FORM : **GIPA/R1**

GHANA INVESTMENT PROMOTION AUTHORITY

INVESTOR REGISTRATION FORM

UNDER THE GHANA INVESTMENT PROMOTION AUTHORITY ACT 2026 (ACT 1173)

INFORMATION SUPPLIED WILL BE TREATED AS CONFIDENTIAL UNDER APPLICABLE LAWS

To Be Completed And Forwarded To:
The Chief Executive Officer
Ghana Investment Promotion Authority
P.O. Box M193, Accra

+233 302 665 125-9 665125
info@gipa.gov.gh
www.gipa.gov.gh

@GIPAGhana Ghana Investment Promotion Authority
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SECTION A: ENTERPRISE LOCATION, CONTACT DETAILS & OBJECT

1. Registered Name of Enterprise:

2. Certificate of Incorporation Number:

3. Head Office Location in Ghana:

- Postal Address
- Plot / House No. / Street
- Town / District / Region
- Ghana Post GPS Address / Coordinates
- Telephone No. / Email / Website

4. Contact Person of Enterprise (Director / Shareholder)

- Name
- Position
- Telephone No. / Email

5. Authorized Agent (if any):

- Name
- Agency
- Telephone No. / Email

6. Enterprise location(s) if different from Head Office:

7. Enterprise subsidiary information (if applicable): does the enterprise have any subsidiary operating in Ghana?

☐ Yes ☐ No

If yes, provide Name, Object(s), and Location for each subsidiary.

SECTION B: SHAREHOLDING STRUCTURE

	Shareholder Name	Nationality	Shareholding %	Equity (USD)
Shareholder 1				
Shareholder 2				
Shareholder 3				
Shareholder 4				
Shareholder 5				

Information on additional shareholders may be printed and added to the Form.

8. Are you an investor from the diaspora?

☐ Yes ☐ No

"Diaspora" refers to Ghanaians who have migrated and are resident outside Ghana; Ghanaians born to Ghanaian parents (either one or both) living outside Ghana, described as second and third generation; the youth (who migrated from Ghana or were born abroad); descendants of enslaved Africans and all persons of African descent who have historical and cultural ties with Ghana and also have interest in Ghana's development (Diaspora Engagement Policy for Ghana).

SECTION C: PROJECT PROFILE, EMPLOYMENT & INVESTMENT

9. Sector of Operation: **Principal activity (ISIC code, if known):**

10. Is the activity licensed or supervised by a sector regulator?

☐ Yes ☐ No

If yes, Regulator: Licence status: Not yet applied Licence No.:

Proof of the licence is required at annual renewal of registration (section 34(7) of Act 1173).

11. Investment Profile. Describe the project: the activity, what it will produce or provide, how it fits the sector above, and whether it will be implemented in phases:

12. Project location (if different from Head Office given in Section A):

13. Implementation milestones. Enter the target month and year for each milestone that applies:

Milestone	Target (month / year)
Premises or site secured	
Permits and licences obtained	
Plant, machinery or equipment ordered	
Plant installed / premises fitted out	
First employees engaged	
Commencement of commercial operations	
Full operational capacity	
Other:	

14. Employment: number of employees at the end of Year 1, the end of Year 2 and at full operational capacity:

	Management		Skilled Labour		Unskilled Labour		Total	
	Ghanaian	Expatriate	Ghanaian	Expatriate	Ghanaian	Expatriate	Ghanaian	Expatriate
End of Year 1								
End of Year 2								
Full operational capacity								

15. Estimated Investment Value: the amount you intend to invest in the enterprise to reach full operational capacity (US$):

Part A: Use of funds

Category	Year 1 (US$)	Year 2 (US$)	Year 3 and after (US$)	Total (US$)
Land and buildings (purchase or construction)				
Plant, machinery and equipment				
Vehicles				
IT, software and other intangibles				
Working capital				
Other:				
Total Estimated Investment Value				

Section C: Project Profile, Employment & Investment (continued)

Part B: Form in which the investment will be made

Form	Amount (US$)	Anticipated timing
Cash transferred into Ghana through the banking system		
Capital Goods imported (plant, machinery, equipment; customs value)		
Reinvested Earnings		
Other:		
Total (must equal the total in Part A)		

16. Sources of Funds. The total must equal the Total Estimated Investment Value in item 15:

Source	Amount (US$)	Status
Local Equity		Committed
Foreign Equity		Committed
Local Loan		Committed
Foreign Loan		Committed
Grant / Other (specify)		Committed
Total Financing		Committed

SECTION D: MINIMUM FOREIGN CAPITAL REQUIREMENT (TRADING ENTERPRISES)

17. Is the enterprise a trading enterprise (a business that engages, as a principal activity or as a material component of its operations, in the purchase and resale of goods, whether imported or locally produced, in the same or substantially the same condition) within the meaning of section 31 of Act 1173?

