

## **FREE ZONE REGULATIONS, 1996 (LI 1618).**

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### **FREE ZONE REGULATIONS, 1996 (LI 1618).**

IN exercise of the powers conferred on the Minister responsible for Trade and Industry by sections 26 (2) and 41 of the Free Zone Act 1995 (Act 504), and after consultation with the Minister responsible for customs and excise and the Commissioner of Customs, Excise and Preventive Service in accordance with section 26 (2) of Act 504, these Regulations are made this 22nd day of February, 1996.

#### PART I—FREE ZONE DEVELOPERS

Regulation 1—Free Zone Areas.

(1) Where any area of land, building or any other place has been declared a free zone by the President under section 7 of the Act, any person who qualifies under the Act and desires to be a developer, may apply to the Board for a licence to develop in the free zone.

(2) Any person who qualifies under the Act may lease properties or propose properties he already owns for the creation, development and operation of a free zone.

#### Regulation 2—Application for Licence.

- (1) Application for a developer's licence shall be in Form 1 specified in the Schedule to these Regulations, the form may be obtained from the Secretary to the Board and shall be submitted on completion to the Executive Secretary.
- (2) The form shall consist of an original copy and three duplicates and shall on submission be accompanied with the following documents of the applicant—
  - (a) copies of certificate of incorporation;
  - (b) copies of company regulations;
  - (c) partnership agreement where applicable; and
  - (d) any other document the Board may direct.

#### Regulation 3—Consideration of Application.

- (1) The Executive Secretary shall put the application before the Board as soon as the application documents are found to be in order and shall where insufficient information is provided, request the applicant to provide the missing information.
- (2) An application submitted under regulation 1 shall be considered and determined by the Board and response shall be notified to the applicant within 28 working days of the receipt of the application at the Secretariat of the Board.
- (3) Where an applicant is required to provide any further information for the purpose of his application by the Board, the application with the additional information supplied shall be determined by the Board and the applicant informed thereon within 28 working days of the supply of the information.

#### Regulation 4—Re-Submission of Application.

An applicant whose application is rejected for failure to satisfy any licensing condition on first application, may re-submit a fresh application for consideration by the Board; and the fresh application shall be dealt with within a period of 28 working days after the date of its receipt at the Secretariat of the Board.

#### Regulation 5—Grant of Developer's Licence and Commencement of Development.

- (1) The Board may grant a free zone developer's licence in Form 2 specified in the Schedule to the applicant subject to such conditions as shall be attached thereto.
- (2) A licensed developer shall commence development activities within 6 months of receipt of the free zone developers licence.

#### Regulation 6—Revocation of Developer's Licence.

- (1) The Board may where it is satisfied that a licensee under this regulation has failed to utilize the licence contrary to any condition of the licence, revoke the licence.

(2) No licence shall be revoked by the Board unless the Board has given the licensee—

- (a) at least 14 working days notice of its intention to revoke the licence;
- (b) the reasons for the intended revocation;
- (c) an opportunity to make representations to the Board; and

any representations made have been considered by the Board.

(3) Where a developer's licence is revoked for inability to commence development within the stipulated period, and he wishes to be reconsidered for a new licence, a fresh application shall be submitted to the Board and there shall be attached to the application the reason why the new application should be reconsidered by the Board.

#### Regulation 7—Construction Activities.

(1) The construction of buildings, factory, shell and other related structures in a free zone shall conform to established building standards provided for the purpose by the planning authority and shall be in conformity with the building regulations or in accordance with other international standards recognised by the planning authority.

(2) A licensed developer shall for the purpose of development in the free zone—

- (a) erect suitable fences or enclosures and provide markings that define, for customs and security purposes, the area of the free zone which is under his management and control;
- (b) specify the places approved by the Board for persons, goods and vehicles entering or leaving the free zone; and
- (c) provide such office accommodation, signs, notices and other facilities as the Board shall consider necessary to enable officers of C.E.P.S. carry out their duties.

#### Regulation 8—Compliance with Environmental Regulations.

A developer shall in his operations comply with the environmental regulations, standards, procedures and requirements laid by the Environmental Protection Agency; and shall accordingly within the free zone adopt operational practices which promote a safe and healthy environment in the free zone.

