

State/Province*																			
Country of Incorporation*																			
Zip Code*																			
(E)	Principal Place of Business in Ghana																		
Digital Address*																		This is the address at which the external company will operate from Ghana.	
House/Building/Flat (Name or House No.)/LMB*																			
Street Name*																			
City*																			
District*																			
Region*																			
PMB/DTD*																			
P.O.BOX*																			
(F)	Postal Address																		
(c/o)																		Please tick either post office box (P O BOX), private mail bag (PMB) or door to door (DTD) and provide details as applicable.	
Postal Type*																			
Postal Number*																			
Postal Town*																			
Postal Region*																			
(G)	Contacts in Ghana																		
Phone No 1*																			
Phone No 2																			
Mobile No 1*																			
Mobile No 2																			
Fax																			
Email Address*																			
Website																			
(H)	Particulars of Local Manager																		
Title*	Mr		Mrs		Miss		Ms		Dr									The duly appointed Local Manager should be resident in the country and can either be Ghanaian or non-Ghanaian. A person shall be appointed as Local Manager if that person is eligible to be appointed as a director in a company incorporated in Ghana. Section 332 (2) Section 172 and 173 of Act 992.	
Gender*	Male		Female																
First Name*																			
Middle Name*																			
Last Name*																			
Date of Birth*	<i>D</i>	<i>D</i>	<i>M</i>	<i>M</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>											
Any Former Name*																			
Nationality*																			
Occupation*																			
TIN*																			
Ghana Card(National Identity Card)*					GHA -												This address when provided will not appear on public record, unlike that of the addresses that will be provided for the Company.		
Without TIN	Fill the GRA TIN Form attached																		
Residential Address																			
Digital Address*																			
House/Building/Flat (Name or House No.)/LMB*																			
Street Name*																			
City*																			
District*																			
Region*																			
Country*																			

Mobile No 1*																			
Mobile No 2																			
Email Address*																			
Signature*																			Must be signed by the Local Manager in Ghana
(I)	Power of Attorney(POA)																		
A document mandating the Local Manager to represent the company in Ghana and must be notarised by a Notary Public in the country of Incorporation.																			Attach Power of Attorney
Power of Attorney*																			
(J)	Particulars of Person Authorised to Accept Service of Process and Other Documents on Behalf of Company																		
Title*		Mr			Mrs			Miss			Ms			Dr				The process agent is one authorized by a body corporate to accept service of processes and other documents on behalf of the external company. This can either be a natural or artificial person	
Gender*	Male			Female															
First Name*																			
Middle Name*																			
Last Name*																			
Date of Birth*	<i>D</i>	<i>D</i>	<i>M</i>	<i>M</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>											
Any Former Name*																			
Nationality*																			
Occupation*																			
TIN*																			
Ghana Card(National Identity Card)*			GHA -																
Without TIN	Fill GRA TIN Form attached																		
Residential Address																			
Digital Address*																			
House/Building/Flat (Name or House No.)/LMB*																			
Street Name*																			
City*																			
District*																			
Region*																			
Country*																			
Mobile No 1*																			
Mobile No 2																			
Email Address*																			
Signature*																			
(K)	In Case of a Corporate Body Authorised to Accept Service of Process and Other Documents on Behalf of Company																		
Corporate Name*																		For authentication purposes, two officers of the Company are to sign their signatures together with a seal or stamp of the Company	
Corporate TIN*																			
Digital Address*																			
Corporate Address H/No. LMB*																			
P.O. Box/DTD/PMB*																			
Name of Person Representing the Body Corporate *																			

TIN of Representative*																		
Ghana Card(National Identity Card)*		GHA -																
Signature(Corporate Representative)*																		
Corporate Stamp*																		
Attested by																		
Director*	TIN																	
Ghana Card(National Identity Card)*		GHA -																
Name*																		
Signature*																		
Secretary*	TIN																	
Ghana Card(National Identity Card)*		GHA -																
Name*																		
Signature*																		
Or in the Alternative																		In the absence of a stamp or a seal of the Company, the signature of two directors and a Company Secretary are needed for authentication purposes
Director*	TIN																	
Ghana Card(National Identity Card)*		GHA -																
Name*																		
Signature*																		
Director*	TIN																	
Ghana Card(National Identity Card)*		GHA -																
Name*																		
Signature*																		
Secretary*	TIN																	
Ghana Card(National Identity Card)*		GHA -																
Name*																		
Signature*																		
(L)		Capital Amount																Capital details must be the same as on the Notary Document
Nominal Capital																		
Authorised Capital*																		
Issued Capital*																		
Capital Paid up in Cash*																		
Capital Paid up otherwise than in Cash																		

(M)	Beneficial Owner(BO)																			
A beneficial owner (or owners) is the individual or natural person who owns, controls, has interest in, or exercises influence over the legal person (or arrangement) or receives substantial benefit from the applicant's activity. A beneficial owner is an individual and cannot be a company.																	Section 35 (14) and (15) of Act 992			
SANCTIONS: Failure to disclose is an offence and will attract sanctions and penalties Fill the BO Form attached /Download (website www.orc.gov.gh)																				
For Office Use Only																				
Date of Submission of Document*																				
Name of Company Inspector*																				
Filing Date*																				
Signature*																				
<u>Important Information</u>																				
Notes Applicants are to submit to the Registrar a copy of the Certificate of Incorporation, a Power of Attorney appointing the Local Manager and where applicable, a copy of the Constitution, Charter, Statutes, Regulations, Memorandum and Articles of Association, or any other instrument constituting or defining the Constitution of the company, in a language acceptable to the Registrar. The above documents should be notarised by a Notary Public from the country of origin or duly stamped and sealed by the relevant Embassy or Consulate of Ghana from the said country of origin. Applicants should also submit to the Registrar a Statement duly notarised in the jurisdiction of origin of the Company giving particulars regarding the Beneficial Owners of the company. See section 330(1) (c) of Act 992.																				
Privacy Notice																				
Collection of Information: We collect personal identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our customers. The information provided is used to fulfil your specific request. Distribution of Information: This would be done as permitted or required by law / Companies Act 2019 (Act 992) Commitment to Data Security: Your personal identifiable information is kept secure. Only authorized employees, agents and contractors who have agreed to keep information secure and confidential have access to this information.																				
Change Notice																				
Every company is required to furnish the Registrar with any change after incorporation e.g. Change of Company Name, Change of Address, Change of Director(s) / Secretary etc.																				
Financial Statement / Group Accounts																				
All External Companies are to file Group Accounts once every year at intervals of not more than fifteen months, a Statement of Financial Position amongst other documents to the Registrar. Section 334 of Act 992. Late/Non Filing attracts Penalties																				
Check List (✓)																				
Please make sure you have complied with the following																				
The document has been signed at all indicated places																				
Power of Attorney attached																				
Filled TIN Form(s), if any																				
Filled BO Form attached, if any																				
Attach Registration Document of incorporated Company i.e. Charter, Memorandum, Articles of Association, etc.																				

