

In accordance with the Companies Act 2019 (Act 992)

**BO2**

Beneficial Ownership Declaration Form:  
Natural Person



Registrar-General's Department

**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. Full first or given name:	ii. Family or surname:
iii. Any previous name (e.g. maiden name):	iv. Date of Birth (DD-MM-YYYY):
v. Place of Birth:	vi. Nationality:
vii. Residential Address (including street name, city, state, country, and: Postal/Zip code)	viii. Service Address (including street name, city, country, and: Postal/Zip code)
ix. Digital address ( <i>if applicable</i> ):	x. Tax Identification Number (TIN). ( <i>if applicable</i> ):
xi. Telephone/Mobile Number:	xii. Email address:
xiii. Primary ID Type:	xiv. Primary ID Number (please attached a copy of your ID):
xv. ID Issuing Country/ State/Province:	

**Part C – Politically Exposed Persons (PEP)**

Politically Exposed Persons Status Is the individual named above a PEP, as a result of holding a position of importance or being a close relative or associate of a person holding a position of importance?	<input type="checkbox"/>	Yes, they are a domestic Ghanaian PEP
	<input type="checkbox"/>	Yes, they are an international non-Ghanaian PEP
	<input type="checkbox"/>	No ( <i>skip to Part D</i> )

Date BO Became Registerable	D	D	/	M	M	/	Y	Y	Y	Y
Reason for PEP Status ( <i>Please see Detailed Guide Below</i> )	<input type="checkbox"/>	Head of State / Government	<input type="checkbox"/>	Senior Political Party Official	<input type="checkbox"/>	Government Official	<input type="checkbox"/>	Judicial Official		
	<input type="checkbox"/>	Military Official	<input type="checkbox"/>	Executive of State-Owned Company	<input type="checkbox"/>	Important Political Party Official				

Role title of this office holder

Nature of Connection to office holder	<input type="checkbox"/>	In Person ( <i>skip to Part D</i> )	<input type="checkbox"/>	Immediate Family of	<input type="checkbox"/>	Close Associate of
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i. Full first or given name of office holder:	ii. Family or surname of office holder:
iii. Any previous name (e.g. maiden name) of office holder:	iv. Date of Birth of office holder (DD-MM-YYYY):

**Part D - Nature of Interest**

1. Is the person 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*
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Effective percentage interest:



## 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

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.

#### **PENALTY**

(A) A person who fails to provide the particulars of the beneficial owner(s) and provide false or misleading information to the Registrar shall be liable:

- (i) To a fine of not less than one hundred and fifty penalty unit and not more than two hundred and fifty penalty units or;
- (ii) To a term of imprisonment of not less than one year and not more than two years or to both

(B) 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 unit each day during which the default continues.