#### Regulation 9—Report to the Board.

A developer shall submit to the Board after every 6 months a report in Form 3 specified in the Schedule on his activities, performance and development in the free zone in respect of the preceding two years.

#### Regulation 10—Notification of Termination of Activities.

A developer who intends to terminate his operations shall notify the Board at least 6 months before the date of the termination of his activities.

## PART II—FREE ZONE ENTERPRISES

### Regulation 11—Application for Free Zone Enterprise Licence.

- (1) A person who intends to operate as an enterprise in a free zone for a manufacture, commercial or service activity under the Act shall submit a completed relevant application in Form 4, 5 or 6 specified in the Schedule to these Regulations to the Executive Secretary to the Board.
- (2) The form shall consist of an original and three duplicates and shall be submitted with the following documents of the applicant—
  - (a) copies of certificate of incorporation;
  - (b) copies of company regulations;
  - (c) partnership agreement where applicable;
  - (d) tax clearance certificate, where applicable;
  - (e) evidence of possession or lease of real property or intention to acquire the property; and
  - (f) any other document the Board may direct.

### Regulation 12—Consideration of Application of Enterprise.

The provisions in regulations 3 and 4 on the consideration and reconsideration of an application for a developer's licence shall apply to an application of a free zone enterprise.

### Regulation 13—Licence for Free Zone Enterprise.

- (1) Upon approval of an application submitted to the Board under this Part, the Board shall issue a free zone enterprise licence in the relevant Form 7 provided in the Schedule to these Regulations to the applicant.
- (2) The licence shall state specifically the activities to be carried on by the licensed enterprise.
- (3) A free zone enterprise shall commence its operations within 6 months of the date of receipt of the licence.
- (4) Where a licensed enterprise fails to start operations within the time specified in sub-regulation (3) of this regulation, the licence may on an application by the licensee be renewed only once by the Board.

### Regulation 14—Revocation of Enterprise Licence.

- (1) The Board may, where it is satisfied that a licensee under this regulation has failed to utilize the licence contrary to any condition of the licence, revoke the licence.
- (2) No licence shall be revoked by the Board unless the Board has given the licensee—
  - (a) at least 14 working days notice of its intention to revoke the licence;
  - (b) the reasons for the intended revocation;

(c) an opportunity to make representations to the Board; and  
any representations made have been considered by the Board.

#### Regulation 15—Activities of Licensed Enterprise.

(1) A licensed enterprise shall carry on in the free zone only activities and operations authorised by the Board and specified in its free zone enterprise licence.

(2) Any new, modified or additional activities intended to be undertaken by a licensed enterprise shall be notified in writing to the Board at least 30 days before proceeding with the new, modified or additional activities and shall only be undertaken after approval by the Board.

#### Regulation 16—Compliance with Relevant Laws.

Every free zone enterprise shall comply with the Factories, Offices and Shops Act 1970 (Act 328) on health, safety and other standard requirements; and the provisions in regulations 7 and 8 of these Regulations relating to the erection of structures and compliance with environmental laws shall apply to every free zone enterprise.

#### Regulation 17—Erection of Fences, Etc.

(1) For the purpose of ensuring security and facilitating customs operations, free zone enterprises shall erect fences or enclosures which shall be at least 2.5m high.

(2) The enterprise or factory building shall be located at least 3 metres inside the enclosure; except that where the building for the factory is already in existence before the coming into force of these regulations, and the building does not comply with this requirement, an application may be made through the Board to the planning authority for an exemption.

#### Regulation 18—Annual Contribution for Administrative Services.

Each free zone enterprise shall pay to the Board the annual contribution determined by the Board towards the cost of general administrative service rendered by public officials for enterprises in the free zone.

#### Regulation 19—Reports to the Board.

The management of a licensed enterprise shall prepare and submit to the Board after every 6 months a report in Form 8 in the Schedule to these Regulations on the performance of the enterprise for the information of the Board.

#### Regulation 20—Notification of Termination of Activities.

The management of a licensed enterprise who intends to terminate the activities of the enterprise shall notify the Board at least 6 months before the termination of activities.

