

Registration form for Acquisition of Certificate of Authorization (For Service Providers Category B only)

1. Exhibit A –Business Registration forms
2. Exhibit B – Valid SSNIT Clearance Certificate
3. Exhibit C – Signed Application Letter
4. Exhibit D – Proof of payment of application fees
5. Exhibit E – Tax Clearance Certificate
6. Exhibit F – Completed Application form
7. Exhibit G – JVC plan (For Joint Venture Companies Only)

**EXHIBIT F- APPLICATION FORM FOR ACQUISITION OF CERTIFICATE OF AUTHORIZATION
(FOR SERVICE PROVIDERS CATEGORY B)**

1.0 Company Profile

| COMPANY DETAILS | |
|------------------------|--|
| Company Name | |
| Postal Address | |
| Telephone Number(s) | |
| Website Address | |
| Email Address | |
| Town/City | |
| Region | |
| Digital Address | |

| CONTACT PERSON (This person should have the authority to endorse this document) | |
|---|--|
| Name | |
| Position | |
| Phone Number | |
| E-mail Address | |

2.0 Type of Service (Tick Where applicable)

| Item | Service |
|----------|--|
| 1 | Legal <input style="float: right;" type="checkbox"/> |
| 2 | Financial <div style="text-align: right; margin-top: 10px;"> Banking <input type="checkbox"/> Audit <input type="checkbox"/> Advisory <input type="checkbox"/> Insurance <input type="checkbox"/> Other, specify..... </div> |
| 3 | Engineering, Technical Consultancy, Maintenance <div style="text-align: right; margin-top: 10px;"> Engineering <input type="checkbox"/> Technical Consultancy <input type="checkbox"/> Maintenance <input type="checkbox"/> Other, specify..... </div> |
| 4 | Research and Development |
| 5 | Allied <div style="text-align: right; margin-top: 10px;"> Transport or Vehicle Hire <input type="checkbox"/> Vehicle Maintenance <input type="checkbox"/> Catering <input type="checkbox"/> Janitorial <input type="checkbox"/> </div> |
| 6 | Ancillary Service <input style="float: right;" type="checkbox"/> |
| 7 | Fuel, Water and Lubricant <div style="text-align: right; margin-top: 10px;"> Fuel <input type="checkbox"/> Water <input type="checkbox"/> Lubricant <input type="checkbox"/> </div> |

| | |
|---|---|
| 8 | Any Other Service, please specify |
|---|---|

3.0 Scope of Service (Please indicate the specific service you provide)

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4.0 Local Participation - Current Ownership and Shareholding structure (Attach the company registration Documents for proof of ownership as Exhibit H)

For Non-Joint Venture Companies

| Total Number of Shares | Total Value of shares | Name of Shareholders | Nationality of Shareholders | Contact details of shareholder | Individual shares allotment | percentage shareholding |
|------------------------|-----------------------|----------------------|-----------------------------|--------------------------------|-----------------------------|-------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

For Joint Venture Companies (JVCs)

| Total Number of Shares | Total Value of shares | List of entities within JV | Nationality of entities | Contact details of shareholders | Individual shares allotment | percentage shareholding |
|------------------------|-----------------------|----------------------------|-------------------------|---------------------------------|-----------------------------|-------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

*For JVCs, attach the company registration documents of each JVC partner as **Exhibit A**.

5.0 Executive and Senior Management Positions

| No. | Names | Nationality | Contact Details (Email and Phone Number) | Position | Job Description |
|-----|-------|-------------|--|----------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |

7.0 Other Positions within the Company

| Total Number of Staff | No. of Ghanaians | No. of Non- Ghanaians |
|-----------------------|------------------|-----------------------|
| | | |

EXHIBIT G – JVC PLAN

For Joint Venture Companies

For Joint Venture Companies, please also include, as part of your application, the following:

1. Board resolution of the two companies approving the incorporation of the joint venture company.
2. A plan clearly stating:
 - the roles and responsibilities of the joint venture parties in the joint venture company;
 - Tech Transfer Plan - the strategy for the transfer of technology and know-how to the indigenous Ghanaian company.
3. Regulations of the Company covering, among other things, the following:
 - Shares structure and the shareholder's rights (including classes of shares and voting rights).
 - Reserved Matters
 - Dividend policy
 - Transfer of Shares & Pre-emptive Rights
 - Obligatory Transfer Events
 - Board of Directors (Executive & Non Executive)
 - Deadlock Provisions
 - Tug Along Rights