

## 1. Introduction

The RGD Portal offers all users the ability to submit an online request to Commence Business. This is applicable only to Companies With Shares / Companies Limited by Guarantee that have already been Registered. The process is explained below.

## 2. Navigate to Entity Registration Page

### 2.1 On the RGD Portal Home Page click the “Services” tab

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Access services online easily...

**LOGIN**

User ID:

Password:

GO

Forgot Password? [Reset here](#)

**Sign-up for**

Individual TIN Quick Access | Portal Account eShop

Name Search | Name Reservation | Entity Registration | Changes | Online Payments | Appeal Penalties | Filing

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**Services**

- ▶ Name Search
- ▶ Name Reservation
- ▶ Name Reservation Extension
- ▶ Entity Registration

**Forms**

- ▶ Form Pack - Change in Particulars of Company (All Categories)
- ▶ Registration Form Pack - Partnership
- ▶ Registration Form Pack - Company With Shares

2.2 “Services” page will display. Click on “Entity Registration” link.

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## Services

### Services

- Business Services**
  - Name Search
  - Name Reservation
  - Name Reservation Extension
  - Entity Registration
  - Entity Registration With Old Tin
  - Entity Registration With Tin
  - Commence Business
- Marriage Services**
  - Marriage Booking
  - Amend Marriage Booking
  - Provide Additional Information on Marriage
  - Cancel Marriage Booking
  - Search Marriage Bookings
  - Marriage Print Request
- Estate Services**
  - Open Estate Case
  - Amend Estate Case
  - Track Estate Case
  - Provide Additional Information on Estate Case
  - Cancel Estate Case

2.3 “Commence Business” LOGIN page will display

2.3.1. Enter **User ID** and **Password**

2.3.2. Click button

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## Services

### Commence Business

User Guides | Demo Video

#### Description

The RGD Portal offers all users the ability to submit an online request to Commence Business. For more details please click on the User Guide or Demonstration Video icons above.

### LOGIN

User ID

\*\*\*\*\*

[Forgot Password? Reset here](#)

**3. Commence Business Dashboard will display. Note: Only Entities associated with the Portal User will appear in the list of Entities for Commencement.**

**3.1 Select the Entity to commence by clicking on the Entity Name link**

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HOME SERVICES CHANGE PASSWORD LOGOUT

Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 01:31 PM on Friday 22 September 2017

**Commence Business**

Saved Draft

No Results Found

Business Details for Commencement

Entity Name	RGD Number	Entity Type
<a href="#">MASARAP KUMAIN NG PEPPERONI LTD</a>	CS005952017	Company With Shares

Action Items

No Results Found

Recent Transactions

No Results Found

Navigation Menu:

- Name Search
- Name Reservation
- Name Reservation - Extension
- Name Escalation
- Entity Registration
- Entity Re-registration >
- Commence Business >**
- Change In Particulars
- Filings
- Releases
- Appeal Penalties
- Close Down >
- Conversion
- Business Printout
- Re-Print Copy
- Company Profile

3.2 “Step 1 Business Details” will display. Click **Save & Proceed** button

The screenshot displays the Registrar General's Department (RGD) portal interface. At the top left is the RGD logo and the text "REGISTRAR GENERAL'S DEPARTMENT Ministry of Justice and Attorney General". To the right are links for "Make an Appointment" and "Online Chat". A navigation bar contains "HOME", "SERVICES", "CHANGE PASSWORD", and "LOGOUT". A user greeting reads "Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 01:31 PM on Friday 22 September 2017".

The main content area is titled "Commence Business" and includes the instruction: "There are three steps involved to complete Business Commencement. Do fill in all the fields and click on Save and Proceed". Below this are three step indicators: "Step 1 Business Details" (highlighted), "Step 2", and "Step 3".

The "Business Details" section contains the following information:

Entity Name :	MASARAP KUMAIN NG PEPPERONI LTD
Business Entity Type :	Company With Shares
Registration Number :	CS005952017
Incorporation Date :	19-Jul-2017
Commencement Date :	<input type="text" value="22-Sep-2017"/>

At the bottom of the page are four buttons: "Back", "Save & Exit", "Cancel", and "Save & Proceed".

3.3. **“Step 2 Other Details”** will display.

3.3.1. Select RGD Office Location from the dropdown list.

3.3.2. Select Notification Mode

3.3.3. Enter Notification details

3.3.4. Click **Save & Proceed** > button.

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Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 01:31 PM on Friday 22 September 2017

**Commence Business**

There are three steps involved to complete Business Commencement. Do fill in all the fields and click on Save and Proceed

Step 1 **Step 2 Other Details** Step 3

**RGD Office**

RGD Office Location : Accra

**Notification Mode**

Notification :  Email  SMS

Mobile Number : 0444444444

**Presented By**

Name : KAPITAN TUTERO DYUN DYUN  
ID Type : TIN  
ID Number : P0000014370

**Fee Details**

Filing of Form 3 Fee : 50.00 GHS  
Filing of Form 4 Fee : 50.00 GHS  
Commencement Fee (Percent of Stated Capital) : 50,000.00 GHS  
Business Commence Fee : 50,100.00 GHS

< Back Save & Exit Cancel Save & Proceed >



3.4. “Step 3 Summary Details” will display.