### PART III—WORK, RESIDENCE AND ENTRY PERMIT

#### Regulation 21—Work, Residence and Entry Permit.

- (1) A licensed developer and enterprise wishing to employ expatriates whose skills are not available in Ghana shall obtain work and resident permits for each foreign employee.
- (2) A foreigner designated by a free zone investor to represent his interest shall obtain work and resident permits.
- (3) Application for a work and resident permit shall be submitted to the Board at least two months prior to the intended date of employment.
- (4) An application submitted under sub-regulation (3) shall be accompanied with a medical certificate of the state of health of the prospective employee endorsed by the employer.
- (5) The Secretariat of the Board shall submit the application if found acceptable by the Board to the Immigration Service for processing.
- (6) The duration of a resident permit for an employee in a free zone shall not exceed a period of 2 years.
- (7) The following fees which include the processing fees of the Immigration Service shall be paid to the Board by an applicant in respect of the periods specified—
  - (a) 1st and 2nd year . . . . . US\$200.00 per annum
  - (b) 3rd and 4th year . . . . . US\$800.00 per annum
  - (c) 5th year and beyond . . . . . US\$500.00 per annum
- (8) A work permit is not transferable and the fee is not refundable.

Regulation 22—Entry Visa.

- (1) A foreign free zone investor or employee may obtain an entry visa from a Ghana Mission abroad or its accredited representative, but the permit may be obtained on arrival at a point of entry in Ghana if the Director of the Immigration Service has prior notification from the Board concerning the arrival of the investor or employee.
- (2) A foreign investor or employee may be issued a temporary entry permit on arrival at a point of entry in the country pending the determination of his status by the Immigration Service in consultation with the Board.

PART IV—CUSTOMS OPERATIONS

Regulation 23—Entry of Goods into Free Zone.

- (1) No goods shall be brought into a free zone for delivery unless the delivery is to a licensed developer or enterprise.
- (2) Exemption from import duties and similar charges on goods for delivery in a free zone shall not be granted to any person other than a licensed developer or enterprise or his authorised agent.

(3) Customs documents relating to the importation or delivery of goods to a free zone shall bear the licence number of the licensed enterprise and a declaration that the goods are intended for delivery within the zone.

#### Regulation 24— Movement Into and Out of Free Zone.

(1) No person shall—

- (a) leave a free zone for any part of the national customs territory;
- (b) enter a free zone from the national customs territory;
- (c) remove or be concerned in the removal or bringing in of any vehicles between a free zone and any part of the national customs territory; or
- (d) remove or be concerned in the removal or bringing in of any goods between a free zone and any part of the national customs territory except at places on the perimeters of the free zones approved for the purpose by the Board either generally or for particular persons or particular classes of goods and during such hours as the Board may specify.

(2) Where in respect of any particular consignment, personnel or classes of goods, the Board—

- (a) approves places other than the ordinary or the known approved places; or
- (b) permits the movement of persons or vehicles between a free zone and any part of the national customs territory other than at the ordinary and known approved places; or
- (c) permits the removal or bringing in of goods at hours other than the ordinary known hours specified by the Board;

the approval or permission shall be subject to such special conditions as to security or otherwise as the Board shall impose and all persons concerned shall comply with the conditions.

#### Regulation 25—Declaration of Removal of Goods.

No person shall remove any goods from a free zone unless prior to the removal a declaration in Form 9 in the Schedule to these Regulations together with a completed C.E.P.S. Single Administration Document (S.A.D.S.) has been delivered to an officer of C.E.P.S. at the free zone and any import duties or other duties applicable have been paid to C.E.P.S. or arrangements acceptable to C.E.P.S. have been made for its payment.

#### Regulation 26—Customs Check Point.

(1) A person leaving a free zone for another part of the State or entering a free zone from another part of the State shall stop at the customs check-point and shall allow the officer at the check-point to examine and take an account of any goods carried or conveyed by him.

(2) A person in charge of a vehicle whether leaving a free zone for another part of the State or entering a free zone from another part of the State shall stop at the customs check-point and shall



allow the officer at the check-point to examine the vehicle and goods if any and take an account of any goods.

(3) A person who stops at a customs checkpoint shall answer such questions relating to his journey and to goods carried or conveyed by him as may be put to him by the officer at the checkpoint.

(4) A person conveying goods from a free zone into another part of the State or into a free zone from another part of the State shall carry with him a report or manifest in Form 9 in the Schedule to these Regulations, signed by the carrier of the goods and showing—

(a) a description and quantities of the goods in each package;

(b) the names and addresses of the consignor and consignee of each package, and where the consignor or consignee listed on the document is a licensed enterprise, the number of the licence.

