

Checklist for Business Registration

Detail	Checklist
Complete FORM PNA42 • Personal name/trade name • Type of business	☐
Complete FORM A • Business name • Commencement date of business • Principal place of business • The address of the branch of business (if any) • Information of owner and partners • Type of business carried out • Provide a copy of the Partnership Agreement (if any)	☐
Signature of an owner or partner on both form	☐
Photocopy of owner or partner's identity card	☐
Permit, license or supporting letter for certain types of business (if any)	☐
Approval or supporting letter from relevant agency if required by the Registrar of Business (if any)	☐
Registration fee / branch (if any)	☐
Business information printout fee	☐