FORM : **GIPA/RR1**

GHANA INVESTMENT PROMOTION AUTHORITY

RENEWAL OF 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
@gipaghana @gipcghana @GIPAGhana

SECTION A: ENTERPRISE DETAILS

1. Registered name of enterprise:

2. GIPA certificate number:

3. Location of head office in Ghana:

4. Contact person of the enterprise (Director / Shareholder):

- Name
- Position
- Telephone No. / Email /

5. Authorised agent (if any):

- Name
- Agency
- Telephone No. / Email /

6. Enterprise location(s) if different from head office:

7. Sector of operation:

8. Briefly describe the nature of business:

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

☐ Yes ☐ No

If yes, Regulator: Licence / permit No.: Expiry date:

Attach a copy of the current licence or permit. Proof of the licence is required at renewal (section 34(7) of Act 1173).

SECTION B: SHAREHOLDING, BUSINESS ACTIVITY & INVESTMENT REALISATION

10. Has there been any change in shareholding since registration or the last renewal?

☐ Yes ☐ No

If yes, complete the table below and attach the change profile from the Office of the Registrar of Companies.

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

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

11. Has there been any change in the directors or beneficial owners of the enterprise?

☐ Yes ☐ No

If yes, attach the updated ORC Form 3 and Beneficial Ownership Profile.

12. Has there been any change in the nature of business?

☐ Yes ☐ No

If yes, state the new business activity:

Section B: Shareholding, Business Activity & Investment Realisation (continued)

13. Investment Realisation

Part A: Use of funds. Enter, for each category, the amount declared at registration or last renewal, the amount realised since registration or the last renewal, and the cumulative amount realised since registration (US$):

Category	Declared at registration/last renewal (US$)	Realised since registration/last renewal (US$)	Cumulative realised since registration (US$)
Land and buildings (purchase or construction)			
Plant, machinery and equipment			
Vehicles			
IT, software and other intangibles			
Working capital			
Other:			
Total			

Part B: Form in which the investment was made. The total must equal the cumulative total in Part A:

Form	Declared at registration/last renewal (US$)	Realised since registration/last renewal (US$)	Cumulative realised since registration (US$)
Cash transferred into Ghana through the banking system			
Capital goods imported (customs value)			
Reinvested earnings			
Other:			
Total			

14. Sources of funds actually used during the period:

Source	Amount (US$)
Local equity	
Foreign equity	
Local loan	
Foreign loan	
Grant / other (specify)	
Total	

15. Evidence of realisation. Attach the following for every value reported in item 13:

Cash transferred into Ghana: Bank of Ghana confirmation letter.

☐ Attached ☐ Already submitted at registration or a previous renewal ☐ Not applicable, no cash reported

Capital goods (plant, machinery, equipment, vehicles): original customs bills of entry matching the value reported.

☐ Attached ☐ Not applicable, no capital goods reported

Land and buildings: lease, title or allocation letter, and contractor or supplier invoices.

☐ Attached ☐ Not applicable

IT, software and other intangibles: supplier invoices or licence agreements.

☐ Attached ☐ Not applicable

16. If the amount realised since registration or the last renewal is materially below the amount declared, explain the variance:

Section B: Shareholding, Business Activity & Investment Realisation (continued)

17. Implementation milestones

Milestone	Target date declared (month/year)	Status	Actual or revised date (month/year)
Premises or site secured		Not started	
Permits and licences obtained		Not started	
Plant, machinery or equipment ordered		Not started	
Plant installed / premises fitted out		Not started	
First employees engaged		Not started	
Commencement of commercial operations		Not started	
Full operational capacity		Not started	
Other:		Not started	

If any milestone is behind the declared date, state the reason:

SECTION C: EMPLOYMENT AND SKILLS

18. Employment. Enter the number declared at registration or last renewal and the actual number at the date of this renewal:

	Management		Skilled Labour		Unskilled Labour		Total	
	Ghanaian	Expatriate	Ghanaian	Expatriate	Ghanaian	Expatriate	Ghanaian	Expatriate
Declared at registration/last renewal								
Actual at renewal								

Trading enterprises to which section 31 applies: percentage of employees who are skilled Ghanaians (at least 75%):

19. Attach the enterprise's most recent GRA employee income tax (PAYE) schedule or SSNIT contribution schedule to support the employment figures above. Either is acceptable.