(5) Form 9 shall be produced together with the goods to the officer at the customs check-point for inspection.

#### Regulation 27—Records of Movement of Goods.

(1) A licensed enterprise shall keep in respect of any trade, business or manufacture carried on by it in the free zone, records and accounts in such form as the Board shall approve, and within such period as the Board shall specify, in respect of goods—

(a) brought into or removed from the free zone by it;

(b) received by it from another licensed enterprise; and

(c) disposed of by it to another licensed enterprise.

(2) Records and accounts required to be kept under sub-regulation (1) of this regulation shall be kept at the business premises of the licensed enterprise.

(3) The records together with all other books and documents containing particulars on which the records and accounts are based, shall be preserved by the licensed enterprise for as long as any of the goods to which they relate remain within the free zone and in any event for at least 3 years from the making of the record.

#### Regulation 28—Inspection of Goods, Records and other Documents.

(1) A licensed enterprise shall at all times at the request of a customs officer allow the officer—

(a) to examine goods held by it within the free zone;

(b) to inspect and take extracts from records, trade books, accounts and other books and documents required to be kept by it under the Act and regulations made under it.

(2) A licensed enterprise of which a request has been made for inspection under sub-regulation (1) of this regulation shall forthwith produce the documents required, allow access to the goods and shall render to the customs officer assistance to enable him examine the goods, inspect the documents and take extracts where required.

Regulation 29—Temporary Export of Goods from a Free Zone for Purposes of Processing.

(1) Goods and semi processed products of a free zone enterprise may be temporarily exported to the national customs territory on approval from C.E.P.S. for a period not exceeding three months for further processing and returned to the free zone for final processing of manufacture and eventual export.

(2) Form 10 in the Schedule to these regulations shall be used for the purposes of temporarily exporting goods and shall be completed and delivered to the customs officer at the customs checkpoint.

Regulation 30—Exemption of Goods from Taxes and Duties.

(1) In accordance with sections 21 and 22 of the Act, imports and exports in transit to or from a free zone shall be exempt from customs duties, transit duties, tonnage taxes, excise duties and other direct and indirect taxes, charges and levies.

Regulation 31—Sales of 30 Percent in National Customs Territory.

(1) Thirty percent of the annual production of goods and services of a free zone enterprise may be sold in the national customs territory and shall be subject to the applicable taxes and duties.

(2) Goods given free of charge to any person in a free zone and intended to be used or consumed in the national customs territory outside the free zone shall be subject to the applicable taxes and duties and shall be regarded as part of the 30% of the total annual production to be sold in the national customs territory.

PART V—INDUSTRIAL RELATIONS

Regulation 32—Employment in Free Zone.

(1) Free zone employers shall be entitled to freely negotiate and establish contracts of employment with their employees that specify, among others, the wages, overtime payment, hours to be worked, employee suspension and dismissal conditions, settlement of disputes arising between employers and workers, and other terms of employment.

(2) Free zone employers shall pay to their employees wages which shall not be below the recommended minimum wage prevailing in the country at any given time.

Regulation 33—Application of Existing Labour Laws.

For the avoidance of doubt, and except otherwise provided by law, the laws, rules and regulations, on workers rights and conditions of service for the time being in force in Ghana in respect of social security and pensions, workmen's compensation, public holidays and under I.L.O. Conventions to which Ghana is a party shall apply to domestic employees of a free zone developer and enterprise.

Regulation 34—Training of Employees.

(1) Free zone employers shall utilise at least an additional one percent of their total wage and salary bill (excluding over-time pay, allowances and bonuses) towards the training of their employees from the country.

(2) The employers shall for the purpose of sub-regulation (1) furnish the Board with their training programmes and records every 6 months from commencement of work.

Regulation 35—Interpretation.

In these Regulations unless the context otherwise requires—

"Act" means the Free Zone Act, 1995 (Act 504);

"approved place" means a place on the perimeter of a free zone designated by the Board as the place where persons, goods and vehicles may enter and leave the free zone;

"Board" means the Free Zone Board established under section 1 of the Act;

"C.E.P.S." means the Customs, Excise and Preventive Service;

"Commissioner" means the Commissioner of C.E.P.S.;

"developer" has the same meaning as provided under the Act;

"free zone" and "goods" have the same meaning as provided under the Act;

"Planning authority" means anybody or institution assigned responsibility by law to regulate construction of buildings and structures in the area of the free zone concerned; and

"zone" means a free zone.