3.4.1. Click **Upload** button to initiate upload of Upload Documents

The screenshot displays the RGD portal interface. At the top left is the logo of the Registrar General's Department, Ministry of Justice and Attorney General. To the right are links for 'Make an Appointment' and 'Online Chat'. Below the header is a navigation menu with 'HOME', 'SERVICES', 'CHANGE PASSWORD', and 'LOGOUT'. A user greeting at the top right reads: 'Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 01:31 PM on Friday 22 September 2017'. On the left is a vertical menu with options like 'Name Search', 'Entity Registration', and 'Commence Business' (which is highlighted in orange). The main content area is titled 'Commence Business' and contains a progress bar with three steps: 'Step 1', 'Step 2', and 'Step 3 Summary Details' (the active step). Below this are sections for 'Business Details', 'RGD Office', 'Notification Mode', 'Presented By', and 'Fee Details', each with a table of information. At the bottom, there is an 'Upload Documents' section with an 'Upload' button and a 'Back' button.

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HOME    SERVICES    CHANGE PASSWORD    LOGOUT

Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 01:31 PM on Friday 22 September 2017

**Commence Business**

There are three steps involved to complete Business Commencement. Do fill in all the fields and click on Save and Proceed

Step 1    Step 2    **Step 3 Summary Details**

**Business Details**

Entity Name :	MASARAP KUMAIN NG PEPPERONI LTD
Business Entity Type :	Company With Shares
Registration Number :	CS005952017
Incorporation Date :	19-Jul-2017
Commencement Date :	22-Sep-2017

**RGD Office**

RGD Office :	Accra
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**Notification Mode**

Notification :	SMS
Notification Info :	0444444444

**Presented By**

Name :	KAPITAN TUTERO DYUN DYUN
ID Type :	TIN
ID Number :	P0000014370


**Fee Details**

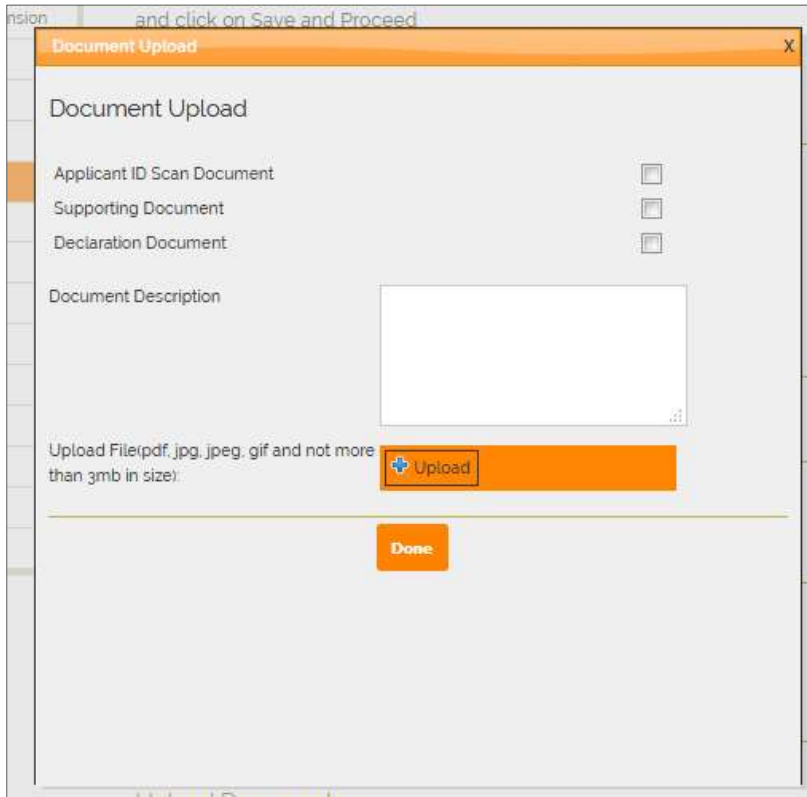
Business Commence Fee :	50,100.00 GHS
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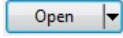
**Upload Documents**

