

**OFFICE OF THE REGISTRAR OF COMPANIES
PUBLICATION OF NEWLY APPROVED FEES AND CHARGES**

S/N	DESCRIPTION	COST (GH¢)
1.	BUSINESS NAME / SOLE PROPRIETORSHIP/ SUBSIDIARY BUSINESS NAME	
	Registration of Business Name/Subsidiary	130.00
	Certified Copy of Business Name/Subsidiary	30.00
	PRESTIGE/VIP SERVICE	
	Registration of Business Name/Subsidiary (Additional Fee)	520.00
2.	PARTNERSHIP	
	Registration of Partnership	270.00
	Certified True Copy of Partnership	30.00
3.	COMPANIES LIMITED BY GUARANTEE	
	Registration of Company Limited By Guarantee	490.00
	Certified True Copy	30.00
	Conversion of Company Limited by shares to Limited By Guarantee, Constitution, Form 3 and BO profile	520.00
4.	COMPANIES LIMITED BY SHARES	
	Registration of Company, Constitution, Form 3 and BO profile	585.00
	Capital Duty (On Stated capital)	1%
	Certified True Copy	30.00

	PRESTIGE/ VIP SERVICE	
	Registration of Limited by Shares Companies / Guarantee (Additional Fee)	1,300.00
	Filings and Changes for Companies and Partnerships (Additional fee)	650
5.	EXTERNAL COMPANIES	
	Registration of External Company (\$)	Cedi equivalent of \$1400.00
	Certified True copy External (\$)	Cedi equivalent of \$30
	PRESTIGE/VIP SERVICE	
	Registration of External Companies (Additional Fee)	Cedi equivalent of \$2000
6.	PROFESSIONAL BODIES	
	Registration of Professional Bodies	1,300.00
	Certified Copy of Professional Bodies	30.00
	Annual Returns for Professional bodies and Certified True Copy	1,500.00
	Certificate of Membership of Professional Bodies	25.00
	Change of name Professional Bodies and Certified True Copy	519.00
	Any other change for Professional Bodies and CTC	100.00
7.	INSOLVENCY AND LIQUIDATION	
	Publication of Dissolution of Companies in the Companies Bulletin	500.00

	Fee for all Commercial Industrial Bulletin in the Companies Bulletin (Filing of Annual Returns for Professional bodies)	500.00
	Publication of Annual Returns in respect of Company that has been registered	369.00
	Cessation of External Company (Publication)	800.00
	Fee for Registration of Insolvency Practitioner	4,000.00
	Renewal of License for Insolvency Practitioner	2,000.00
	Official Liquidation Fee	7.8% of the value of the asset liquidated
	Sale of Companies Bulletin (Electronic copies/Downloadable)	13.00
	Hard Copies less than 100 pages	25.00
	Hard Copies more than 100 pages	50.00
	Certificate of Merger	2,000.00
8.	FILINGS AND AMENDMENTS	
	Filing of Annual Returns	175.00
	Filing of Annual Renewal (Business Names)	70.00
	Filing of Annual Renewal (Partnership)	100.00
	Filing of Group Accounts	Cedi equivalent of \$720
	Filing of Change of Name by Special Resolution	529.00
	Filing of Form 6 (Particulars of a contract relating to Shares)	100.00
	Filing of Form 7 (Return on issue of Shares)	100.00
	Filing of Form 8 (Particulars of alteration in the Stated Capital)	100.00
	Filing of Form 9 (Particulars of a Mortgage/Charges/Debentures)	100.00

Filing of Form 13 (Notice of situation of Registered office)	100.00
Filing of Form 15 (Notification of change of Auditors)	100.00
Filing of Form 17/17A (Notification of change of Directors/Secretary)	100.00
Filing of Form 22/23 (Notice of Alteration of particulars of External Companies)	Cedi equivalent of \$290
Filing of Special Resolution for others (Issued Shares, Authorized Shares, Nature of Business, Constitution)	100.00
Filing of Deed of Transfer	100.00
Filing of Memorandum of Satisfaction for Registration	70.00
Restoration of a firm to the Register	100.00
Filing of Form D (Change in particulars)	70.00
Filing of Form D (Change in Ownership)	75.00
Filing of Form D (Change in Business Name)	75.00
Penalty for non-filing of Beneficial Ownership	500.00
Penalty for non-filing of Annual Returns (From 1-4years)	1,000.00
Penalty for non-filing of Annual Returns (From 5 years and above)	2,000.00
PRESTIGE/ VIP SERVICE	
Filings and Changes for Business Names (Additional fee)	520.00
Filings and Changes for Companies and Partnerships (Additional fee)	650.00
Filing of Group Accounts (Additional Fee)	Cedi equivalent of \$1000
Filing of Changes for External Companies (Additional Fee)	Cedi equivalent of \$500

	SEARCH	
	Search in Business Name/ Partnership	30.00
	Search in Companies Register on Matters excluding Charges and Insolvency	30.00
	Search in Companies Register on Matters of Charges and Insolvency	150.00
	Registration of Statement in lieu of Prospectus	810.00
	Bulk Search on Business Names and Partnerships (From 100 -1000)	30.00
	Bulk Search on Business Names and Partnerships (From 1001 -10,000)	13.00
	Bulk Search on Business Names and Partnerships (From 10,001 -100,000)	10.00
	Bulk Search on Business Names and Partnerships (above 100,001)	5.00
	Bulk Search in Companies Register on matters excluding Charges and Insolvency (above 100-1,000)	20.00
	Bulk Search in Companies Register on matters excluding Charges and Insolvency (above 1,001 – 10,000)	15.00
	Bulk Search in Companies Register on matters excluding Charges and Insolvency (above 10,001 – 100,000)	10.00
	Bulk Search in Companies Register on matters excluding Charges and Insolvency (above 100,001)	7.00