## **SCHEDULE**

FOR AS 1 TO 10

FZB FORM 1

ANNEX I

REPUBLIC OF GHANA

FREE ZONE BOARD

APPLICATION FOR FREE ZONE DEVELOPER'S LICENCE

(Regn. 2 (1))

A. PARTICULARS OF DEVELOPER

1. Name of Company:

2. Postal Address:

Tel:

Fax:

Tlx:

3. Location of Office:

4. Date of Incorporation of Company:

**B. PARTICULARS OF DIRECTORS/SHAREHOLDERS**

Name of

Director      Nationality      No. & Value

of Shares      Residence

Residential Address

**C. PARTICULARS OF OPERATOR (If any)**

1. Name of Person/Firm:

2. Postal Address:

Tel:

Fax:

Tlx:

3. Location of Office:

**D. PROJECT DESCRIPTION**

1. Type and Purpose of Project:

(Manufacturing, Commercial Service etc).

.....2. Location of Project

(Attach copy of title to land/lease Agreement).

.....3. Expected Occupancy Rates in the Zone:

**E. FINANCIAL CONDITIONS**

1. Estimated Total Amount of Capital for Project US\$:

2. Funding:

(i) Local Equity      —      US\$.....

(ii) Foreign Equity	—	US\$.....
(iii) Local Loan	—	US\$.....
(iv) Foreign Loan	—	US\$.....
(v) Suppliers Credit	—	US\$.....
(vi) Others (Specify)	—	US\$.....
(vii) TOTAL	—	US\$.....

3. Please Indicate Status of Commitment of Loan Capital by Proposed Source:

.....  
 .....  
 .....

F. LIST OF DOCUMENTS ATTACHED

.....  
 .....

DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true and indemnify the Free Zone Board for any misrepresentation, omissions and/or any information that may in future prove to be false.

.....	.....
Name (in block letters)	Signature
.....	.....
Designation of Applicant	Date

To: Executive Secretary: Free Zones Secretariat

(Regn. 5 (1))

Serial No.:

Licence No.:

IN pursuance of the Free Zone Act, 1995 (Act 504). I hereby License.....

Applicant's Name

of.....

Registered Address

to act as a Free Zone Developer/Operator as from.....

Date

at.....

Name of Zone

subject to conditions attached herewith:

.....

.....

Date

Chairman

FZB Form 3

ANNEX III

FREE ZONE BOARD

BI-ANNUAL REPORT BY FREE ZONE DEVELOPERS

(Regn. 9)

—For the period.....

1. Name and Location of Free Zone

.....

2. Name and Address of FZ Developer

.....

3. Total Area of the Zone Available for Development

(a) Land

(b) Built-up

4. Total Area Developed and Occupied by Licensed Enterprises.

(a) Land:

(b) Built-up:

5. Total Area Contracted but Un-occupied

(a) Land:

(b) Built-up:

6. List of FZ Enterprises Operating in the Zone

Name	Licence No.	Operational/Non-operational
(a)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
(i)		
(j)		

**DECLARATION**

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true and indemnify the Free Zone Board for any misrepresentation, omissions and/or any information that may in future prove to be false.

.....

.....

Date

Signature of Chief Executive Officer

.....

Name (in block letters)

REPUBLIC OF GHANA

FREE ZONE BOARD

APPLICATION FOR FREE ZONE ENTERPRISE LICENCE

(MANUFACTURING) (Regn. 11(l))

A. Particulars of Enterprise

1. Name of Enterprise:

2. Postal Address:

Tel:

Fax:

Tlx:

3. Location of Office:

4. Date of Incorporation of Company:

B. PARTICULARS OF DIRECTORS/SHAREHOLDERS

Name of

Directors      Nationality

                No. & Value

of Shares      Residential

Address

C. PROJECT DESCRIPTION

1. Type of Manufacture

.....

2. Location of Project/Ownership of Estate

.....



(Attach copy of Title to land/lease Agreement)

.....

