



GHANA  
INVESTMENT  
PROMOTION  
CENTRE

# NEW INVESTMENT REGISTRATION & RENEWAL GUIDE

*(Step-by-Step Guide to Completing the GIPC  
Registration and Renewal Forms)*

This document explains each section of the forms in detail to help applicants understand exactly what information is required.

By following this guide, users can ensure their submissions are accurate, complete, and compliant with GIPC requirements, facilitating a smooth and efficient registration process.

+233 302 665 125-9 665125

info@gipc.gov.gh

www.gipc.gov.gh

 ghanagipc    gipcghana  
 ghanainvestmentpromotioncentre

**1. Registered Name of Enterprise**

The official name of the company as incorporated with the **Office of the Registrar of Companies (ORC)**.

**2. Certificate of Incorporation Number**

The unique registration number issued by the **Office of the Registrar of Companies (ORC)**, located at the top-left corner of the Certificate of Incorporation.

**3. Head Office Location in Ghana**

The physical address of the company's main office or the principal place of business in Ghana.

**4. Contact Person of Enterprise**

The individual within the company designated to act as the main point of contact with the Centre.

**5. Authorized Agent**

A third party (e.g., consultant, law firm, or service provider) authorized by the company to act on its behalf in dealings with the Centre.

**6. Subsidiary**

Any company operating in Ghana that is controlled by the registering enterprise, usually through majority ownership of its shares or voting rights.

**7. Enterprise Location (if different from Head Office)**

The physical address where the company carries out its operations, if it is not the same as the registered head office.

**8. Sector of Operation**

The main area of business activity in which the company operates.

**9. Nature of Business**

A brief description of the company's core activities or operations.

**10. Shareholding Structure**

A breakdown of the ownership of the company, showing the name and nationality of shareholder(s), along with the percentage and value of shares held. For companies with more than three shareholders, kindly attach additional sheets.

**11. Diaspora**

Please indicate *Yes* or *No* to confirm whether you are an investor from the diaspora.

**12. The estimated number of employees per category as indicated in the form.****• Management**

The number of senior or executive-level staff responsible for decision-making and overseeing the company's operations.

**• Skilled Labour**

Employees with specialized training, technical knowledge, or professional qualifications required for specific roles within the company.

**• Unskilled Labour**

Employees engaged in roles that do not require specialized training or technical expertise.

**13. Total Estimated Investment (USD)**

The total investment value of the enterprise, stated in United States Dollars (USD). This includes equity, loans, and any other financing.

**14. Sources of Funds**

The breakdown of the company's total estimated investment, showing the value contributed under each category (e.g., local equity, foreign equity, loans).

- **Local Equity:** The portion of equity contributed by Ghanaian shareholders.

- **Foreign Equity:** The portion of equity contributed by non-Ghanaian (foreign) shareholders.
- **Local Loan:** A loan obtained from an entity in Ghana.
- **Foreign Loan:** A loan obtained from an entity outside Ghana.

## SECTION D

### GIPC AFTERCARE SERVICES YOU MAY REQUIRE

#### 15. **Technology Transfer Agreement**

Please indicate *Yes* or *No* to confirm whether your company may need to register a technology transfer agreement.

#### 16. **Assistance**

Please indicate *Yes* or *No* to confirm whether your company requires assistance in any of the listed areas.

**Kindly refer to the document checklist on the last page of the form to ensure that all required documents for your registration are provided, and tick accordingly.**



GHANA  
INVESTMENT  
PROMOTION  
CENTRE

RENEWAL OF  
REGISTRATION FORM  
**GUIDE**  
AND GLOSSARY

*(Step-by-Step Guide to Completing the Form)*

**1. Registered Name of Enterprise**

The official name of the company as incorporated with the **Office of the Registrar of Companies (ORC)**.

**2. GIPC Certificate Number**

The unique registration number assigned to the company by the **Ghana Investment Promotion Centre (GIPC)**, as stated on the GIPC Registration Certificate.

**3. Head Office Location in Ghana**

The physical address of the company's main office or the principal place of business in Ghana.

