

## REGISTRATION PROCEDURES

### INTRODUCTION

The current GIPC requires that enterprises with foreign participation must register the minimum foreign capital with the Centre.

### PROCEDURES / DOCUMENTS REQUIRED FOR REGISTRATION

Completion and submission of GIPC R<sub>1</sub> Registration Form (a set of two (2);) and which is free.

A registration Fee is payable (Ref. <http://www.gipcghana.com/invest-in-ghana/doing-business-in-ghana/starting-a-business.html> ).

Submission of Incorporation Documents from the Registrar General's Department – viz;

- A copy of company's Regulations ]
- A copy of Certificate of Incorporation ] all certified true copies
- A copy of Certificate to Commence Business.]

If the Enterprise is a Joint – Venture, the minimum foreign equity capital is US\$200,000 in cash or kind.

- The cash can be transferred into the country through the banking system.
- The Business's Bank must then credit the company with the cedi equivalent of the remittance and notify the Bank of Ghana accordingly. If this transfer is not done, the Bank of Ghana and the Centre will not recognize the initial investment.
- The Bank of Ghana then confirms this to the Centre.

An investor can also bring along his foreign equity capital in cash, but must be declared on a Travel Form (T5) in declaration of foreign currency imported into Ghana by Travelers at the point of entry.

The procedure then continues as sated above, that is, payment through any bank with cedi equivalent credited and notification to the Bank of Ghana and final confirmation to the Centre.

In the case of equity capital in kind, the Company must submit Original Customs Entry Forms to the Centre with sealed stamps and also:

- A copy of Destination Inspection Report
- A copy of the Bill of Lading and Invoice
- A copy of Import Declaration Form (IDF)

The above procedures also apply to wholly-owned foreign enterprises which are not into Trading (that is, US\$500,000.00) and also for Trading enterprises which have US\$1,000,000.00 as minimum equity capital requirement whether in joint-venture or wholly foreign-owned.

If the application Form is in good order, having regard to the above, a Certificate is issued within five (5) working days.

Registration then entitles the Company to enjoy benefits such as:

- Quotas support to the Ghana Immigration Service;
- Import duty exemption on certain equipment and machinery;
- Assistance in getting certain utilities such as: electricity, water, telephone connected;
- Assistance in getting land;
- Other support and recommendation to relevant Government Agencies and departments for the required permits.

For further information please contact: The Chief Executive Officer  
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