

**1. Introduction**

The RGD Portal offers all users the ability to perform an online Business / Company Name Reservation. The process is explained below.

**2. Navigate to Name Reservation Page**

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



**2.2 “Services” page will display. Click on “Name Reservation” link.**

**REGISTRAR GENERAL'S DEPARTMENT**  
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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 “Name Reservation” LOGIN page will display**

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## Services

### Name Reservation

User Guides Demo Video

#### Description

The RGD Portal offers all users the ability to perform an online Business / Company Name Reservations. For more details please click on the User Guide or Demonstration Video icons above.

### LOGIN

User ID

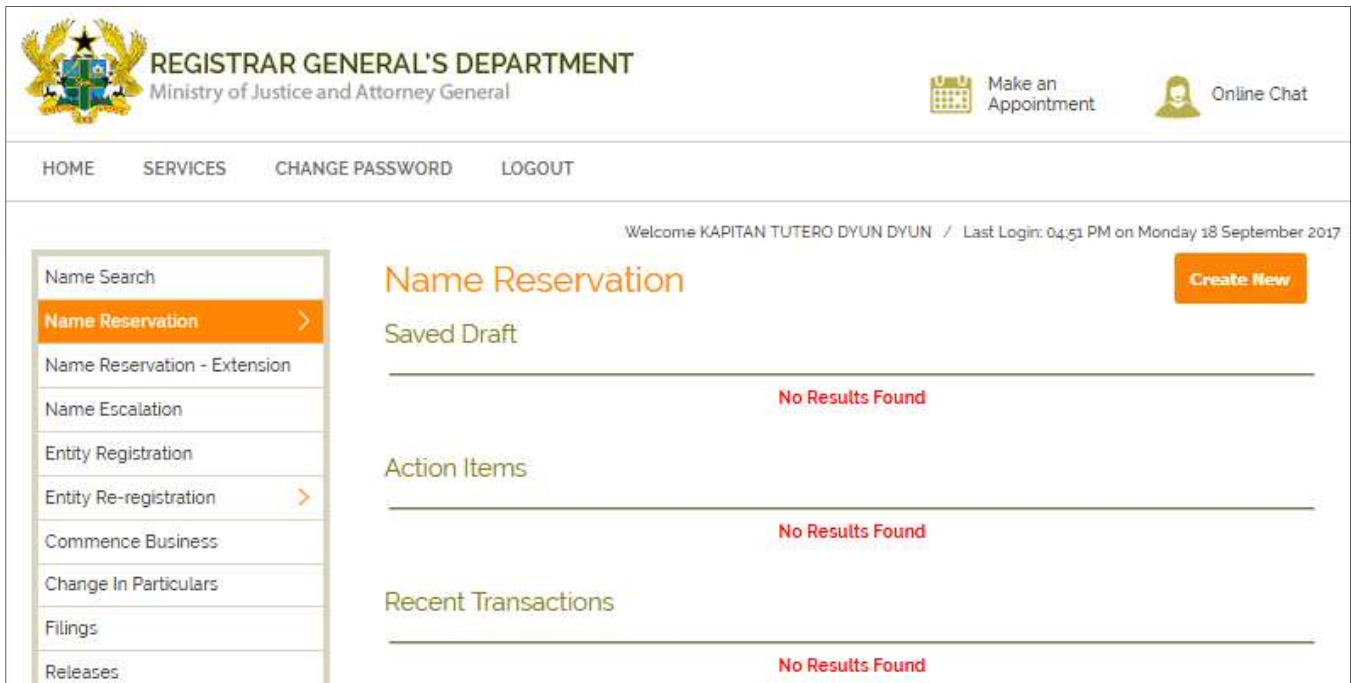
\*\*\*\*\*  **GO**

Forgot Password? [Reset here](#)