**D. MACHINERY/EQUIPMENT REQUIRED FOR PROPOSED PROJECT**

Major items of Machinery	Condition (new or used)	Country of Origin	Estimated Cost
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\*State machinery exceeding 20 percent of the total machinery cost.

.....  
.....  
.....  
.....

**E. Production Schedule**

Indicate the estimated annual production for the first 3 years of each product.

Proposed Product(s)	1st year	2nd year	3rd year			
	Qty	Ex-Factory Value (US\$)	Qty	Ex-Factory Value (US\$)	Qty	Ex-Factory Value (US\$)

**F. RAW MATERIALS/COMPONENTS REQUIRED**

Indicate raw materials/components required in the manufacture of proposed product(s) for the first 12 months.

Raw materials/Components	Quantity	Value (US\$)	Locally available or imported
--------------------------	----------	--------------	-------------------------------

G. Describe effluence and other pollutants that may result from your production and measures to control them.

.....  
.....  
.....

H. EXPORT SCHEDULE

1. Indicate the estimated annual exports to foreign markets for the first 3 years.

Proposed

Products      1st year      2nd year      3rd year

Qty.    Export Value (US\$)    Qty.    Export Value (US\$)    Qty.    Export Value (US\$)

2. Please indicate principal export destinations:

.....  
.....

I. EMPLOYMENT SCHEDULE

Indicate estimated total number of national and expatriate (full-time) employees for the first 3 years.

Employment Category

1st Year

2nd Year      3rd Year

Nat.    Exp.    Nat.    Exp.    Nat.    Exp.

1. Managerial Staff

2. Technical & Supervisory Staff

3. Factory Workers

- (a) Skilled
- (b) Unskilled

4. Others.

J. SALARIES/WAGES SCHEDULE

Please indicate estimated total salaries/wages for national and expatriate employees for the first 3 years.

Employment Category

1st year

2nd year      3rd year

Nat.   Exp.   Nat.   Exp.   Nat.   Exp.

1. Managerial Staff

2. Technical & Supervisory Staff

3. Factory Workers

- (c) Skilled
- (d) Unskilled

4. Others

K. FINANCIAL CONDITIONS

1. Estimated Total Amount of Capital for Project US\$

2. Funding;

(i) Local Equity	—	US\$.....
(ii) Foreign Equity	—	US\$.....
(iii) Local Loan	—	US\$.....
(iv) Foreign Loan	—	US\$.....
(v) Suppliers Credit	—	US\$.....
(vi) Others (Specify)	—	US\$.....
(vii) Total	—	US\$.....

3. Please indicate status of Commitment of Loan Capital by proposed source:

L. LIST OF DOCUMENTS ATTACHED

.....

DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true and indemnify the Free Zone Board for any misrepresentation, omissions and/or any information that may in future prove to be false.

.....

Date

.....

Signature of Chief Executive Officer

.....

Name (in block letters)

FZB FORM 5

ANNEX V

REPUBLIC OF GHANA

FREE ZONE BOARD

APPLICATION FOR FREE ZONE ENTERPRISE LICENCE

(COMMERCIAL) (Regn. 11 (1))

A. PARTICULARS OF ENTERPRISE

1. Name of Enterprise:

2. Postal Address:

Tel:

Fax:

3. Location of Office:

Tlx:

4. Date of Incorporation of Company:

**B. PARTICULARS OF DIRECTORS/SHAREHOLDERS**

Name of

Director      Nationality      No. & Value

of Shares      Residential

Address

**C. PROJECT DESCRIPTION**

1. Type of commerce

.....  
.....  
.....

2. Location of Project/Ownership of Estate

(Attach copy of Title to land/lease Agreement)

.....  
.....  
.....

**D. MACHINERY/EQUIPMENT REQUIRED FOR PROPOSED PROJECT**

Major items

of Machinery      Condition

(age)      Country

of Origin      Estimated

Cost

\*State machinery exceeding 20 percent of the total machinery cost.

.....  
.....  
**E. SOURCE OF PRODUCTS REQUIRED**

Indicate the estimated annual inputs/products required in the first 3 years.

Import Product(s)	1st Year		
	2nd Year	3rd Year	

Qty.	Value (US\$)	Qty.	Value (US\$)	Qty.	Value (US\$)
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F. Describe pollutants that may result from your commercial activity and measures to control them.