**4. Contact Person of Enterprise**

The individual within the company designated to act as the main point of contact with the Centre.

**5. Authorized Agent**

A third party (e.g., consultant, law firm, or service provider) authorized by the company to act on its behalf in dealings with the Centre.

**6. Enterprise Location (if different from Head Office)**

The physical address where the company carries out its operations, if it is not the same as the registered head office.

**7. Sector of Operation**

The main area of business activity in which the company operates.

**8. Nature of Business**

A brief description of the company's core activities or operations.

**Shareholding Structure**

9. Please indicate *Yes* or *No* whether there has been a change ownership of the company.
10. If *Yes*, complete the table, showing the name and nationality of shareholder(s), along with the percentage and value of shares held. For companies with more than three share holders, kindly attach additional sheets.

**Change in the Nature of Business**

11. Please indicate *Yes* or *No* to confirm whether there has been a change in the company's core activities or operations.
12. If *Yes*, briefly state the change.
13. **Additional Investment**  
Please tick *Yes* or *No* if there has been any new capital or assets committed to the company since its initial registration. If *Yes*, please state this additional value.

14. **The estimated number of employees per category as indicated in the form.**
  - **Management**  
The number of senior or executive-level staff responsible for decision-making and overseeing the company's operations.
  - **Skilled Labour**  
Employees with specialized training, technical knowledge, or professional qualifications required for specific roles within the company.
  - **Unskilled Labour**  
Employees engaged in roles that do not require specialized training or technical expertise.

**15. Employee Training**

Briefly describe any major training programmes provided for Ghanaian employees within the last two years.

**16. Recruitment or Retention of Skilled Employees**

Please indicate *Yes* or *No* to confirm whether your company is facing challenges in recruiting or retaining skilled Ghanaian employees. If *Yes*, briefly explain.

## SECTION D

### SUPPORT REQUIRED FROM THE GIPC TO HELP WITH BUSINESS EXPANSION

**17. GIPC Support**

Kindly tick all areas where you require further assistance from the GIPC.

**18. Satisfaction with Support**

Indicate how satisfied you are with the GIPC's support in the past.

**19. Participation in Activities**

Tick *Yes* or *No* if you wish to be invited to GIPC-organized events.

## SECTION E

### TECHNOLOGY TRANSFER REGISTRATION

**20. Technology Transfer Agreement**

Please indicate *Yes* or *No* to confirm whether your company requires a technology transfer agreement.

## SECTION F

### BUSINESS PERFORMANCE AND EXPANSION

**21. Business Performance**

State if your business performance last year met, exceeded, or fell below your projections.

**22. Expansion**

Tick *Yes* or *No*. If *Yes*, kindly describe this expansion.

**23. Anticipated Investment**

State if investment in the next 12 months will increase, decrease, or stay the same. If there is an increase, kindly state the additional amount in USD.

**24. New Technologies/Products**

Tick *Yes* or *No*. If *Yes*, give a short description.

**25. Subsidiary**

Please indicate *Yes* or *No* if there is any company operating in Ghana that is controlled by the registered enterprise, usually through majority ownership of its shares or voting rights.

If *Yes*, kindly state the details.

**26. Branch**

Tick *Yes* or *No* if there is any extension of the parent registered company that operates in another location. Unlike a subsidiary, a branch is not a separate legal entity but part of the same company (e.g. a bank in Ghana opening a Kumasi branch is still the same bank, just another office).

If *Yes*, kindly state the number and attach details of branch locations.

## SECTION G

## REGULATORY AND BUSINESS CLIMATE STRUCTURE

**27. Regulatory Challenges**

Tick *Yes* or *No*. If *Yes*, please specify these challenges.

**28. Business Environment Factors**

Rank the listed factors (1 = least severe, 5 = most severe) that affect your business operations, if any.

**29. Policy/Regulatory Changes**

Suggest any changes in policy or regulations that could help your business in Ghana.

Kindly refer to the document checklist on the last page of the form to ensure that all required documents for your registration renewal are provided, and tick accordingly.