





BACKGROUND

This is an initiative to fast-track investment registration and approvals. It is designed to enhance efficiency in processing investor applications and improve service delivery. Aligned with global best practices, the premium service offers investors the advantage of priority processing, ensuring a seamless and timely experience.

SCOPE

The expedited service covers:



Investor Registrations



Renewal of Investor certificates



Automatic & Replacement Quotas

Other investor-related approvals that require fast-track processing.

❖ The premium service is provided upon request

❖ To qualify for this, investors must ensure that all mandatory documents are in order (at the time of request) and submitted to the Centre.



REQUEST PROCESS

Online:

- Submit the application and its attachments to **exp.investor.services@gipc.gov.gh**
- Receipt of the application will be acknowledged.
- A designated officer will review the submitted documents. Upon approval, clearance and the required fees will be communicated via the same medium.
- An invoice will be issued for payment into the Centre's account.
- The client makes payment using the available payment options.
- The request is processed and delivered within 24 hours.
- The company is notified via email or telephone call to pick up the certificate and the letter.

Note: The 24-hour premium service is initiated only upon submission and confirmation of all mandatory documents and payment of the required fees.



REQUEST PROCESS

Walk-in:

- The company or client visits the Centre's premises and requests the **24-hour premium** service at the front desk.
- A dedicated officer is assigned to fast-track the process
- The client submits all mandatory documents to the officer.
- The Officer vets and ensures that all documents are in order and assists the company to scan and submit their application to **exp.investor.services@gipc.gov.gh**
- The submitted documents are further reviewed. Upon approval, clearance and the required fees are communicated to the client promptly.
- An invoice will be issued for payment into the Centre's account.
- The client makes payment using the available payment options.
- The request is processed and delivered within 24 hours.
- The company is notified via email or telephone call to pick up the certificate and the letter.

Note: The 24-hour premium service is initiated only upon submission and confirmation of all mandatory documents and payment of the required fees.



SERVICE FEES

Investors can request the 24-hour premium service for an additional fee. Once the process is complete, they may either collect their certificates at GIPC or opt for premium delivery at a nominal charge.

PAYMENT OPTIONS



Cash Payment



Mobile Money



Bank Transfer



REQUIRED DOCUMENTS

1.0 New Registration

- Copy of Certificate of Incorporation
- Copy of Certificate to Commence Business
- Copy of Company's regulation/ Constitution
- Beneficial Ownership Form from the Office of the Registrar of Companies
- Form 3 from the Registrar of Companies
- Change Profile document from the Office of the Registrar of Companies (if any changes have been made)
- Re-registration certificate from the Office of the Registrar of Companies (if applicable)
- Articles/Memorandum of Association (in the case of Liaison companies or subsidiaries)
- Power of Attorney (in the case of Liaison companies)
- Deed of transfer or shareholder's agreement filed at the Registrar General's Department (in situations where some shares have been transferred)
- Filled GIPC New Registration Form
- Digital address of the company (GPS address)
- Companies already in operation need to provide- TAX Clearance Certificate, PAYE, SSNIT and Audited Accounts/ Financial Statements
- A valid national ID card of the person submitting the application on behalf of the company.



REQUIRED DOCUMENTS

2.0 Renewal

- Digital address of the company (GPS address)
- Status Report (Guidelines attached)
- Any latest Audited Accounts or Financial Statements
- Recent PAYE and SSNIT Payments (List and receipts)
- Valid Tax Clearance Certificate
- Copy of permits (for expatriates not on the GIPC Quota)
- ID of person submitting the application on behalf of the company.



REQUIRED DOCUMENTS

3.0 Quota Request

Automatic Quota

- Cover Letter addressed to the CEO (letter to indicate name of expatriate and position in the company)
- Resume/Curriculum Vitae of expatriate
- Copy of bio data page of passport
- Copy of employment contract between expatriate and company (if applicable)
- ID of person submitting the application on behalf of the company

Replacement of Quota

- Cover Letter addressed to the CEO (letter to indicate name of expatriate and position in the company)
- Resume/Curriculum Vitae of expatriate
- Copy of bio data page of passport
- Copy of employment contract between expatriate and company (if applicable)
- ID of person submitting the application on behalf of the company
- Confirmation of departure letter from Ghana Immigration Service



REQUIRED DOCUMENTS

3.0 Quota Request

Short Term Work Permit (Ranging from less than 1year to a maximum of 5years)

- Cover Letter addressed to the CEO (letter to indicate name of expatriate and position the company)
- Resume/Curriculum Vitae expatriate
- Copy of bio data page of passport
- Copy of employment contract between expatriate and company
- Reason/justification for the need for the short-term work permit for the expatriate(s)
- Proof of attempt to source the needed skill locally/Proof of shortage of the particular skill in Ghana.

Note

- Short Term Permits are Irreplaceable (excluding 4 or 5years as arranged between GIPC and GIS)
- Kindly ensure all attachments are clear and visible for reading and scanning purposes and must be submitted with a valid national ID CARD of officer submitting the registration application on behalf of the company.

UPDATED
2ND APRIL 2025