.....  
.....  
**G. EXPORT SCHEDULE**

1. Indicate the estimated annual exports to foreign markets for the first 3 years for each product.

Export Products	1st Year		
	2nd Year	3rd Year	% of Total Output

Qty.	Export Value (US\$)	Qty.	Export Value (US\$)	Qty.	Export Value (US\$)
------	---------------------	------	---------------------	------	---------------------

2. Indicate principal export destinations:

.....

.....

## H. EMPLOYMENT SCHEDULE

Indicate estimated total number of national and expatriate (full-time) employees for the first 3 years.

Employment Category

1st Year

2nd Year

3rd Year

Nat. Exp. Nat. Exp. Nat. Exp.

1. Managerial Staff

2. Technical & Supervisory Staff

3. Factory Workers

(a) Skilled

(b) Unskilled

4. Others.

## I. SALARIES/WAGES SCHEDULE

Indicate estimated total salaries/wages for national and expatriate employees for the first 3 years.

Employment Category      1st Year      2nd Year      3rd Year

Nat. Exp. Nat. Exp. Nat. Exp.

1. Managerial Staff

2. Technical & Supervisory Staff

3. Factory Workers

(a) Skilled

(b) Unskilled

4. Others.

J. FINANCIAL CONDITIONS

1. Estimated Total Amount of Capital for Project US\$

2. Funding;

(i) Local Equity — US\$.....

(ii) Foreign Equity — US\$.....

(iii) Local Loan — US\$.....

(iv) Foreign Loan — US\$.....

(v) Suppliers Credit — US\$.....

(vi) Others (Specify) — US\$.....

(vii) TOTAL — US\$.....

3. Please Indicate Status of Commitment of Loan Capital by Proposed Source:

K. LIST OF DOCUMENTS ATTACHED

.....

DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true and indemnify the Free Zone Board for any misrepresentation, omissions and/or any information that may in future prove to be false.

.....

Date

.....

Signature of Chief Executive Officer



.....  
Name (in block letters)

FZB FORM 6

ANNEX V

REPUBLIC OF GHANA  
FREE ZONE BOARD  
APPLICATION FOR FREE ZONE ENTERPRISE LICENCE  
(SERVICE) (Regn. 11 (1))

A. PARTICULARS OF ENTERPRISE

1. Name of Enterprise:
2. Postal Address: Tel:  
Fax:  
Tlx:
3. Location of Office:
4. Date of Incorporation of Company:

B. PARTICULARS OF DIRECTORS/SHAREHOLDERS:

Name of	
Directors	Nationality
No. & Value	
of Shares	Residential

Address

C. PROJECT DESCRIPTION

1. Type of commerce

.....  
.....  
.....

2. Location of Project/Ownership of Estate

(Attach copy of Title to land/lease Agreement)

.....  
.....  
.....

D. MACHINERY/EQUIPMENT REQUIRED FOR PROPOSED PROJECT

Major items

of Machinery Condition

(age) Country

of Origin Estimated

Cost

\*State machinery exceeding 20 percent of the total machinery cost.

.....  
.....  
.....  
.....

E. SOURCE OF PRODUCTS REQUIRED

Indicate the estimated annual inputs/products required in the first 3 years.

Import Product(s)    1st Year    2nd Year    3rd Year

Qty.    Value (US\$)    Qty.    Value (US\$)    Qty.    Value (US\$)

F. DESCRIBE POLLUTANTS THAT MAY RESULT FROM YOUR COMMERCIAL ACTIVITY AND MEASURES TO CONTROL THEM.

.....  
.....

## G. EXPORT SCHEDULE

1. Indicate the estimated annual exports to foreign markets for the first 3 years for each product.

Export Products	1st Year		% of Total Output	2nd Year		3rd Year	
	Qty.	Export Value (US\$)		Qty.	Export Value (US\$)	Qty.	Export Value (US\$)

2. Indicate principal export destinations:

.....  
.....

## H. EMPLOYMENT SCHEDULE

Indicate estimated total number of national and expatriate (full-time) employees for the first 3 years.

