

APPLICATION REQUIREMENTS CHECKLIST

1.0 New Registration

1.1

1. Incorporation at Registrar Generals' Department
 2. Minimum Equity Requirement
 3. Submission of application online
- Satisfaction of the Minimum Equity Requirement as applicable to the company or project either by Bank Transfer (to be confirmed by Bank of Ghana) or Goods (submission of Original CEPS entry forms covering those goods):

Wholly Foreign-owned company - US\$500,000.00

Joint Venture with a Ghanaian - US\$200,000.00

General Trading - US\$1,000,000.00 (Employ at least 20 skilled Ghanaians)

Fulfillment of the minimum equity requirements:

A. Cash:

- i. Bank account- open 2 corporate accounts (foreign and local) with a local bank of your choice.
- ii. By bank transfer-Effect a bank-to-bank transfer of minimum equity requirement, which is converted into local currency (cedis). This transaction should be confirmed to the Bank of Ghana by the investor's authorized dealer bank. Bank of Ghana in turn confirms this transaction to GIPC for the company's registration purposes.
- iii. By physical cash- physical cash carried into Ghana by individuals for investments should be declared on Bank of Ghana FORM T5 on arrival and subsequently deposited in a bank account within the shortest possible time. This transaction should be confirmed by your dealer bank and the Bank of Ghana as in (ii).

B. Goods/Equipment:

Equity in kind- in the case of equity in kind, in the form of imported machinery, equipment and goods, all documents covering such imports should be in the name of the registered company and evidenced by the following, which should be submitted to GIPC for registration purposes.

- i. Bill of lading/ Air waybill (originals)
- ii. Destination (Ghana) Inspection Certificate
- iii. Customs Declaration (Bill of Entry) Form
- iv. Import Declaration Form (IDF)
- v. Certified/Final Invoices

NB: Companies exempt from the minimum equity requirement include Manufacturing, Export Trade, Portfolio Investments, companies owned by Ghanaians (living in Ghana or in the Diaspora) and spouses of Ghanaians in marriage for 5 years and resident in Ghana.

- Copy of Certificate of Incorporation
- Copy of Company's regulation
- Beneficial Ownership Form from the Registrar of Companies
- Form 3 from the Registrar of Companies
- Change Profile document from the Registrar of Companies (if any changes have been made)
- Articles/Memorandum of Association (in the case of Liaison companies or subsidiaries)
- Power of Attorney (in the case of Liaison companies)
- 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

2.0 RENEWAL

Companies are expected to renew their certificates every two (2) years as stated in section 24 (3) of the GIPC Act 865. The following documents are required:

- Completed GIPC Renewal Form
- 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

3.0 QUOTA REQUEST

Under Section 35 of the GIPC Act 865 immigrant quotas are based on paid-up capital as follows:

US\$50,000 ≥ and < US\$250,000, (one automatic quota)
 US\$250,000 ≥ and < US\$500,000 (two automatic quotas)
 US\$500,000 ≥ and < US\$700,000 (three automatic quotas)
 US\$700,000+ (four automatic quotas)

3.1 Automatic Quota

The following documents are required:

- 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

3.2 Replacement of Quota

All the above as in (3.1) plus confirmation of departure letter from the Ghana Immigration Service

3.3 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 in 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

NB: SHORT TERM PERMITS ARE IRREPLACEABLE (excluding 4 or 5years as arranged between GIPC and GIS)

4.0 EXEMPTION

Under Section 26 of the GIPC Act 865, companies are granted exemptions from payment of Import Duty on plant and machinery for their operations including those under the laws mentioned in the Act.

Exemption applications are done online through the UNIPASS EMDA System with the following documents as attachments:

- A valid GIPC certificate
- A valid Tax clearance certificate obtained for GIPC exemptions
- Bill of lading/Air Waybill
- Commercial Invoice
- Packing List
- All model numbers and photos of all machines and equipment have been imported
- A standard Business Plan
- The Centre shall, before submitting a request for exemption to the Minister responsible for Finance determine whether the request will facilitate changes in technology and promote the specialized use of machinery, equipment or other items necessary for the establishment and operations of the enterprise.

4.1 IMPORTATION OF PLANT, MACHINERY AND EQUIPMENT

Enterprises are free to implement their projects by importing the relevant plant, machinery, and equipment. Zero-rated and concessionary duty items should be cleared automatically through the Customs excise and Preventive Service (CEPS) of the Ghana Revenue Authority (GRA). Essential plant, machinery, and equipment, which fall under section 26 of Act 865 should be cleared with the GIPC.

4.2 NOTE: 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.

4.3 NOTE: ALL APPLICATIONS MUST BE SUBMITTED ONLINE VIA investor.services@gipc.gov.gh