

1. Introduction

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

2. Navigate to Name Reservation Extension Page

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

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Ministry of Justice and Attorney General

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HOME | **SERVICES** | FORMS | ONLINE GUIDES | ABOUT RGD | FAQ | CONTACT US

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

Latest News

- e-Registrar Marriage and Estates Modules Go Live in Accra [more..](#)
- e-Registrar Application Goes Live In Regions [more..](#)
- New e-Registrar Application Goes Live

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 “Name Reservation” link.

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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 Extension” LOGIN page will display

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

2.3.2. Click **GO** button

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Services

Name Reservation Extension

User Guides | Demo Video

Description

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

LOGIN

User ID:

Password:

GO

[Forgot Password?](#) [Reset here](#)

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

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HOME SERVICES CHANGE PASSWORD LOGOUT

Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 10:11 AM on Monday 25 September 2017

Name Search
Name Reservation
Name Reservation - Extension
Name Escalation
Entity Registration
Entity Re-registration >
Commence Business
Change In Particulars
Filings
Releases

Name Reservation Extension

[Create New](#)

Saved Draft

No Results Found

Action Items

No Results Found

Recent Transactions

No Results Found

3.1 Name Reservation Details page will display. Click on the Transaction ID link.

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: 04:39 PM on Monday 25 September 2017

Name Search
Name Reservation
Name Reservation - Extension >
Name Escalation
Entity Registration
Entity Re-registration >
Commence Business
Change In Particulars
Filings
Releases

Name Reservation Extension

Name Reservation Details

| Transaction ID | Entity Name | Entity Type | Expiry Date |
|---------------------------------|-------------------|-----------------|-------------|
| 201709190053609 | TULOY NA TULOY NA | Sole Proprietor | 04 Oct 2017 |

3.2 Name Reservation Extension “Step 1” page will display

3.2.1. Enter the Extension Reason

3.2.2. 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". On the top right, there 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: 04:39 PM on Monday 25 September 2017".

The main content area is titled "Name Reservation Extension" and includes a sub-header "Name Reservation Extension" and a description: "There are three steps involved to complete Name Reservation Extension. Do fill in all the fields and click on Save Proceed". Below this, there are three step indicators: "Step 1" (highlighted), "Step 2", and "Step 3".

The "Name Reservation Extension" form contains the following fields:

| | |
|------------------|-------------------|
| Entity Name | TULOY NA TULOY NA |
| Entity Type | Sole Proprietor |
| Expiry Date | 04 Oct 2017 |
| Extension Reason | TEST 101 |

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

3.3 Name Reservation Extension “Step 2Other 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. 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 reads 'Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 04:39 PM on Monday 25 September 2017'. On the left is a sidebar menu with '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', and 'Company Profile'. The main content area is titled 'Name Reservation Extension' and contains instructions: 'There are three steps involved to complete Name Reservation Extension. Do fill in all the fields and click on Save Proceed'. Below this are three step indicators: 'Step 1', 'Step 2Other Details' (highlighted), and 'Step 3'. The form fields include: 'RGD Office Location' (dropdown menu with 'Accra' selected), 'Notification Mode' (radio buttons for 'Email' and 'SMS', with 'SMS' selected), 'Mobile Number' (text input with '0444444444'), 'Presented By' (Name: 'KAPITAN TUTERO DYUN DYUN', ID Type: 'TIN', ID Number: 'P0000014370'), and 'Fee Details' (Transaction Fee: '20.00 GHS'). At the bottom are four buttons: '< Back', 'Save & Exit', 'Cancel', and 'Save & Proceed >'.