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

2.3.2. Click button

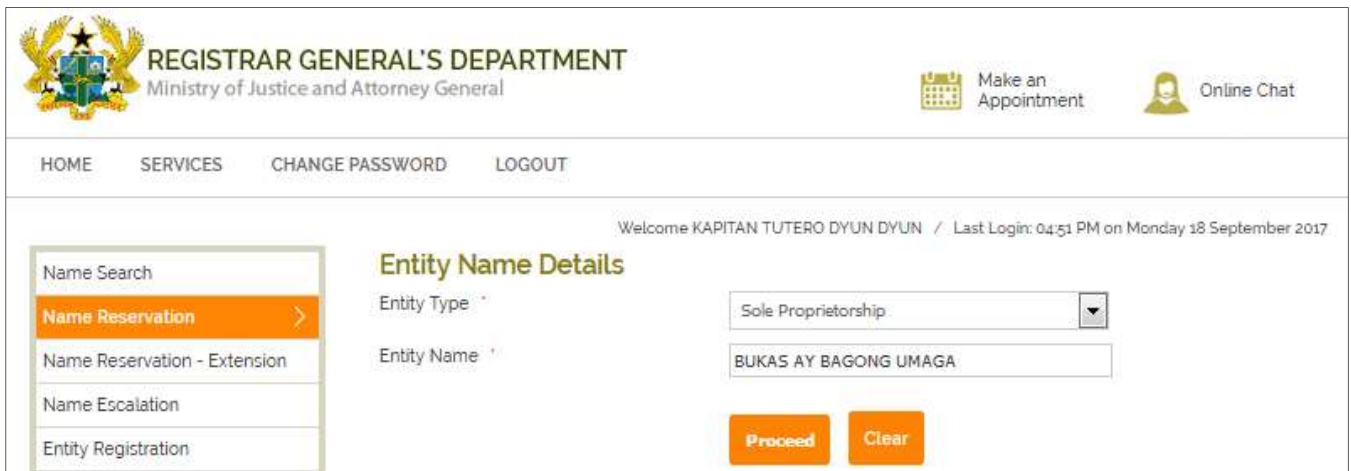
**3. Name Reservation Dashboard will display. Click [Create New](#) button**



The screenshot shows the Registrar General's Department portal. The header includes the department logo and name, along with 'Make an Appointment' and 'Online Chat' links. A navigation bar contains 'HOME', 'SERVICES', 'CHANGE PASSWORD', and 'LOGOUT'. A user greeting reads 'Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 04:51 PM on Monday 18 September 2017'. On the left, a sidebar menu lists various services, with 'Name Reservation' highlighted. The main content area is titled 'Name Reservation' and features a 'Create New' button. Below this, there are three sections: 'Saved Draft', 'Action Items', and 'Recent Transactions', each displaying 'No Results Found'.

**3.1 Entity Name Details page will display.**

- 3.1.1. Select Entity Type
- 3.2.2. Enter Entity Name
- 3.3.3. Click [Proceed](#) button.



The screenshot shows the 'Entity Name Details' page. The header and navigation are identical to the previous screenshot. The sidebar menu is partially visible, with 'Name Reservation' highlighted. The main content area is titled 'Entity Name Details' and contains two input fields: 'Entity Type' with a dropdown menu set to 'Sole Proprietorship', and 'Entity Name' with a text box containing 'BUKAS AY BAGONG UMAGA'. Below these fields are two buttons: 'Proceed' and 'Clear'.

**3.2 Name Reservation “Step 1 Business Details” page will display**

- 3.2.1. Select a category from **“Nature of Business”** list that most closely matches your business
- 3.2.2. Describe your nature of business more fully in the **“Description”** field
- 3.2.3. Enter **Principal Activity**. Describe the main activity of your company/business
- 3.2.4. Click **Save & Proceed** button

The screenshot shows 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". On the top right, there are icons 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: 04:51 PM on Monday 18 September 2017".

The main content area is titled "Name Reservation" and includes a sub-header "Name Reservation" with a right-pointing arrow. Below this is a progress indicator with three steps: "Step 1 Business Details" (highlighted in green), "Step 2", and "Step 3".

The "Business Details" section contains the following fields:

- Entity Name :** BUKAS AY BAGONG UMAGA
- Business Entity Type :** Sole Proprietor
- Nature Of Business \* :** Others (selected from a dropdown menu)
- Description \* :** THIS IS THE RIGHT TIME TO MOVE ON
- Principal Activity \* :** HOW CAN I MAKE IT THROUGH THE DAY WITHOUT YOU

At the bottom of the form are four buttons: "Back", "Save & Exit", "Cancel", and "Save & Proceed" (highlighted in orange with a right-pointing arrow).

