

## **GUIDELINES FOR WRITING THE STATUS/ HALF-YEARLY REPORT**

A status/half-yearly report should include but is not limited to the under listed guidelines where applicable:

- 1) **DATE OF REGISTRATION** with GIPC
- 2) **LOCATION OF THE BUSINESS** (indicate change of business location if so)
- 3) **THE OWNERSHIP STRUCTURE & DIRECTORSHIP** - Is the shareholding structure and the Directors the same or are there changes? If yes add supporting documents
- 4) **THE PROJECT CONCEPT (OBJECT OF THE BUSINESS)** – brief description of company's activities as stated in the company's regulations.
- 5) **STATED CAPITAL**
- 6) **CHANGE IN STATED CAPITAL (NEW CAPITAL)** – What is the new stated capital? Add supporting documents from Registrar Generals' Department
- 7) **FOREIGN LOAN** – Has the company contracted any foreign loans?
- 8) **TECHNOLOGY TRANSFER** – Has the company signed any Technology Transfer agreement?
- 9) **OPERATIONS** - New Projects, New Branches, Employment Level (State both foreign and locals).
- 10) **CHALLENGES** - What challenges has the Company faced?
- 11) **PERFORMANCE** – How well has the company performed over the period under review?

**NB -**

**ALL REPORTS SHOULD BE ADDRESSED TO:**

**THE CHIEF EXECUTIVE OFFICER  
GHANA INVESTMENT PROMOTION CENTRE  
ACCRA**

And must be on the company's letterhead and signed accordingly.