INVESTOR REGISTRATION FORM
Under the Ghana Investment Promotion Centre Act 2013

(Act 865)

Information Supplied will be treated as
CONFIDENTIAL

To be completed in duplicate and forwarded to:-
The Chief Executive Officer
Ghana Investment Promotion Centre
P. O. Box M193
Ministries – Accra
Tel: (233-302) 665125-9  Fax: (233-302) 663801
Email: info@gipcghana.com
Website: www.gipcghana.com

FOR GIPC OFFICE USE ONLY

(i) Date Received at GIPC: .................................................................
(ii) Minimum Foreign Equity Capital requirement satisfied  [  ]
(iii) Application received in good order  [  ]
(iv) Name of Registration Officer: .................................................................
(v) Signature: ..............................................................................................
(vi) Date Certificate Issued: ............................................................................
(vii) Certificate Number: .................................................................................
PART 1: ENTERPRISE DATA

1. General:
   (a) Name of Enterprise: ____________________________________________________________
   (b) Address of Enterprise: _________________________________________________________
      (i) in Ghana
      Tel: __________________ Fax:_____________ Email:______________________________
      (ii) outside Ghana
      Tel: __________________ Fax:_____________ Email:______________________________
   (c) Head or Registered Office: ____________________________________________________
      Street/Plot /HNo: ______________________ Town: ________________________________
      District: ______________________________ Region: _____________________________
      Telephone: __________________ Email: ________________________________
   (d) Contact Person: ______________________________________________________________
   (e) Registrar General’s Particulars:
      (i) Certificate of Incorporation No: ________________________________
      (ii) Type of enterprise (please tick):
        [    ] Sole Proprietorship
        [    ] Partnership
        [    ] Private Limited Liability
        [    ] Public Limited Liability
        [    ] Co-operative Society
        [    ] External Company (Liaison Office)
        [    ] Statutory Board/Gov’t & Quasi-Gov’t Institution

2. Equity Structure:

<table>
<thead>
<tr>
<th>Name of Company Or Individual</th>
<th>Nationality</th>
<th>Shareholding (%)</th>
<th>* Paid-up Equity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) ..........................................................</td>
<td></td>
<td>US$..............</td>
<td></td>
</tr>
<tr>
<td>(b) ..........................................................</td>
<td></td>
<td>US$..............</td>
<td></td>
</tr>
<tr>
<td>(c) ..........................................................</td>
<td></td>
<td>US$..............</td>
<td></td>
</tr>
<tr>
<td>(d) ..........................................................</td>
<td></td>
<td>US$..............</td>
<td></td>
</tr>
<tr>
<td>(e) ..........................................................</td>
<td></td>
<td>US$..............</td>
<td></td>
</tr>
</tbody>
</table>

* In the case of Non-Ghanaian shareholder(s) please attach as evidence Bank transfer receipts and/or Customs Bill of Entries as appropriate and Import Declaration Form (IDF).
* In the case of a Joint Venture with a Ghanaian, the Ghanaian must have a minimum of 10% shares in the enterprise
PART 2: PROJECT DATA

1. Project Definition/Concept:
   Give a brief description of the project:
   ……………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………

2. Location of Project (if different from Head Office):
   (a) Street/Plot/HNo: …………………………..…..……… Town: ………………………………..……
   (b) District: ………………………………………… Region: …………………………………………

3. Major Produce/Product(s)/Service and Output level per annum:
   (also indicate percentage for export)
   (a) …………………………………………………………………………………………………………………
   (b) …………………………………………………………………………………………………………………
   (c) …………………………………………………………………………………………………………………
   (d) …………………………………………………………………………………………………………………
   (e) …………………………………………………………………………………………………………………

4. Major Raw materials:
   Item(s)………………………………………………………………………………………………………………
   Source of Supply
   Local Foreign
   (a) …………………………………………………………………………………………………………………
   (b) …………………………………………………………………………………………………………………
   (c) …………………………………………………………………………………………………………………
   (d) …………………………………………………………………………………………………………………
   (e) …………………………………………………………………………………………………………………

5. Do you intend to enter into any Technology Transfer Agreement?
   Yes [    ] No [    ] if yes complete form GIPC/T1 in accordance with section 37 of
   Investment Act

6. Describe effluence and other pollutants resulting from your enterprise, and
   measures to control same.
   ……………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………
   (Note: Environmental Protection Agency (EPA) may require you to
   submit your project for Environmental Impact Assessment)
7. **Project Implementation:**