**3.3 Name Reservation “Step 2 Other Details” page will display**

- 3.3.1. Select “**RGD Office**” Location from dropdown list
- 3.3.2. Enter “**Email or SMS**” detail to receive Notification
- 3.3.3. Click **Save & Proceed** button

The screenshot shows the RGD Portal interface for Name Reservation. 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: 04:51 PM on Monday 18 September 2017'. On the left is a sidebar menu with 'Name Search' at the top, followed by 'Name Reservation' (highlighted in orange), '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', and 'Company Profile'. The main content area is titled 'Name Reservation' and contains the following sections: 1. A progress indicator with three steps: 'Step 1', 'Step 2 Other Details' (highlighted), and 'Step 3'. 2. 'RGD Office' section: 'RGD Office Location' dropdown menu set to 'Accra'. 3. 'Notification Mode' section: 'Notification' with radio buttons for 'Email' and 'SMS' (selected). 4. 'Mobile Number' section: A text input field containing '0444444444'. 5. 'Presented By' section: 'Name' (KAPITAN TUTERO DYUN DYUN), 'ID Type' (TIN), and 'ID Number' (P0000014370). 6. 'Fee Details' section: 'Transaction Fee' (50.00 GHS). At the bottom are four buttons: '< Back', 'Save & Exit', 'Cancel', and 'Save & Proceed >'.



**3.4 Name Reservation “Step 3 Summary Details” page will display**

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

The screenshot displays the Registrar General's Department (RGD) portal interface. At the top, the logo of the Ministry of Justice and Attorney General is visible, along with navigation links for 'Make an Appointment' and 'Online Chat'. A horizontal menu contains 'HOME', 'SERVICES', 'CHANGE PASSWORD', and 'LOGOUT'. A user greeting indicates the user is 'KAPITAN TUTERO DYUN DYUN' with a last login on Monday, 18 September 2017.

The main content area is titled 'Name Reservation' and includes a progress indicator with three steps: 'Step 1', 'Step 2', and 'Step 3 Summary Details' (the current step). A left-hand sidebar lists various services, with 'Name Reservation' highlighted in orange.

The 'Business Details' section contains the following information:

Business Entity Type :	Sole Proprietor
Entity Name :	BUKAS AY BAGONG UMAGA
Nature Of Business :	Others
Description :	THIS IS THE RIGHT TIME TO MOVE ON
Principal Activity :	HOW CAN I MAKE IT THROUGH THE DAY WITHOUT YOU

The 'Notification Mode' section contains:

Notification :	SMS
Notification Info :	0444444444


The 'RGD Office' section contains:

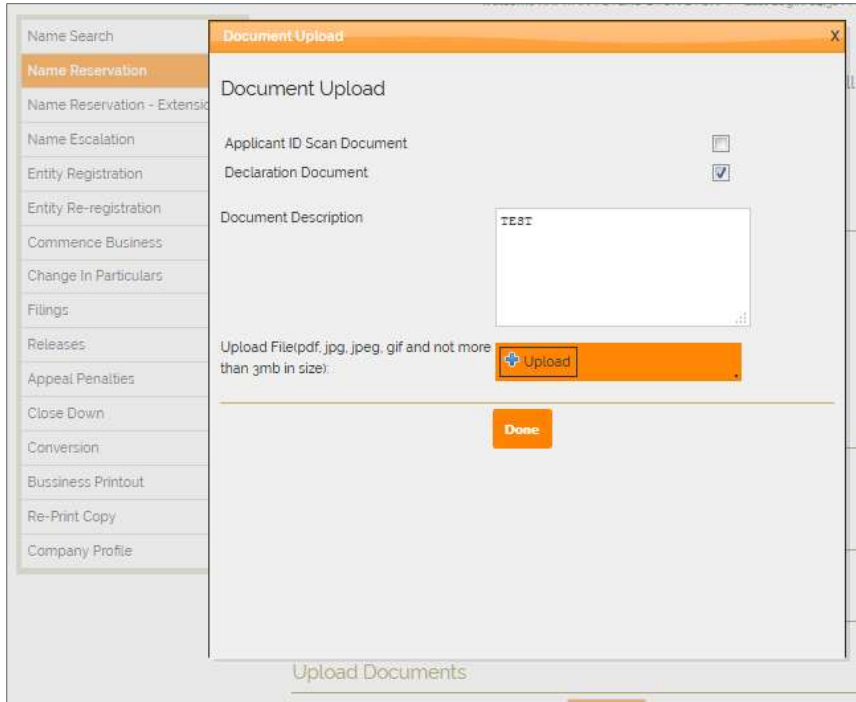
RGD Office Location :	Accra
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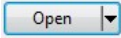
The 'Fee Details' section contains:

