

Guidelines for Preparing the Status/Half-Yearly Report

All enterprises are required to submit a **Status/Half-Yearly Report**

The report must:

- Be prepared on the company's official letterhead.
- Be signed by an authorized officer of the company.
- Include supporting documentation from the Office of the Registrar of Companies (ORC) where applicable.

Report Content Requirements

1. Enterprise Name

- State the current name of the enterprise.
- If there has been a change, attach relevant documentation from the ORC.

2. Enterprise Location

- Indicate the current location of the business.
- If the business has relocated, provide supporting documents from the ORC.

3. Ownership Structure and Directorship

- Confirm whether the shareholding structure and board of directors remain unchanged.
- If there are changes, provide supporting documents from the ORC.

4. Project Concept (Business Objectives)

- Provide a brief description of the company's activities as captured in the company's regulations.

5. Operations

- Report on new projects undertaken.
- Provide details of new branches established.

6. Employment Levels

- State the number of Ghanaian employees.
- State the number of expatriate employees.

7. Stated Capital

- Indicate any changes in the stated capital.

- If applicable, provide the new stated capital and supporting documents from the ORC.

8. Foreign Equity Investment

- State the level of foreign equity investment, if applicable.

9. Technology Transfer

- Indicate whether the company has signed any technology transfer agreements. (Yes/No)

10. Challenges

- Outline key challenges faced during the reporting period.

11. Performance

- Provide an assessment of the company's performance within the reporting period.

Submission Details

- The report should be addressed to:
The Chief Executive Officer
Ghana Investment Promotion Centre (GIPC)
Accra
- The prepared report must comply with the above guidelines to be considered complete