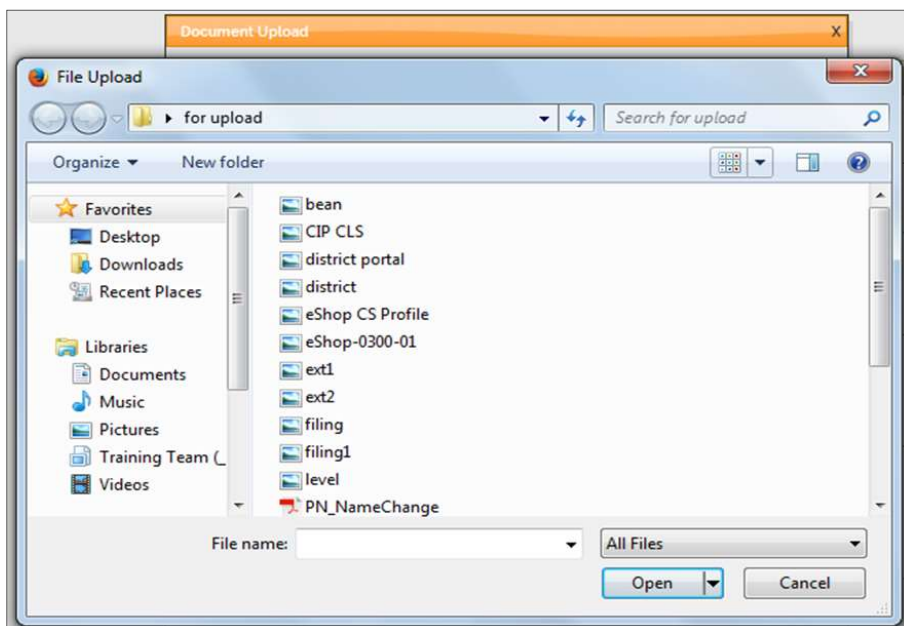
Upload **Upload**

**< Back**    **Confirm**

- 3.4.2. "Document Upload" pop-up window will display
- 3.4.3. Select the Document type by clicking the Tick Box
- 3.4.4. Enter Document Description
- 3.4.5. Click  button

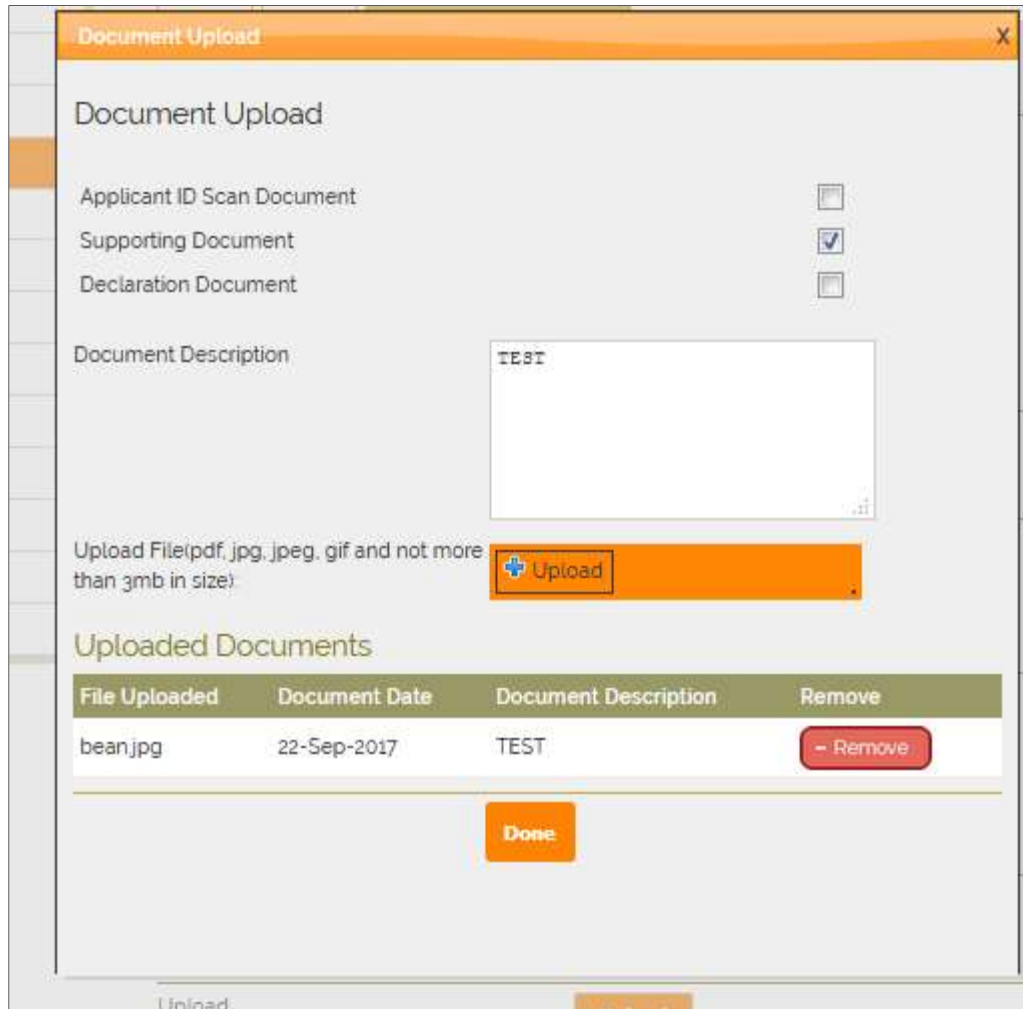


- 3.4.6. "File Upload" pop-up window will display.
- 3.4.7. Select the document
- 3.4.8. Click  button