Transaction Fee :	50.00 GHS
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The 'Upload Documents' section features an 'Upload' button. At the bottom of the page, there are 'Back' and 'Confirm' buttons.

- 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

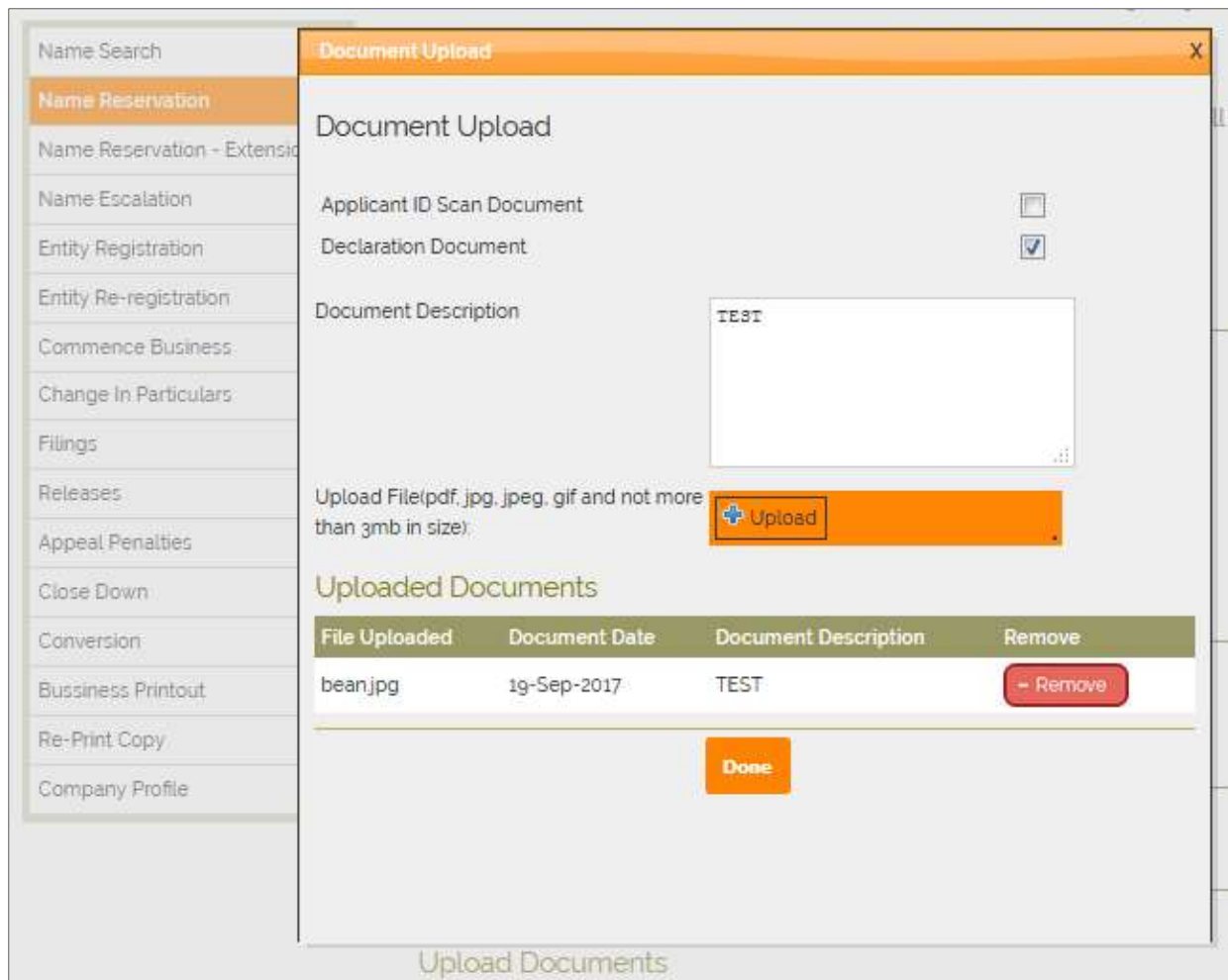


- 3.4.6. “File Upload” will display.
- 3.4.7. Select the document
- 3.4.8. Click  button



3.4.9. “Document Upload” 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

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

Bussiness Printout

Re-Print Copy

Company Profile

## Name Reservation

There are three steps involved to complete Name Reservation. 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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Business Entity Type : Sole Proprietor

Entity Name : BUKAS AY BAGONG UMAGA

Nature Of Business : Others

Description : THIS IS THE RIGHT TIME TO MOVE ON

Principal Activity : HOW CAN I MAKE IT THROUGH THE DAY WITHOUT YOU

### Notification Mode

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Notification : SMS

Notification Info : 0444444444

### RGD Office

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RGD Office Location : Accra

### Fee Details

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Transaction Fee : 50.00 GHS

### Upload Documents


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Upload Upload

File Uploaded	Document Type	Document Date	Document Description	Remove
<a href="#">bean.jpg</a>	<span style="color: orange; font-weight: bold;">i</span>	19-Sep-2017	TEST	<span style="background-color: #dc3545; color: white; 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**



**REGISTRAR GENERAL'S DEPARTMENT**  
Ministry of Justice and Attorney General

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

[HOME](#) [SERVICES](#) [CHANGE PASSWORD](#) [LOGOUT](#)

Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 04:51 PM on Monday 18 September 2017

- 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
- Bussiness Printout
- Re-Print Copy
- Company Profile