☐ Yes ☐ No

If yes, and the enterprise has a non-citizen investor, or is wholly Ghanaian-owned with a non-Ghanaian director or beneficial owner (section 35(3)), complete items 18 and 19 and attach the Bank of Ghana equity confirmation letter listed in the Documents Checklist. Items 18 and 19 do not apply to a portfolio investment (section 31(3)) or to a former citizen of Ghana who lost citizenship by acquiring the citizenship of a country that does not allow dual citizenship (section 31(2)).

18. Cash equity capital invested through the banking system (must not be less than US$500,000):

Amount (US$):

19. Percentage of the enterprise's employees who are skilled Ghanaians (must be at least 75%):

Percentage (%):

SECTION E: OTHER SERVICES YOU MAY REQUIRE

20. Will the enterprise enter into a technology transfer agreement in the course of its operations?

☐ Yes ☐ No

21. Will the Enterprise require assistance with any of the following services?

☐ Land Facilitation ☐ Work & Residence Permits ☐ Utility Connections

☐ Tax Guidance ☐ Others (specify)

DECLARATION & SUBMISSION

I/We hereby declare and affirm that the information provided above, including the investment realisation figures at Section B, is true, complete and accurate to the best of my/our knowledge, information and belief. I/We understand and accept that refusing or neglecting to provide information reasonably required under section 46 or submitting false or misleading information is an offence under section 55 of Act 1173, and may result in the penalties, revocation of incentives or suspension of remittances provided for under sections 55 and 56, in addition to the administrative penalty for failure to renew under section 56(1) of Act 1173.

Signature: **Name:** **Date:**

DATA PROTECTION NOTICE

The Ghana Investment Promotion Authority processes your information for the purposes of investment registration, statutory reporting, and related investment promotion services, as required under the Ghana Investment Promotion Authority Act and the Data Protection Act, 2012 (Act 843).

This processing is necessary for the Authority to perform its statutory functions and to provide the registration service you have requested. Your information may be disclosed to relevant regulatory or government bodies where required by law.

By submitting this form, you acknowledge that you have read and understood this notice.

DOCUMENTS CHECKLIST

Enterprise Registration

The completed Investor Registration Form must be submitted with the following attachments.

- ☐ A.1. Certificate of incorporation
- ☐ A.2. Company's constitution or regulations
- ☐ A.3. Articles or memorandum of association (or any such documents), where a shareholder is itself a company, an enterprise or any legal entity (as the case may be)
- ☐ A.4. Beneficial ownership profile
- ☐ A.5. Office of the Registrar of Companies' Form 3 or Company Profile or Change Profile (whichever is most current)
- ☐ A.6. Proof of initial capital (Bank of Ghana Equity Letter / GRA Customs Bills of Entry) where applicable
- ☐ A.7. Completed investor registration form
- ☐ A.8. Evidence of payment of the prescribed registration fee

In the case of external companies or subsidiaries:

- ☐ A.9. Certificate of registration
- ☐ A.10. Articles or memorandum of association
- ☐ A.11. Form 20 or change profile
- ☐ A.12. Power of attorney
- ☐ A.13. Completed investor registration form including declared investment value and investment profile
- ☐ A.14. Evidence of payment of the registration fee

For trading enterprises only:

- ☐ A.15. Evidence of US$500,000 cash equity and a workforce plan showing at least 75% skilled Ghanaian staff

PAYMENT DETAILS

Account Name:	**GIPC IGF Collections Account**
Account Number:	**1112106472901 (GHS)**
Account Number:	**5112106472901 (USD)**
Bank Name:	**National Investment Bank**
Bank Branch:	**Osu**
SWIFT Code:	**NIBGGHACXXX**
Sort Code:	**05-01-11**

FOR GIPA USE ONLY

Received by: _____ **Date:** _____

Comments: