



OFFICE OF
THE REGISTRAR
OF COMPANIES

REPUBLIC OF GHANA

Kindly quote this number and date on all correspondence

My Ref. NO.: ORC/A3/ED/02

Your Ref NO.:

Date: 14th April, 2025

**PRESS RELEASE
FOR IMMEDIATE RELEASE**

**ORC URGES COMPANIES & BUSINESSES TO FILE ANNUAL RETURNS AND
RENEW THEIR BUSINESS NAME.**

The Office of the Registrar of Companies (ORC) wishes to remind all registered Business owners, Company Directors, Secretaries, and Partners of Incorporated Partnerships in Ghana to file their Annual Returns or Renew their Business Names and Partnerships by **30th June, 2025 following which there would be no extension.**

This call is pursuant to section 126(1) of the Companies Act, 2019 (Act 992) section 8(1) of Incorporated Partnership Act, 1962 (Act 152) and Section 5A (2) of the Business Name Act, 1962 (Act 152) for every registered Company or Business to deliver to the Registrar for registration its Annual Returns or Renewal of Business Name. The filling of Annual Returns, Renewal of Business Names and Partnerships is to ensure transparency and facilitates regulatory compliance.

Companies which fail to file Annual Returns with financial statement shall be deemed non-compliant and would be liable to pay a penalty of One Thousand Ghana Cedis (GHc1,000.00) cedis in addition to filing fees.

Furthermore, Business Names which are not renewed shall lapse and the Registrar may remove from the register the Business Name of a person whose registration has lapsed.

In view of this, Business Names must be renewed annually to remain in Good Standing by using the USSD code *222# and follow the prompt to make payment of Seventy Cedis (GHs 70.00) on the Ghana.Gov payment platform or walk into our offices across the country and make payment at our on-site Bank

Additionally, the following categories of Companies are required to file their Annual Returns:

1. Private /Public Companies Limited by Shares
2. Private / Public Companies Limited by Guarantee
3. External Companies
4. Unlimited Liability Companies

The Annual Returns must be filed within 18 months after incorporation and subsequently once every year. It must contain information such as the names and details of current company directors, shareholders, and financial statements. Annual Returns detail the status quo of a company by giving an indication of the financial and non-financial state of the company.

Incorporated companies that fail to comply with this statutory requirement will face the following consequences:

- Late Filing Penalties – Companies will be subject to penalties of 25 penalty units for each day in default.
- Company Deregistration – Persistent non-compliance may result in the company being struck off the Companies Register, making it unlawful to operate.
- Legal and Financial Consequences – Non-compliant companies may face legal action or difficulties in conducting business, including challenges in securing credit or entering into contracts.

We urge all companies and business owners to comply with these statutory obligations to ensure continuity and avoid the risk of being delisted from the official Register.

For further inquiries or clarification, please contact the office on 0302-666-081 or WhatsApp/Telegram 059-952-5774 or follow us on social media @ORC GHANA.

ORC – A Trusted Partner for Business



MRS. MAAME SAMMA PEPRAH
AG. REGISTRAR OF COMPANIES