



Form-2

**The Federal Democratic Republic of Ethiopia**  
**Ministry of Trade and Industry**  
**Application Form for Alteration /Modification of Registration**

**PARTICULARS OF THE APPLICATION**

**1. The applicant:**

▪ Sole business person

- a) name \_\_\_\_\_ G/Father's name \_\_\_\_\_  
b) Nationality \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

▪ Company/Organization

- a) Name \_\_\_\_\_  
b) Name of the manager \_\_\_\_\_  
c) Legal status \_\_\_\_\_

**2. Type of application**

- a) Principal registration alteration/modification   
b) Summary registration alteration/modification

**3. Principal/Summary registration number \_\_\_\_\_**

**4. Description of the entries in the principal registration affected by alteration or modification.**  
(Attach the necessary documents used in alteration /modification, if any)

- a) If it is a change in capital From Birr \_\_\_\_\_  
to Birr \_\_\_\_\_.
- b) if it is Address: From Region \_\_\_\_\_ Zone \_\_\_\_\_  
Woreda/Sub-city \_\_\_\_\_ City/town \_\_\_\_\_  
Kebele \_\_\_\_\_ House No. \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_
- To Region \_\_\_\_\_ Zone \_\_\_\_\_ Woreda/Sub-city \_\_\_\_\_  
City/town \_\_\_\_\_ Kebele \_\_\_\_\_ House No. \_\_\_\_\_ Tel \_\_\_\_\_  
Fax \_\_\_\_\_

c) The purpose /purposes for alteration/ modification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d) If it is a change of manager  
Name of the new manager \_\_\_\_\_  
\_\_\_\_\_

c) Specify other additional entries, if any

\_\_\_\_\_  
\_\_\_\_\_

**5. Documents to be attached:**

- A photocopy of notarized minute of agreement showing the list of entries made in the alteration/modification of the registration.

**Declaration**

I hereby declare that all the statements I made herein and the additional documents I have attached hereto are true and correct.

Applicant's name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**For Office use only**

**1. Verification and Declaration**

Application for alteration and modification registration or licence is

a) accepted and pay Birr \_\_\_\_\_ for the service

b) If not accepted, reasons \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**2. Declaration by the registration head**

a) Application for alteration/modification registration or licence is

accepted  not accepted

b) if it is not accepted, reasons \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_