

In accordance with the Companies Act 2019 (Act 992)

**BO2**  
Beneficial Ownership Declaration Form:  
Companies Limited by Guarantee



Registrar-General's Department

<b>1 Company Information</b>												
Name of Company												
RGD No												
<b>2 Beneficial Owner (BO) Information:</b>												
Type of BO												
Individual (complete section 2.a.)						Publically Listed Company (PLC) / Investment Fund (complete section 2.b.)						
TIN of BO												
<b>a Individual Details</b>												
First Name												
Middle Name												
Last Name												
Occupation												
Former First Name												
Former Last Name												
Marital Status												
Married				Single				Divorced				
Nationality & Identity No.												
<b>b PLC / Fund Details (reason must be provided why an individual cannot be identified as BO*)</b>												
Reason*												
Publically Listed Company				Investment Fund				Other				
Additional Information / Source of Individual Details												
Jurisdiction												
Link to Information Source												
Name of PLC / Investment Fund												
<b>c Beneficial Owner Addresses / Contacts</b>												
<b>i Service Address (Whether Beneficial Owner is an Individual or a PLC / Investment Fund)</b>												
No. / Street / Land Mark												
City												
District												
Region												
Country												
P.O.Box/PMB/DTD												
Digital Address												
<b>ii Principal Place Of Business (If Beneficial Owner is a PLC / Investment Fund)</b>												
No. / Street / Land Mark												
City												
District												
Region												
Country												
P.O.Box/PMB/DTD												
Digital Address												
<b>iii Contact Details</b>												
Phone No												
Mobile No												
Email												
<b>d Beneficial Ownership (BO) Details</b>												
Date BO Became Registerable												
DD / MM / YYYY												
PEP Status												
Yes						No						
Reason for PEP Status												
Head of State / Government				Senior Political Party Official				Government Official		Judicial Official		
Military Official				Executive of State Owned Company				Important Political Party Official				

Nature of Connection		In Person		Immediate Family of		Close Associate of	
Protected Information Status.		Yes			No		
Reason for Protected Information Status.		Risk of Violence		Risk of Intimidation		PEP	Other
Additional Information							

### 3 Relationship Details

Nature of Relationship (select all applicable)		Legal		Financial		Security
		Debenture		Informal		Other
Additional Information						

<b>a Is BO a Subscriber?</b>		No (skip to 3.b.)		Yes – Direct		Yes – Indirect*				
*TIN of Nominee										
*Name of Nominee Subscriber										
% of Total Guaranteed Directly / by Nominee										
*% of Amount Guaranteed by Nominee controlled by BO										
*% of Total Amount Guaranteed controlled by BO										
Currency/Value of Guarantee Controlled by BO		C	U	R	N	U	M	B	E	R

<b>b BO controls voting rights</b>		No (skip to 3.c.)		Yes - Direct		Yes – Indirect*
*TIN of Nominee						
*Name of Nominee						
Right of Veto		Yes		No		
% of Voting Rights Held Directly / by Nominee						
*% of Nominee's Voting Rights controlled by BO						
*% of Voting Rights controlled indirectly by BO						

<b>c BO has right to appoint or remove the majority of the directors</b>		No (skip to 3.d.)		Yes - Direct		Yes – Indirect*
*TIN of Nominee						
*Name of Nominee						
% of Appointment / Removal Rights Held Directly / by Nominee						
*% of Nominee's Appointment / Removal Rights controlled by BO						
*% of Appointment / Removal Rights controlled indirectly by BO						

<b>d BO has Security Issued by Company</b>		No (skip to 3.e.)		Yes - Direct		Yes – Indirect*				
*TIN of Nominee										
*Name of Nominee										
Currency / Value of all Securities Issued		C	U	R	N	U	M	B	E	R
% of Securities Issued Held Directly / by Nominee										
*% of Securities Held by Nominee controlled by BO										
*% of Securities Issued controlled by BO										

<b>e BO Via Other Arrangements</b>		Informal		Financial Transactions	
Description					

### f Reason for Beneficial Ownership Disclosure if Below Sector Threshold

Nature of Relationship		Voluntary Disclosure		Politically Exposed Person (PEP)		Multiple Forms of Relationship Exist
		Government Contractor		Joint Arrangement in Place		Other
TIN of Other BO in Joint Arrangement						
Name of Other BO in Joint Arrangement						
Additional Information						

### Attestation

1. I, undersigned, for and on behalf of the reporting entity confirm that all information provided in the above beneficial ownership declaration is accurate and reliable

(Name of Director) \_\_\_\_\_

(Signature) \_\_\_\_\_

2. I, undersigned, for and on behalf of the reporting entity confirm that all information provided in the above beneficial ownership declaration is accurate and reliable

(Name of Director) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Name of Secretary) \_\_\_\_\_

