

# SG GHANA HOME OF BUSINESS (HoB) – MONTHLY TOPIC IN FOCUS

“Developing your Business in the midst of Emerging Regulatory Regime – Working with Registrar General’s Department”

Host: **SG Ghana Home of Business**

**SG GHANA**  
**HOME *of* BUSINESS**

Facilitator: **Constance Adomaa Takyi**  
**(PRO, Registrar General’s Department)**

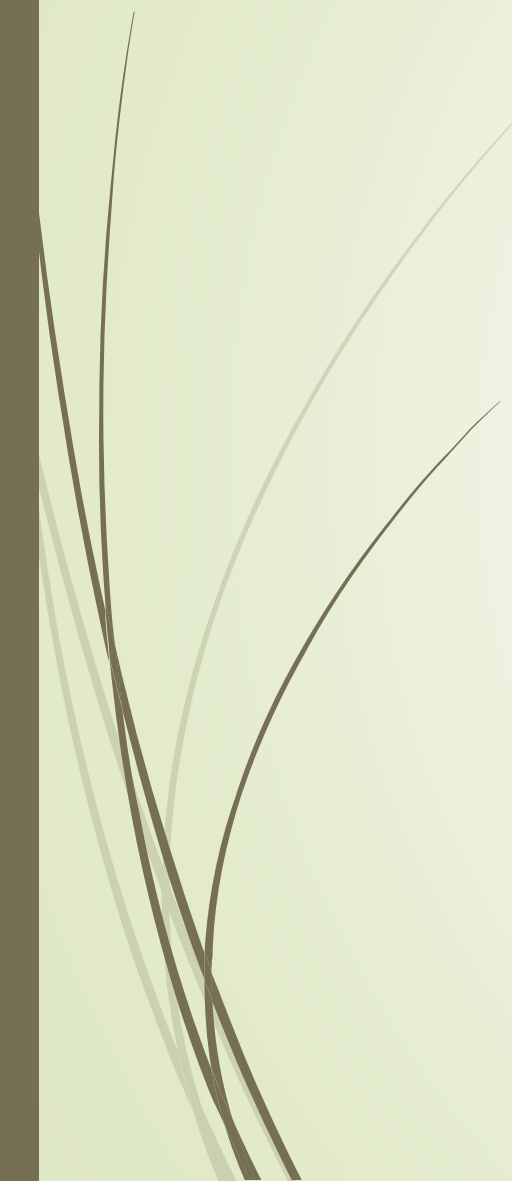


**REGISTRAR-GENERAL'S DEPARTMENT**  
- Ministry of Justice & Attorney General's Department -

Date: 15<sup>th</sup> September, 2020



## RGD: WHAT WE DO

- Registration of Limited Liability Companies
  - Registration of External Companies
  - Registration of Companies Limited by Guarantee
  - Register Sole Proprietors
  - Register Partnerships
  - Official Liquidations
  - Others\*
- 

## HOW WERE WE DOING THIS?

NO.	DESCRIPTION	AGENCY	NO. OF DAYS
Step 1	Obtain a Tax Identification Number	RGD or GRA	2
Step 2	Check for availability of Company name and submit Company documents to obtain the Certificate of Incorporation	RGD	1
Step 3	A Commissioner of Oaths authenticates Forms required for the Certificate to Commence Business	Commissioner of Oaths	1*
Step 4	Obtain from the Registrar-General's Department the Certificate to Commence Business	RGD	2*
Step 5	Deposit paid-in Capital in a Bank Account	Bank	1
Step 6	Apply for Business License at the Metropolitan Authority	MMDA	7
Step 7	Inspection of work premises by the Metropolitan Authority	MMDA	1
Step 8	Apply for Social Security	SSNIT	1



## THE PROCESS TODAY

- One stop shop for Business Registration at the front office of the Department. We have the following Institutions available:
  - GRA- to provide TIN for the initial registration
  - SSNIT- to provide establishment registration for new businesses
- Integrated Database System with Ghana Post (Ghana Post GPS Address)
- Sharing of Data with all Metropolitan Assembly
- Inspection within 3 months of temp certificate issue for final certificate

