REQUIREMENT FOR SUPPORT FROM THE GHANA INVESTMENT PROMOTION CENTRE (GIPC)

1.0 NEW REGISTRATION

Before a company or project can be registered at the Centre the following requirements must be fulfilled:

1. **Incorporation at the Office of the Registrar of Companies (O.R.C)**
2. **Satisfaction of the Minimum Equity Requirement**
3. **Online Submission of application**

Satisfaction of the Minimum Equity Requirement, as applicable to the company or project, may either be in the form of a Bank Transfer (to be confirmed by Bank of Ghana) or Goods (submission of original GRA Customs Declaration Documents covering the 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 (with proof of employment of at least 20 skilled Ghanaians after commencement of commercial operations)

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 the minimum equity requirement, which is converted into the local currency (cedis). This transaction must be confirmed to the Bank of Ghana by the investor's authorized dealer bank. The Bank of Ghana will in turn confirm this transaction to the GIPC for registration purposes.

iii. **By Physical Cash:** Physical cash carried into Ghana by individuals for investments must be declared on Bank of Ghana FORM T5 upon arrival and subsequently deposited in a bank account within the shortest possible time. This transaction must 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, where imported machinery, equipment and goods are used, all documents covering such imports must be in the name of the registered company and evidenced by the following, which must be submitted to the GIPC for registration purposes.

i. Bill of lading/ Air waybill (originals)

ii. Customs Bill of Entry Form

iii. Certified/Final Invoices

iv. Original Bank Receipts showing proof of payment of duties

NB: Companies exempt from the minimum equity requirement include Manufacturing, Export Trade, Portfolio Investments, as well as companies owned by Ghanaians (living in Ghana or in the Diaspora) and spouses of Ghanaians who have been married for at least 5 years and are resident in Ghana.

REGISTRATION DOCUMENTS

- Copy of Certificate of Incorporation
- Copy of Company's Constitution/ Regulations
- Articles or Memorandum of Association (where a shareholder is a company)
- Form 3 or Change Profile
- Beneficial Ownership Profile
- Completed GIPC Investor Registration Form
- Certificate of Registration (in the case of Liaison companies)
- Articles or Memorandum of Association (in the case of Liaison companies or subsidiaries)
- Form 20 or Change Profile (in the case of Liaison companies)
- Power of Attorney (in the case of Liaison companies)
- Evidence of Payment
- Bank of Ghana Equity Contribution Confirmation Letter and/or Customs Import Documentation (if applicable)

2.0 RENEWAL

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

- Completed GIPC Renewal of Registration Form
- Evidence of Payment
- Most Recent Pay as You Earn (PAYE) Schedule
- Evidence of Change in Company name (if applicable)
- Change Profile (if applicable)

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)
- Copy of the biodata page of the expatriate’s passport
- Résumé or Curriculum Vitae of the expatriate
- Copy of appointment letter or employment contract between the expatriate and the company (if applicable)
- Evidence of payment

3.2 Replacement of Quota

All the above as in (3.1) plus one (1) of the following:

- Confirmation of Departure Letter from the Ghana Immigration Service
- Naturalisation Certificate or Death Certificate
- Evidence of an Indefinite Work Permit
- Evidence that the expatriate is covered under another company's quota or work permit.

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

- Cover Letter addressed to the CEO (indicating the name and position of the expatriate in the company)
- Résumé or Curriculum Vitae of the expatriate
- Copy of biodata page of the expatriate's passport
- Copy of appointment letter or employment contract between expatriate and company
- Evidence of payment

NB: SHORT TERM PERMITS ARE NON- REPLACEABLE (except those granted for 4 or 5 years as arranged between the GIPC and the GIS)

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

FOR EXPEDITED 24-HOUR PROCESSING, YOU MAY ALTERNATIVELY SUBMIT APPLICATIONS TO expinvestor.services@gipc.gov.gh