**November, 2017**

**GUIDE TO EXPORTING FROM GHANA**

1. **Registering with GIPC**

An enterprise with foreign participation must register with the Ghana Investment Promotion Centre (GIPC) ([www.gipc.org.gh](http://www.gipc.org.gh)) after incorporation or registration and before commencing operations. Registration must be renewed every two years. This requirement was put in place through section 24 of the Ghana Investment Promotion Centre Act, 2013 (Act 865). Certain activities, listed in section 27 of the Act are reserved for Ghanaians.[[1]](#footnote-1)All other activities may be performed by enterprises with foreign participation (section 28). The capital requirements in section 28 for foreign owners are very high, but section 29 provides an exemption from the minimum capital requirement for enterprises set up solely for export trading and manufacturing. Section 28 also includes a requirement to employ at least 20 Ghanaians. It is not clear whether the exemption in section 29 applies to this requirement as well.

1. **Registering with GEPA**

The Ghana Export Promotion Authority (GEPA) is part of the Ministry of Trade and Industry. It was established in 1969 to develop and promote Ghanaian exports. GEPA operates as a coordinator of public sector and non-governmental organizations. GEPA organizes workshops, forums, conferences, seminars and trade missions for exporters. It trains exporters and export facilitating institutions to upgrade their skills.

The goal of GEPA is to accelerate economic growth through marketing of made-in-Ghana products. The focus has been to diversify Ghana’s export base from traditional exports (gold, cocoa beans, timber logs, lumber) to include non-traditional products. These non-traditional products have been categorized into the following:

1. Agricultural;
2. Processed/semi-processed;
3. Handicrafts; and
4. Trade in services.

GEPA’s members include over 3,000 registered private sector exporters organized into 17 Export Product Associations.

The Ghana Export Trade Information Centre (GETIC) was established in 2005 to provide trade information and referral services to the business community, particularly to exporters. Reference Centres and National Enquiry Points have been set up under a joint program with the International Trade Centre (ITC), United Nations Conference on Trade and Development (UNCTAD) and the World Trade Organisation (WTO). The Centre includes the Ghana Export Trade Information System, an on-line export trade information network. [https://www.gepaghana.org/](#_top). The website provides many resources for exporters, including market analysis tools, trade maps and product and market access maps. The Centre also supports the on-line registration of exporters. Profiles for these companies are in the electronic directory at [https://www.gepaghana.org/](#_top) .

GETIC is also the main venue for the Ghana Export School training programs. GETIC assists food exporters with registration with the U.S. Food and Drug Administration. It also publishes alerts from the UK Foods Standards Authority (FSA), provides information from the EU Export Helpdesk and UNCTAD price lists.

In order to start an export business in Ghana a company must first register with the Registrar General’s Department. Then the company can register with GEPA with the following documents for a limited liability company:

* 1. Certificate of Incorporation;
	2. Certificate to Commence Business;
	3. Company’s Regulation Code;
	4. A tax identification number (TIN); and
	5. An email address.

Registering a sole proprietorship with GEPA requires:

1. Certificate of Registration;
2. Form A; and
3. An email address.

GEPA also assists companies in obtaining ETLS approval from ECOWAS.

1. **Requirements for Exporting from Ghana**

In order to export a product from Ghana, the following documents must be submitted:

1. Packing List;
2. Bill of lading or airway bill;
3. Ghana Export Form (obtained from the Customs Division);
4. Commercial invoice;
5. Customs Entry Form (obtained from Customs Division);
6. Certificate of Origin; and
7. AGOA visa (for textile exports, obtained from Customs Division).

Special permits or licenses may be required to export certain products, including the following:

1. Certificate of Health/Phytosanitary Certificate (food products);
2. Certificate of Inspection (required by some countries); and
3. Game and Wildlife Certificate.

Special incentives are available for exporters in Ghana, including:

1. Export Proceeds Retention Scheme;
2. Corporate Tax Rebate;
3. Duty Drawback;
4. Bonded Warehousing; and
5. Up-front Exemption (100% duty exemption on certain imports for production).

**Other Organization Contacts**

Ministry of Trade and Industry [www.moti-ghana.com](http://www.moti-ghana.com)

Ghana National Chamber of Commerce and Industry gncc@ncs.com.gh

Federation of Associations of Ghanaian Exporters [www.ghana-exporters.org](http://www.ghana-exporters.org)

Association of Ghana Industries [www.agi.org.gh](http://www.agi.org.gh)

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1. Activities reserved for Ghanaian include: sales in a market, hawking and selling from a stall; taxi or car hire services; operating a beauty salon or barber shop; printing scratch cards for telecommunication services; production of exercise books and basic stationery; retail sale of finished pharmaceutical products; production and sale of sachet water; and all pool betting business and lotteries with the exception of football pool. [↑](#footnote-ref-1)