

# EXTERNAL COMPANY REQUIRING REGISTRATION

**FORM 20**

## RE-REGISTRATION

FILL ALL FORMS IN BLOCK LETTERS, AND LEAVE SPACES IN BETWEEN WORDS

PLEASE WRITE ALL WORDS WITH NO ABBREVIATIONS

ALL FIELDS MARKED WITH AN ASTERISK (\*) INDICATES A MANDATORY FIELD



**OFFICE OF  
THE REGISTRAR  
OF COMPANIES**  
REPUBLIC OF GHANA

**A fee is payable on presentation of this form. Please see the fees on our website [www.orc.gov.gh](http://www.orc.gov.gh)**

Read the instructions before completing the Form. Incomplete applications or invalid data may delay the registration process

**(A)**

Old Registration No.*		State accurately Old Registration Number, Tax Identification Number, Current Tax office, Old Date of Registration
Old TIN:*		
Current Tax Office:*		
Old Date of Registration*		
Company Name*		Name should be the same as found on Statutory Documents of the body corporate incorporated outside Ghana.
Presented By*		Presented by a Local Manager or Process Agent
	TIN	

**(B)**

Sector(s)*				
Legal	Estate/Housing	Media	Transport/Aerospace	Choose your sector by ticking the box next to it. Specify sector(s).  If your sector is not listed, write your sector in the space provided for "others".
Utilities	Education	Shipping & Port	Estate/Housing	
Tourism	Mining/Quarry	Hospitality	Sand Winning	
Insurance	Entertainment	Shipping & Port	Others( <i>please specify</i> )	
Agriculture	Food Industry	Securities/Brokers		
Oil and Gas	Manufacturing	Commerce/ Trading		
Construction	Health Care	Banking and Finance		
Telecom/ICT	Security Industry	Refinery of Minerals		

**(C)**

Principal Business Activities*		
Select the International Standard Industrial Classification (ISIC) code number(s) for the principal activity and other activities		ISIC or classification code is a standard classification for economic or business activities so that establishments could be classified based on the activity they carry out.
ISIC code 1		
ISIC code 2		
ISIC code 3		
ISIC code 4		
If you cannot determine a code, please give a brief description of the company's business activity below*		A detailed list of ISIC or classification codes can be found on our website at <a href="http://www.orc.gov.gh">www.orc.gov.gh</a>  The ISIC code or nature of business(Objects) provided should not be different from that of the body corporate incorporated outside Ghana.
<b>Business Object(s)</b>		

**(D)**

Registered Office Address In Country of Incorporation		
House/Building/Flat (Name or House No.)/LMB*		This address should be the same address as found on the statutory documents of the body corporate.
Street Name*		
City*		
PMB/DTD		
P.O.BOX		

State/Province*																					
Country of Incorporation*																					
Zip Code*																					
<b>(E)</b>	<b>Principal Place of Business in Ghana</b>																				
Digital Address*																					
House/Building/Flat (Name or House No.)/LMB*																					
Street Name*																					
City*																					
District*																					
Region*																					
PMB/DTD*																					
P.O.BOX*																					
<b>(F)</b>	<b>Postal Address</b>																				
(c/o)																					
Postal Type*	<b>P O BOX</b>			<b>PMB</b>			<b>DTD</b>														
Postal Number*																					
Postal Town*																					
Postal Region*																					
<b>(G)</b>	<b>Contacts in Ghana</b>																				
Phone No 1*																					
Phone No 2																					
Mobile No 1*																					
Mobile No 2																					
Fax																					
Email Address*																					
Website																					
<b>(H)</b>	<b>Particulars of Local Manager</b>																				
Title*	<b>Mr</b>		<b>Mrs</b>		<b>Miss</b>		<b>Ms</b>		<b>Dr</b>												
Gender*	<b>Male</b>		<b>Female</b>																		
First Name*																					
Middle Name*																					
Last Name*																					
Date of Birth*	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>													
Any Former Name*																					
Nationality*																					
Occupation*																					
TIN																					
Without TIN	<b>Fill the GRA TIN Form attached</b>																				
<b>Residential Address</b>																					
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		
<b>(I)</b>	<b>Power of Attorney(POA)</b>																				
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*																					
<b>(J)</b>	<b>Particulars of Person Authorised to Accept Service of Process and Other Documents on Behalf of Company</b>																				
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*	D	D	M	M	Y	Y	Y	Y													
Any Former Name*																					
Nationality*																					
Occupation*																					
TIN																					
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*	.....																				
<b>(K)</b>	<b>In Case of a Corporate Body Authorised to Accept Service of Process and Other Documents on Behalf of Company</b>																				
Corporate Name*																					
Corporate TIN*																					
Digital Address*																					
Corporate Address H/No. LMB*																					
P.O. Box/DTD/PMB*																					
Name of Person Representing the Corporate Secretary*																					
TIN of Representative*																					

<i>Signature(Corporate Representative)*</i>		.....													
<i>Corporate Stamp*</i>		.....													
<b>Attested by</b>														For authentication purposes, two officers of the Company are to sign their signatures together with a seal or stamp of the Company	
<i>Director*</i>	<b>TIN</b>														
<i>Name*</i>															
<i>Signature*</i>		.....													
<i>Secretary*</i>	<b>TIN</b>														
<i>Name*</i>															
<i>Signature*</i>		.....													
<b>Or in the Alternative</b>															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
<i>Director*</i>	<b>TIN</b>														
<i>Name*</i>															
<i>Signature*</i>		.....													
<i>Director*</i>	<b>TIN</b>														
<i>Name*</i>															
<i>Signature*</i>		.....													
<i>Secretary*</i>	<b>TIN</b>														
<i>Name*</i>															
<i>Signature*</i>		.....													
<b>(L)</b>	<b>Capital Amount</b>													Capital details must be the same as on the Notary Document	
<i>Nominal Capital</i>															
<i>Authorised Capital*</i>															
<i>Issued Capital*</i>															
<i>Capital Paid up in Cash*</i>															
<i>Capital Paid up otherwise than in Cash</i>															
<b>(M)</b>	<b>Beneficial Owner(BO)</b>													Section 35 (14) and (15) of Act 992	
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.															
<b>SANCTIONS:</b> Failure to disclose is an offence and will attract sanctions and penalties															
<b>Fill the BO Form attached /Download (website <a href="http://www.orc.gov.gh">www.orc.gov.gh</a>)</b>															

For Office Use Only																										
Date of Submission of Document*																										
Name of Company Inspector*																										
Filing Date*																										
Signature*	.....																									

**Important Information**

**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.	