(Signature) \_\_\_\_\_

Declared at \_\_\_\_\_

Date \_\_\_\_\_

### Applicable Penalties

1. A person who fails to provide the particulars of the Beneficial Owner(s) or provides false or misleading information to the Registrar shall be liable to:
  - a. A fine of not less than one hundred and fifty penalty units and not more than two hundred and fifty penalty units or;
  - b. A term of imprisonment of not less than one year and not more than two years or to both
2. Where a company defaults in complying with this section, this company and every officer of the company shall be liable to pay an administrative penalty of twenty-five penalty units for each day during which the default continues

### Completion Notes

#### General Guidance

1. Complete form with black ink and in block letters please spell out all words – no abbreviations.
2. Beneficial Owner (BO) means an individual:
  - Who directly or indirectly ultimately owns or exercises substantial control over a person or company;
  - Who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons
  - On whose behalf a transaction is conducted or
  - Who exercises ultimate effective control over a legal person or legal arrangement

#### Guidance on Specific Fields

1. Company Information.  
Provide Name and RGD Registration Number of the Company in which BO has an interest
2. Beneficial Owner (BO) Information.  
Indicate whether the BO is an individual or an organisation (please note that justification for defining the BO as an organisation will be required) and provide the Ghanaian TIN of the BO.
  - a. Individual Details.  
If the BO is an individual provide his / her name, occupation, any former names, marital status, nationality and Ghanaian National Identity Card (if a Ghanaian resident)
  - b. Publicly Listed Companies and Investment Funds Details.  
If the BO is a company listed on a stock exchange or an investment entity and subject to disclosure requirements, either by stock exchange rules or through law or enforceable means, which impose requirements to ensure adequate transparency of beneficial ownership, or is a majority owned subsidiary of such a company please provide the information of individual beneficial owners details where applicable or a link to the index of the names of individual beneficial owners together with additional information including the source of information on individual details, the jurisdiction (country) in which the organisation is registered, a reference to further information on the organisation and the organisation's name
  - c. Beneficial Owner Addresses / Contacts.  
Provide the addresses and contact details of the BO. The service address is the address that may be used to contact the BO. The principal place of business is the address at which an organisation conducts the majority of its business affairs. If either of these are in Ghana include the Ghana Post GPS Digital Address.

d. Beneficial Ownership Details.

Provide the date on which the BO became registerable (i.e. the date on which the beneficial relationship commenced). Indicate if the BO is a Politically Exposed Person (PEP) and if so provide a reason and nature of the connection. If the BO wishes to apply for Protected Information Status please indicate so and provide justification.

3. Relationship Details

Indicate the nature of the relationship, whether it is Legal, Financial, Informal or based on the issuance of a Security or Debenture. If the relationship fits none of these categories please select 'Other' and provide Additional Information

a. BO is a Subscriber

Indicate whether the BO is a direct subscriber or an indirect subscriber (acting through a Nominee).

- If the BO is a direct subscriber indicate the percentage of the total Guarantee controlled by the BO and the currency / value of the BO's Guarantee.
- If the BO is an indirect subscriber indicate the TIN and name of the nominee, the percentage of the total Guarantee controlled by the Nominee, the percentage of the total amount guaranteed by the Nominee controlled by the BO, the percentage of the total Guarantee controlled by the BO and the currency / value of the BO's Guarantee.

b. BO controls voting rights

Indicate whether the rights are held directly or indirectly through a Nominee.

- If voting rights are held directly indicate the percentage of voting rights held directly
- If voting rights are held indirectly indicate the TIN and name of the nominee, the percentage of voting rights held by the nominee, the percentage of voting rights held by the nominee that are controlled by the BO and the percentage of total voting rights controlled by the BO
- In both cases indicate whether the voting rights held include the right to veto

c. BO has right to appoint or remove the majority of the directors

Indicate whether the rights are held directly or indirectly through a Nominee

- If these rights are held directly indicate the percentage of appointment / removal rights held directly
- If these rights are held indirectly indicate the TIN and name of the nominee, the percentage of appointment / removal rights held by the nominee, the percentage of appointment / removal rights held by the nominee that are controlled by the BO and the percentage of total appointment / removal rights controlled by the BO

d. BO holds a Security issued by Company

Indicate whether the Security is held directly or indirectly through a Nominee.

- If the Security is held directly indicate the percentage of Securities held directly
- If the Security is held indirectly indicate the TIN and name of the nominee, the percentage of Securities held by the nominee, the percentage of the Securities held by the nominee that are controlled by the BO and the percentage of total Securities issued controlled by the BO
- In both cases indicate the total value of the Securities issued by the Company

e. BO via other arrangements

Indicate whether arrangements are Informal or through Financial Transactions and provide a description.

f. Reason for Beneficial Ownership Disclosure if Below Sector Threshold

If the any of the relationships described above fall below the defined sector thresholds please provide the reason for Beneficial Ownership disclosure: whether Voluntary; because the BO is a Politically Exposed Person or a Government Contractor; if multiple forms of relationship exist; if joint arrangements are in place with another individual; or any other pertinent reason. If joint arrangements are in place please provide the TIN and name of the other BO in the arrangement. Please provide additional information where necessary.