<table>
<thead>
<tr>
<th>Implementation Stages</th>
<th>Estimated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Land or Site acquired</td>
<td></td>
</tr>
<tr>
<td>(b) Land/Site Preparation completed</td>
<td></td>
</tr>
<tr>
<td>(c) Recruitment of Manpower initiated</td>
<td></td>
</tr>
<tr>
<td>(d) Building Construction started</td>
<td></td>
</tr>
<tr>
<td>(e) Building Construction completed</td>
<td></td>
</tr>
<tr>
<td>(f) Machinery Installation started</td>
<td></td>
</tr>
<tr>
<td>(g) Machinery Installation completed</td>
<td></td>
</tr>
<tr>
<td>(h) Trial Production started (not applicable to services)</td>
<td></td>
</tr>
<tr>
<td>(i) Commercial Production/Operations started or service commenced</td>
<td></td>
</tr>
</tbody>
</table>

8. **Project Cost and Financing:**

**(A) Sources of Funds:**

* (i) Local Equity - US$ ..........................................
* (ii) Foreign Equity - US$ ..........................................
* (iii) Local Loan - US$ ..........................................
* (iv) Foreign Loan - US$ ..........................................
* (v) Suppliers Credit - US$ .......................................
* (vi) Others (Specify) - US$ .......................................

* TOTAL - US$ ..........................................

* Exchange Rate used: US$1.00 = GH¢ ..........................................

**(B) Application of Funds:**

<table>
<thead>
<tr>
<th></th>
<th>20......</th>
<th>20......</th>
<th>20......</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(US$)</td>
<td>(US$)</td>
<td>(US$)</td>
</tr>
<tr>
<td>i. Land &amp; Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii. Building &amp; Structures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii. Machinery &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv. Motor Vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v. Furniture &amp; Office Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi. Working Capital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vii. Others (Specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>viii. Total (i – vii)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. **Employment:**

Give the number of employees involved

<table>
<thead>
<tr>
<th></th>
<th>Existing Project</th>
<th>New Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Present Capacity</td>
<td>At Full Capacity</td>
</tr>
<tr>
<td>Managerial-Ghanaian</td>
<td>...............</td>
<td>.............</td>
</tr>
<tr>
<td>Managerial-Non-Ghanaian</td>
<td>.............</td>
<td>.............</td>
</tr>
<tr>
<td>Skilled-Ghanaian</td>
<td>...............</td>
<td>.............</td>
</tr>
<tr>
<td>Skilled-Non-Ghanaian</td>
<td>...............</td>
<td>.............</td>
</tr>
<tr>
<td>Unskilled-Ghanaian</td>
<td>...............</td>
<td>.............</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Have you entered into any Agreement with the Centre under previous Investment Laws?

   Yes [ ] No [ ]

11. Indicate whether you need any assistance from the Centre in the following areas:

   - Land Acquisition [ ]
   - Electricity Supply [ ]
   - Water Supply [ ]
   - Telephone Connection [ ]
   - Authorization and Permits [ ] : Specify
     (a)
     (b)
     (c)
     (d)
     (e)
   - Any other Assistance [ ] : Specify
     ..........................................................................................................................
     ..........................................................................................................................
     ..........................................................................................................................
     ..........................................................................................................................
     ..........................................................................................................................
12. **Declaration:**

I/We hereby confirm that the answers given on this Registration Form are true and correct to the best of my/our knowledge.

I/We would be pleased to provide you with any further information you may require.

.......................................................... ..........................................................  
SIGNATURE           FULL NAME (IN BLOCK LETTERS)

.......................................................... ..........................................................
DATE          PLACE

13. **Attachments:**

Please submit the following documents together with this form:-

(a) Photostat copy of Registrar General’s Certificate of Registration

(b) Certified true copy of Company’s Regulation

(c) Proof of Marriage & residence, in the case of Section 28(5) of GIPC Act 865

(d) Any other requirement as may be applicable

Notes:

1. If there should be changes in respect of the following:-
   
   (a) Enterprise name/status
   
   (b) Location
   
   (c) Ownership Structure; and
   
   (d) Project Concept

   After this registration, please notify the Centre accordingly.

2. Any subsequent changes in ownership structure shall have due regard to the minimum foreign equity requirement.