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

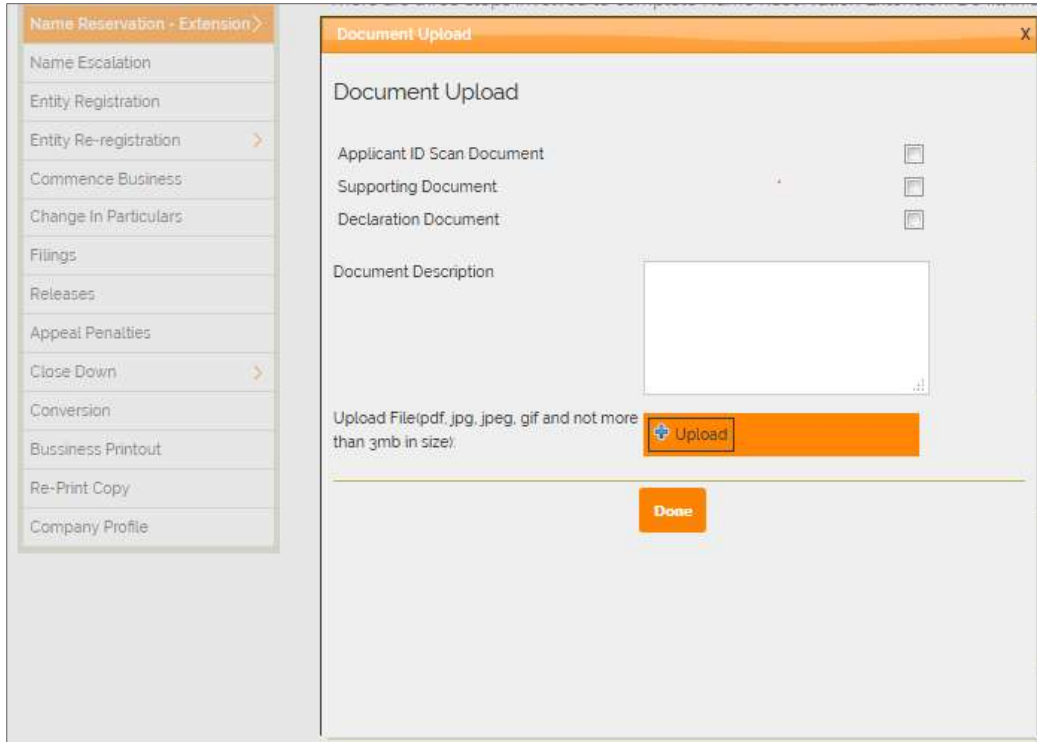
3.4.1. Click **Upload** button to initiate upload of Upload Documents

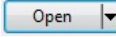
The screenshot shows the Registrar General's Department (RGD) portal interface. At the top left is the RGD logo and the text "REGISTRAR GENERAL'S DEPARTMENT Ministry of Justice and Attorney General". On the top right, there are links for "Make an Appointment" and "Online Chat". Below the header is a navigation menu with "HOME", "SERVICES", "CHANGE PASSWORD", and "LOGOUT". A user greeting "Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 04:39 PM on Monday 25 September 2017" is displayed. On the left is a sidebar menu with "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", and "Company Profile". The main content area is titled "Name Reservation Extension" and contains three steps: "Step 1", "Step 2", and "Step 3 Summary Details" (which is highlighted). Below the steps, the details for the extension are shown in a table-like format:

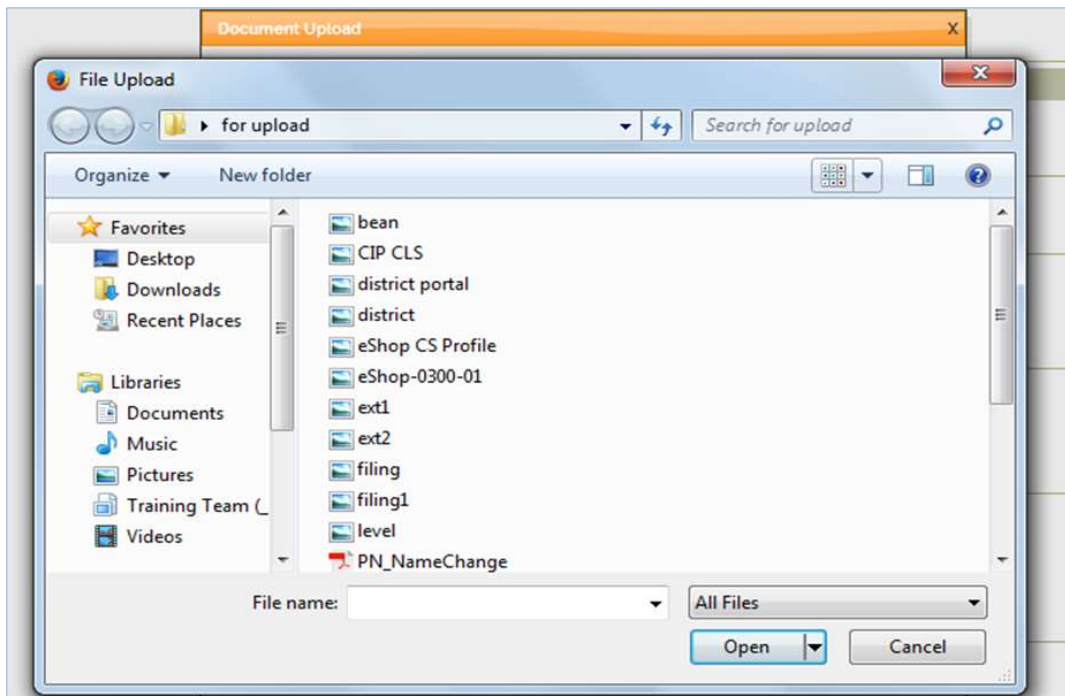
| | |
|--------------------------|--------------------------|
| Entity Name | TULOY NA TULOY NA |
| Expiry Date | 04-Oct-2017 |
| Extension Reason | TEST 101 |
| RGD Office | |
| RGD Office Location | Accra |
| Notification Mode | |
| Notification | SMS |
| Notification Info | 0444444444 |
| Presented By | |
| Name | KAPITAN TUTERO DYUN DYUN |
| ID Type | TIN |
| ID Number | P0000014370 |
| Fee Details | |
| Transaction Fee | 20.00 GHS |
| Upload Documents | |
| Upload | Upload |