3.4.9. "Document Upload" pop-up window with Uploaded Document will display


3.4.10. Click **Done** button to return to main screen







3.4.11. Check Summary

3.4.12. Click **Confirm** button



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 [Make an Appointment](#)
 [Online Chat](#)

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HOME
SERVICES
CHANGE PASSWORD
LOGOUT

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Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 01:31 PM on Friday 22 September 2017

Name Search

Name Reservation

Name Reservation - Extension

Name Escalation

Entity Registration

Entity Re-registration >

Comence Business >

Change In Particulars

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## Comence Business

There are three steps involved to complete Business Commencement. Do fill in all the fields and click on Save and Proceed

Step 1
Step 2
Step 3 Summary Details

### Business Details

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Entity Name :	MASARAP KUMAIN NG PEPPERONI LTD
Business Entity Type :	Company With Shares
Registration Number :	CS005952017
Incorporation Date :	19-Jul-2017
Commencement Date :	22-Sep-2017

### RGD Office

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RGD Office :	Accra
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### Notification Mode

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Notification :	SMS
Notification Info :	0444444444

### Presented By

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Name :	KAPITAN TUTERO DYUN DYUN
ID Type :	TIN
ID Number :	P0000014370

### Fee Details

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Business Commence Fee :	50,100.00 GHS
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### Upload Documents


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Upload Upload

File Uploaded	Document Type	Document Date	Document Description	Remove
<a href="#">bean.jpg</a>	<span style="background-color: #f4a460; color: white; border-radius: 50%; padding: 2px 5px;">i</span>	22-Sep-2017	TEST	<span style="background-color: #d9534f; color: white; border-radius: 3px; padding: 2px 5px;">- Remove</span>

< Back
Confirm

**4. Success Message will display. Click [Print](#) button if you wish to have a copy of the transaction**



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Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 01:31 PM on Friday 22 September 2017

- Name Search
- Name Reservation
- Name Reservation - Extension
- Name Escalation
- Entity Registration
- Entity Re-registration >
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Your transaction has been sent for further processing. Please print the transaction details for future reference.

### Transaction Summary

Transaction ID :	201709220053538
Transaction Type :	Commence Business
Entity Type :	Company With Shares
RGD Office Location :	Accra
Transaction Date :	22-Sep-2017
Entity / Company Name :	MASARAP KUMAIN NG PEPPERONI LTD
Registration Number :	CS005952017
Fee :	50,100.00 GHS
Notices :	You may make payment through this portal <a href="#">Make a Payment</a> or at an RGD Office (please print these details and present them to the cashier)

[Print](#) [OK](#)

4.1 Transaction Summary Printout



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**Registrar-General's Department e-Registrar Transaction Notification**

Transaction Number	201709220053538
Transaction Type	Commence Business
Entity Type	Company With Shares
RGD Office	Accra
Transaction Date/Time	22-Sep-2017 02:12:27
Entity/Company Name	MASARAP KUMAIN NG PEPPERONI LTD
RGD Number	CS005952017
Transaction Currency	GHS
Fee	50,100.00
Status	Pending Payment
Payable	50,100.00
Notice	<p>1. Your transaction has been successfully submitted for further processing.</p> <p>2. Please make payment at any office of the Registrar-General's Department or authorised banks.</p>

**5. Next steps**

- 5.1. Make payment for the Fee indicated via Online payment or at RGD Office
- 5.2. After payment, the transaction will be processed at the RGD you selected
- 5.3. You may track the progress of the transaction via Portal Dashboard

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**Commence Business**

Saved Draft

**No Results Found**

**Business Details for Commencement**

Entity Name	RGD Number	Entity Type
<a href="#">MASARAP KUMAIN NG PEPPERONI LTD</a>	CS005952017	Company With Shares

**Action Items**

**No Results Found**

**Recent Transactions**

Transaction ID	Entity Name	Business Type	Last Updated Date	Status
<a href="#">201709220053538</a>	MASARAP KUMAIN NG PEPPERONI LTD	Company With Shares	22-Sep-2017	Pending for Payment

**Congratulations - you have now submitted an online Commence Business request to RGD via the Portal**