Your transaction has been sent for further processing. Please print the transaction details for future reference.

### Transaction Summary

Transaction ID :	201709190053499
Transaction Type :	Name Reservation
Entity Type :	Sole Proprietor
RGD Office Location :	Accra
Transaction Date :	19-Sep-2017
Entity / Company Name :	BUKAS AY BAGONG UMAGA
Fee :	50.00 GHS
Notices :	<ol style="list-style-type: none"><li>1. Your transaction has been successfully submitted for further processing.</li><li>2. Once approved your Name Reservation request is valid for a period of 60 days. It will expire after this time and will be available for others to reserve.</li><li>3. If you wish to extend the reservation please do so before it expires.</li></ol> 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



**REGISTRAR GENERAL'S DEPARTMENT**  
Ministry of Justice and Attorney General

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

Transaction Number	201709190053499
Transaction Type	Name Reservation
Entity Type	Sole Proprietor
RGD Office	Accra
Transaction Date/Time	19-Sep-2017 03:03:58
Entity/Company Name	BUKAS AY BAGONG UMAGA
Transaction Currency	GHS
Fee	50.00
Status	Pending Payment
Payable	50.00
Notice	<p>1. Your transaction has been successfully submitted for further processing.</p> <p>2. Once approved your Name Reservation request is valid for a period of 60 days. It will expire after this time and will be available for others to reserve.</p> <p>3. If you wish to extend the reservation please do so before it expires</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

Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 01:50 PM on Tuesday 19 September 2017

**Name Reservation** Create New

Saved Draft

No Results Found

Action Items

No Results Found

Recent Transactions

Transaction ID	Entity Name	Business Type	Last Updated Date	Status
<a href="#">201709190053499</a>	BUKAS AY BAGONG UMAGA	Sole Proprietor	19-Sep-2017	Pending for Payment

- 5.4. You will also receive updates via the email/SMS that you entered

**Congratulations - you have now submitted an online Name Reservation request to RGD via the Portal**