☐ PAYE schedule attached ☐ SSNIT schedule attached ☐ Not available

20. Provide details of major training that has been provided for Ghanaian employees in the last two years:

21. Are you facing challenges in recruiting or retaining skilled Ghanaian employees?

☐ Yes ☐ No

If yes, please explain:

SECTION D: SUPPORT REQUIRED FROM THE AUTHORITY

22. What additional support would you require from the Authority to facilitate your investment and operations?

☐ Facilitation of land acquisition ☐ Work and residence permits ☐ Tax advice and incentives guidance
☐ Utility connections support ☐ Export/import procedures ☐ Access to finance / funding support
☐ Networking and business matchmaking ☐ Other (specify)

Other (specify):

23. How satisfied are you with the support previously provided by the Authority?

☐ Very satisfied ☐ Satisfied ☐ Neutral ☐ Unsatisfied ☐ Very unsatisfied

24. Would you like to be invited to participate in investor forums or promotional activities organised by the Authority?

☐ Yes ☐ No

SECTION E: TECHNOLOGY TRANSFER REGISTRATION

25. Has your enterprise entered into any technology transfer agreement?

☐ Yes ☐ No

If yes, give type, duration and particulars of the technology transfer agreement partner, and the GIPA registration number of the agreement (section 52):

SECTION F: BUSINESS PERFORMANCE AND EXPANSION

26. How has your enterprise performed over the last year compared with your initial projections?

☐ Exceeded expectations ☐ Met expectations ☐ Below expectations ☐ Don't know / prefer not to say

27. Has your enterprise expanded its operations since the last registration or renewal?

☐ Yes ☐ No

If yes, describe the nature of expansion:

28. Planned investment until the next renewal. Enter the amount by category; these figures become the declared figures at the next renewal:

Category	Until next renewal (US$)
Land and buildings	
Plant, machinery and equipment	
Vehicles	
IT, software and other intangibles	
Working capital	
Other:	
Total	

Planned employment at the next renewal: Ghanaian: Expatriate:

29. Does the enterprise intend to reduce its investment before the next renewal?

☐ Yes ☐ No

If yes, state the amount of the reduction (US$):

Explain the decision:

30. Does your enterprise plan to introduce new technologies, products or services in the coming year?

☐ Yes ☐ No

If yes, briefly describe:

31. Enterprise subsidiary information: does your enterprise have any subsidiary operating in Ghana?

☐ Yes ☐ No

If yes, provide name, object(s) and location for each subsidiary:

32. Does your enterprise have any branches?

☐ Yes ☐ No

If yes, state the number of branches and attach branch location details. Each branch requires the prior written approval of the Authority (section 36 of Act 1173).

Number of branches: Number approved by the Authority:

SECTION G: REGULATORY AND BUSINESS CLIMATE

33. Have you experienced any challenges with government regulations, permits or compliance since your enterprise's last registration or renewal?

☐ Yes ☐ No

If yes, please specify:

34. Which of the following factors, if any, currently affects your enterprise's operations in Ghana? (Rank 1 to 5; 1 least severe, 5 most severe)

Factor	1	2	3	4	5
Access to financing	☐	☐	☐	☐	☐
Access to skilled labour	☐	☐	☐	☐	☐
Infrastructure (power, water, transport, etc.)	☐	☐	☐	☐	☐
Regulatory environment	☐	☐	☐	☐	☐
Taxation	☐	☐	☐	☐	☐
Land acquisition	☐	☐	☐	☐	☐
Currency stability (exchange rate)	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐

35. Are there specific policy or regulatory changes that would improve your enterprise's operations in Ghana?

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

The completed renewal application form must be submitted with the following attachments.

- ☐ A.17. Most recent GRA Pay As You Earn (PAYE) schedule or Social Security and National Insurance Trust (SSNIT) contribution schedule.
- ☐ A.18. Bank of Ghana's confirmation for any cash or equity contribution reported
- ☐ A.19. Original customs bills of entry for any capital equipment imported and reported
- ☐ A.20. Office of the Registrar of Companies' Change Profile or any other relevant documents regarding changes in company name, directors, shareholding, etc.

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: