & Ceiling Products	C051		Equipment Rental	C101	
Exhibition Organisers	C006		Central Heating	C052		UPS	C102	
Flags	C007		Civil Engineering	C053		Hosting	C103	
Graphic Design	C008		Contractors	C054		Internet Cafes	C104	
Marketing Services	C009		Demolition	C055		Internet Support	C105	
Network Marketing	C010		Drilling/Directional Boring	C056		IT & Project Management	C106	
Newsprint/ Add Placements	C011		Ducting & Ventilation	C057		Maintenance	C107	
Outdoor Advertising	C012		Earthmoving	C058		Networking	C108	
Pamphlet Distributors	C013		Engineers	C059		PC Software Training	C109	
Promotional Items	C014		Equipment	C060		Printer Cartridges	C110	
Public Relations	C015		Insulating Materials	C061		Service Providers	C111	
Signs & Banners	C016		Insulation	C062		Software (Microsoft)	C112	
Trade-Fares	C017		Ladders	C063		Web Page Design	C113	
TV Production & Design	C018		Lifts	C064		Data Storage Systems (EMC & IBM)	C270	
Air & Water Products			Light Fittings & Fixtures	C065		Software (Other)	C271	
Air Conditioners	C019		Locks	C066		Software (Oracle)	C272	
Dam Linings & Water Proofing	C020		Paving & Walling	C067		Software (Samantyc)	C273	
Dust & Fume Control	C021		Portable Toilets	C068		Hardware (IBM)	C274	
Filters & Pumps	C022		Pre-Fabrications	C069		Hardware (HP)	C275	
Hoses & Clamps	C023		Project Management	C070		Hardware (Sun)	C276	
Tanks & Containers	C024		Quantity Surveying	C071		Hardware (Other)	C277	
Audio & Visual			Roofing	C072		IT Consulting Services	C278	
Amplifiers	C025		Scaffolding	C073		Data Auditing Tools	C279	
Antennas & Aerials	C026		Shop fittings	C074		Data Archiving Tools	C280	
Editing	C027		Structural Steelwork	C075		Domestic Services		
Education	C028		Surge & Lightning Protection	C268		Appliance repair	C114	
Frames	C029		Space Planning Interior Design	C269		Blinds	C115	
HiFi Equipment	C030		Business Services			Carpet Suppliers & cleaners	C116	
Instruments	C031		Business Management Services	C076		Cleaning Services & Products	C117	
Projectors	C032		Construction & Interior Design	C077		Construction & Interior Design	C118	
Recording Studios	C033		Courier Services	C078		Drain Cleaning	C119	
Video Conferencing	C034		Fire Control Systems	C079		Electrical Appliances	C120	
Automotive			First aid Supplies	C080		Equipment	C121	
Breakdown Services	C035		Office Furniture	C081		Fences	C122	
Exhausts & Fitment	C036		Office plants	C082		Fire Alarms & Extinguishers	C123	
Fiberglass Products	C037		Photographers	C083		Florists & Flowers	C124	
Fleet Maintenance	C038		Protective Clothing	C084		Glass	C125	
Parts & Accessories	C039		Recyclers	C085		Gutters & Down piping	C126	
Rental & Hiring	C040		Scrap & Waste Products	C086		Handyman Services	C127	
Repairs & Services	C041		Secretarial Services	C087		Indoor Plants	C128	
Tracking Facilities	C042		Storage & Filing	C088		Irrigation	C129	
Trailers	C043		Tracing & Detectives	C089		Kitchenware	C130	
Trucks	C044		Translation Services	C090		Landscaping & Garden Maint.	C131	
Tyres & Wheels	C045		Typing Service	C091		Lightning Protection	C132	
Valet & Wash	C046		Uniforms	C092		Locksmiths	C133	
Chemicals & Plastics			Workwear	C093		Paint Contractors	C134	
Gasses	C094		Market Intelligence	C266		Pest Control	C135	
Resins	C095		Risk Auditing & Consultancy Services	C267		Plumbers	C136	
Sealants	C096					Tree Felling/Bush Clearing	C137	

Category	Cat	Tick "X"	Category	Cat	Tick "X"	Category	Cat	Tick "X"
Education & Training			Legal			Telecommunication		
Driving Instruction	C138		Attorneys	C181		Billing Systems	C217	
Equipment	C139		Immigration	C182		Call centre equipment	C218	
Training Support	C140		Labour Relations	C183		Call centre services	C219	
Employment & Labour			Private Investigations	C184		CPE Cabling (Data/Voice)	C220	
Agencies	C141		Plant & Machinery			CPE Voice & Data	C221	
Arbitration & Mediation	C142		Compressors & Pumps	C185		Engineering Services	C222	
Secretarial Services	C143		Forklifts	C186		FAX Equipment and Repairs	C223	
Personnel Recruitment			Generators	C187		Mast & antenna construction	C224	
Engineering			Lifting Equipment	C188		Mast & antenna engineering & design	C225	
Air-conditioning	C144		Plant Hire	C189		Mobile Phones	C226	
Electrical	C145		Crane Hire	C258		Monitoring equipment & accessories	C227	
Galvanizing	C146		Rigging Services	C259		Operational support systems	C228	
General Engineering	C147		Container lifting	C265		Optical fiber accessories	C229	
Powder Coating	C148		Printing & Stationary			Optical fiber cable supply	C230	
Scrap Metal Merchants	C149		Binding Equipment	C190		Optical fiber Splicing	C231	
Solar Equipment	C150		Books	C191		Optical fiber terminal equipment	C232	
Structural	C151		Business Forms	C192		Optical fiber test equipment	C233	
Finance			Comics	C193		Overhead cable accessories	C234	
Acceptance	C152		Editing	C194		Overhead infrastructure construction	C235	
Accountants & Auditors	C153		Labels	C195		Overhead planning & surveying	C236	
Assessors	C154		Lamination	C196		PABX Systems	C237	
Associations	C155		Machinery & Equipment	C197		Radio Communications	C238	
Bookkeepers	C156		Printing	C198		RF CPE	C239	
Consultants	C157		Publishers/Publications	C199		RF Equipment & accessories	C240	
Debtors Management	C158		Reproduction & Binding Services	C200		RF Installation	C241	
Equipment	C159		Rubber Stamps	C201		RF Planning & Surveying	C242	
Merchant	C160		Stationery	C202		Routing equipment & accessories	C243	
Pension Funds	C161		Warehousing & Distribution	C203		Satellite CPE	C244	
Stock & Share brokers	C162		Property			Satellite Equipment	C245	
Systems	C163		Agencies	C204		Switching equipment & accessories	C246	
Food & Beverage			Services	C205		Telephone Cards	C247	
Catering Services	C164		Valuations & Appraisers	C206		Test & Measuring Equipment	C248	
Conference Centres	C165		Security			Timber Poles	C249	
Conference co-ordination	C166		Access Control & Time Mgmt.	C207		Transmission equipment & accessories	C250	
Hire	C167		Alarms	C208		Underground civil construction	C251	
Mineral Water/	C168		Armed response	C209		Underground infrastructure construction	C252	
Vending Machines	C169		Automation	C210		Underground planning & surveying	C253	
Water Coolers	C170		Burglar Proofing	C211		Cable Monitoring Services	C260	
Freight, Courier & Logistics			CCTV	C212		Site Acquisitions	C261	
Air Cargo	C171		Fences & Gates	C213		Masts	C262	
Boxes	C172		Locks & Locksmiths	C214		GPS Equipment	C281	
Cargo Equipment	C173		Safes & Strong rooms	C215		Travel & Tourism		
Contractors	C174		Suppliers	C216		Agents	C254	
Courier Services	C175		Guards	C264		Car Hire	C255	
Customs Clearing & Shipping	C176					Charters	C256	
Distribution	C177					Heliport Services	C257	
Equipment	C178					Accommodation	C263	
Furniture Removal	C179							
Warehousing	C180							