# REGISTRATION REQUIREMENTS

## OLD REQUIREMENT

- Age – 21
- Regulation
- Commission of Oath
- Certificate to commence and incorporate
- Minimum Capital Required
- Endless Timelines for Auditors
- No Classification for Companies
- No Beneficial Owner provision
- No professional qualification was needed
- No need for Consent letter from Directors

## NEW REQUIREMENT

- Age - 18
- Constitution
- Self declaration
- Abolished Commencement Certificate
- No need
- 6 Year rotation period
- Classification in suffix
- Declare Beneficial owner
- Qualified company Secretary required
- Consent letter for directors required

## REGISTRATION REQUIREMENTS- EXTERNAL COMPANY

- **A certified True Copy of the Memorandum** and/or the Articles of Association of the Company registered outside Ghana in English. Should be signed by the local manager
- **Power of Attorney appointing Local Manager**, duly executed. The local manager must be resident in Ghana
- **Forms 20 & 21** for the Registration of an External Company (purchase from in house Fidelity Bank or may be obtained at Ghana Publishing Company Limited, opposite Novotel Hotel, Accra.
- **Processing:** The Registrar examines registers and notifies the Local Manager in writing of the acceptance of the Forms and issues a letter to that effect.
- **Submission of Forms:**
  - Submit duly completed typed Forms NO. 20 & 21 at the External Company Registry together with the document listed above.
  - Present completed documents for search and approve name at the Company Inspectors booth.
  - Pay the prescribed fee at the in house Fidelity Bank.



## REGISTRATION REQUIREMENTS- BUSINESS NAME/ SOLE PROPRIETORSHIP

- **Form A-** to contain information on Name. TIN and Residential Addresses (Physical and Digital) of Proprietor as well as Postal, House Number Address of Registered Office and Principal Place of Business.
- To be completed and signed by the Proprietor.
- Telephone/Mobile numbers, Fax and E-mail.

The under listed Business requires Specialized license(s) from these agencies before commencement certificate is issued by the Registrar of Companies:

Private Security companies



- Ministry of Interior

Insurance Companies



- Insurance Commission

Banking  
Micro Finance  
Money Lending  
Susu  
Forex Bureau



- Bank of Ghana  
- License from the Police Service  
- Metropolitan Assembly

Universities (Newly Established)



- National Accreditation Board

Stock Exchange, Brokers



- Securities and Exchange Commission

Architectural/Design & Build



- Architects Registration Council of Ghana





Sole Proprietorship operating these businesses need to attach licenses from these specialize Agencies before registration.

Schools



- Ghana Education Service (District)

Chemical Sellers



- Chemical Dealers Association  
- Pharmacy Council

Herbal Medicine Sellers



- Mampong Scientific Research  
- Traditional Herbal Association



## **LEGAL OBLIGATIONS**

### **FILING OF ANNUAL RETURNS**

All companies must file their Annual Returns 18 months after incorporation and each year thereafter, whether they are operational or non-operational with Audited or Nil Returns

### **RENEWAL BUSINESS NAMES**

All Business Names / Sole proprietorship must renew their registration annually whether they are operational or non – operational.



## EMERGING DEVELOPMENTS

- Deployment of Beneficial ownership Register
- An applicant must download forms online: [www.rgd.gov.gh](http://www.rgd.gov.gh)
- Upgrade of the electronic software for the New Companies Act
- Digitization of Records



## CONCLUSION

- Know the business registration and regulatory process as it existed, existing and to exist (emerging)
- Between 21st -28th September the system will be deployed for implementation
- 1st October- Deployment of the Beneficial Ownership Register for the Extractive Sector



## **Follow the Steps below To contact Facilitator online:**

Constance Adomaa Takyi (PRO, Registrar General's Department)

- Visit the HoB website: [www.sgghanahomeofbusiness.com](http://www.sgghanahomeofbusiness.com)
- Click on Partners tab to display all partners
- Click on Registrar General's Department to display profile
- Click on Direct Contact
- Type message or request and
- Click on Submit