

In case of reply

The number and date of this

Letter should be quoted

Our Ref No:

Your ref No

Tel (233-302) 664691/3/ 664279

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Republic of Ghana

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Registrar-General's
Department

Ministry of Justice

P.O. Box 118

ACCRA

29TH JUNE, 2020

NOTICE TO ALL BUSINESSES

The Registrar-General's Department (RGD) is urging all Companies Limited by shares, by Guarantee, including Churches, Associations and External Companies to file their Annual Returns by 31st July 2020.

It has also come to the attention of the Department that, some fraudsters have been calling up our clients to request them to pay for the Renewal of their Businesses into a **Mobile Money Account Number or risk having their **Businesses cancelled or removed from our Register.****

We wish to bring to the attention of all Businesses that the Registrar-General's Department does not have a **Mobile Money Account Number.**

The Department has not appointed any registration agents to visit Offices and Homes to enforce compliance.

There is no Cancellation Unit at RGD mandated to call clients to file Returns.

The Legal and Audits Units at RGD have not been tasked to strike out names of Companies or Businesses.

Renewal fee for Business Names is GH25 Cedis per year. This service does not attract any penalty.

Filing of Annual Returns attract a fee of GH50 Cedis. Failure to comply attracts a flat penalty of GH400 Cedis regardless of the number of years your company has defaulted in filing.

Clients are therefore advised to desist from using middle men when transacting business with the RGD.

Kindly make all payments personally at the onsite Fidelity Bank or any Fidelity Branch

Please call 0244619545 for further clarification.