



Part A – The Company

1. Purpose of Beneficial Ownership Information Submission (<i>Please tick</i>)	<input type="checkbox"/>	Registration of a new company
	<input type="checkbox"/>	Submission of Annual Returns
	<input type="checkbox"/>	Company Update
	<input type="checkbox"/>	Other (<i>Please specify</i>)

2. Company Information

a. Full legal name of Company:	b. TIN of Company:
c. RGD number:	

Part B – The Beneficial Owner

i. Name of government agency:	ii. Address (including street name, city, country, and Postal/Zip code):
iii. Email address (if any):	iv. Country of Incorporation (<i>Please provide notarised copy of incorporation document</i>)
v. Name of Official Representative for Government:	vi. Current Position:
vii. Nationality:	viii. Email Address:
ix. Contact number:	

Part D - Nature of Interest

1. Is the government agency a direct or indirect shareholder in the company?	<input type="checkbox"/> No (<i>skip to 2.</i>)	<input type="checkbox"/> Yes – Direct	<input type="checkbox"/> Yes – Indirect*
	Effective percentage interest:		
2. Does the government agency control voting rights in the company?	<input type="checkbox"/> No (<i>skip to 3.</i>)	<input type="checkbox"/> Yes - Direct	<input type="checkbox"/> Yes – Indirect*
	i. % of Voting Rights Held:	ii. Right of Veto? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does the government agency have a right to appoint or remove a majority of the directors?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
4. Does the government agency have any form of securities issued by the company?	<input type="checkbox"/> No (<i>skip to 5.</i>)	<input type="checkbox"/> Yes	
	Description:		
5. Does the government agency exercise control or ownership in a way not disclosed in 1 to 4 above?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
	Description:		

1. Completion Notes General Instructions

Complete form with black ink and in block letters please spell out all words – no abbreviations.

What is this Form?

To enhance transparency in doing business in Ghana and adhere to Ghana's international obligations under the Financial Action Task Force (FATF) and the Extractive Industries Transparency Initiative (EITI), the Companies Act, 2019 (Act 992) requires the Office of the Registrar of Companies to obtain, verify, and record information about beneficial owners of companies, as defined under the Act.

Who must complete this form?

This form must be completed by persons: (i) registering a new company; (ii) submitting an annual return; (iii) providing an update; and any other reasons as it relate to beneficial ownership disclosure on behalf of a company. As per Act 992, company include public or private: (i) company limited by shares; (ii) company limited by guarantee; (iii) unlimited company; and (iv) an external company

What information do I have to provide?

This form requires you to provide the name, address, date of birth, nationality, ID type and number, TIN and other information as required in Act 992 for each beneficial owner.

1. Beneficial Owner (BO) means an individual:
 - Who directly or indirectly ultimately owns 10% or more interest in a company.
 - 5% or more ownership threshold for beneficial owners of companies classified under high risk sectors
(Please see instructions for company classification)
 - 10% or more ownership threshold for all other sectors
 - Who directly or indirectly exercises substantial control over company;
 - Who has a substantial economic interest in or receives substantial economic benefits from a company whether acting alone or together with other persons
 - 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. 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 (regardless of whether BO is an individual or an organisation. 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.
 - c. 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 a valid reason.
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