At the bottom of the page, there are two buttons: "Back" and "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” 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


The screenshot shows the 'Document Upload' window in the RGD Portal. The window has a sidebar on the left with navigation options: Name Reservation, Name Reservation - Extension (selected), 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 contains a 'Document Upload' form with the following fields: Applicant ID Scan Document (checkbox), Supporting Document (checkbox checked), Declaration Document (checkbox), and Document Description (text area containing 'TEST 101'). Below the form is an 'Upload File' section with instructions: 'Upload File(pdf, jpg, jpeg, gif and not more than 3mb in size):' and an 'Upload' button. Below the upload section is an 'Uploaded Documents' table with the following data:

| File Uploaded | Document Date | Document Description | Remove |
|---------------|---------------|----------------------|----------|
| bean.jpg | 26-Sep-2017 | TEST 101 | - Remove |



At the bottom of the window is a 'Done' button.

3.4.11. Check Summary

3.4.12. Click **Confirm** button



REGISTRAR GENERAL'S DEPARTMENT
Ministry of Justice and Attorney General

 Make an Appointment
  Online Chat

HOME
SERVICES
CHANGE PASSWORD
LOGOUT

- 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

Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 04:39 PM on Monday 25 September 2017

Name Reservation Extension

There are three steps involved to complete Name Reservation Extension. Do fill in all the fields and click on Save Proceed

Step 1
Step 2
Step 3 Summary Details

Name Reservation Extension

| | |
|------------------|-------------------|
| Entity Name | TULOY NA TULOY NA |
| Expiry Date | 04-Oct-2017 |
| Extension Reason | TEST 101 |

RGD Office

| | |
|-----------------------|-------|
| RGD Office Location : | Accra |
|-----------------------|-------|

Notification Mode

| | |
|---------------------|------------|
| Notification : | SMS |
| Notification Info : | 0444444444 |

Presented By

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

Fee Details

| | |
|-------------------|-----------|
| Transaction Fee : | 20.00 GHS |
|-------------------|-----------|


Upload Documents

Upload
Upload

| File Uploaded | Document Type | Document Date | Document Description | Remove |
|--------------------------|---|---------------|----------------------|--|
| bean.jpg | i | 26-Sep-2017 | TEST 101 | + Remove |

< 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: 04:39 PM on Monday 25 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
- Business 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 : | 201709260054504 |
| Transaction Type : | Name Reservation - Extension |
| Entity Type : | Sole Proprietor |
| RGD Office Location : | Accra |
| Transaction Date : | 26-Sep-2017 |
| Entity / Company Name : | TULOY NA TULOY NA |
| Fee : | 20.00 GHS |
| Notices : | You may make payment through this portal Make a Payment 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 | 201709260054504 |
| Transaction Type | Name Reservation - Extension |
| Entity Type | Sole Proprietor |
| RGD Office | Accra |
| Transaction Date/Time | 26-Sep-2017 01:05:17 |
| Entity/Company Name | TULOY NA TULOY NA |
| Transaction Currency | GHS |
| Fee | 20.00 |
| Status | Pending Payment |
| Payable | 20.00 |
| 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
- 5.4. You will also receive updates via the email/SMS that you entered

The screenshot shows the RGD portal dashboard. 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 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 reads "Welcome KAPITAN TUTERO DYUN DYUN / Last Login: 04:39 PM on Monday 25 September 2017". The main content area is titled "Name Reservation Extension" and includes a "Create New" button. It displays three sections: "Saved Draft" with "No Results Found", "Action Items" with "No Results Found", and "Recent Transactions". The "Recent Transactions" table has the following data:

| Transaction ID | Entity Name | Business Type | Last Updated Date | Status |
|---------------------------------|-------------------|-----------------|-------------------|---------------------|
| 201709260054604 | TULOY NA TULOY NA | Sole Proprietor | 26-Sep-2017 | Pending for Payment |

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