Employment

Category	1st year		2nd year		3rd year	
----------	----------	--	----------	--	----------	--

	Nat.	Exp.	Nat.	Exp.	Nat.	Exp.
--	------	------	------	------	------	------

1. Managerial Staff

2. Technical &  
Supervisory Staff

3. Factory workers

(a) Skilled

(b) Unskilled

4. Others

## I. SALARIES/WAGES SCHEDULE

Indicate estimated total salaries/wages for national and expatriate employees for the first 3 years.

### Employment

Category	1st year		2nd year		3rd year	
----------	----------	--	----------	--	----------	--

	Nat.	Exp.	Nat.	Exp.	Nat.	Exp.
--	------	------	------	------	------	------

1. Managerial Staff

2. Technical &  
Supervisory Staff

3. Factory workers

(a) Skilled

(b) Unskilled

4. Others

## J. FINANCIAL CONDITIONS

1. Estimated Total Amount of Capital for Project US\$

2. Funding;

(i) Local Equity	—	US\$.....
------------------	---	-----------

(ii) Foreign Equity	—	US\$.....
---------------------	---	-----------

(iii) Local Loan	—	US\$.....
------------------	---	-----------

(iv) Foreign Loan	—	US\$.....
-------------------	---	-----------

(v) Suppliers Credit	—	US\$.....
----------------------	---	-----------

(vi) Others (Specify)	—	US\$.....
-----------------------	---	-----------

(vii) TOTAL	—	US\$.....
-------------	---	-----------

3. Please Indicate Status of Commitment of Loan Capital by Proposed Source:

K. LIST OF DOCUMENTS ATTACHED

.....

DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true and indemnify the Free Zone Board for any misrepresentation, omissions and/or any information that may in future prove to be false.

.....

Date

.....

Signature of Chief Executive Officer

.....

Name (in block letters)

FZB Form 7

ANNEX VII A

REPUBLIC OF GHANA

FREE ZONE BOARD

APPLICATION FOR FREE ZONE ENTERPRISE LICENCE

(Regn. 13 (1))

Serial No.

Licence No.

IN pursuance of the Free Zone Act 1995, (Act 504). I hereby licence.....

Applicants Name

of.....

Registered Address

to act as a Free Zone Enterprise as from.....

Date

at.....

Place of Manufacture

for product(s) specified hereunder subject to conditions attached herewith:

.....  
Date Chairman

FZB Form 7

ANNEX VII B

REPUBLIC OF GHANA

FREE ZONE BOARD

APPLICATION FOR FREE ZONE ENTERPRISE LICENCE

(Regn. 13 (1))

Serial No. Licence No.

IN pursuance of the Free Zone Act 1995, (Act 504). I hereby licence.....

Applicants Name

of.....

Registered Address

to act as a Free Zone Enterprise as from.....

Date

at.....

Place of Commerce

for product(s) specified hereunder subject to conditions attached herewith:

.....  
Date Chairman

FZB Form 7

ANNEX VII C

REPUBLIC OF GHANA

FREE ZONE BOARD

APPLICATION FOR FREE ZONE ENTERPRISE LICENCE

(Regn. 13 (1))

Serial No.

Licence No.

IN pursuance of the Free Zone Act, 1995 (Act 504). I hereby licence.....

Applicants Name

of.....

Registered Address

to act as a Free Zone Enterprise as from.....

Date

at.....

Place of Service

for product(s) specified hereunder subject to conditions attached herewith:

.....

.....

Date

Chairman

FZB Form 8

ANNEX VIII

REPUBLIC OF GHANA

FREE ZONE BOARD

BI-ANNUAL REPORT BY FREE ZONE ENTERPRISE

(Regn. 19)

—For the Period.....

1. Name and Location of Free Zone

2. Name and Address of FZ Enterprise

3. Total Area of the Zone Available for Enterprise

(a) Land:

(b) Built-up:

4. Total Area Developed and Occupied by Licensed Enterprise.

(a) Land:

(b) Built-up:

5. Total Area Contracted but Un-occupied

(a) Land:

(b) Built-up:

6. Essential Data on Performance of FZ Enterprise

(a) Total Value of Exports:                      Local Market                      Foreign Markets

(b) Total Value of Imports:

(c) Total No. of Persons

Employed:    Nationals                      Expatriates

(i) Managerial                                      —

(ii) Skilled    —

(iii) Unskilled                                      —

(d) Total Salaries/Wages:                      Nationals                      Expatriates

(i) Management                                      —

(ii) Skilled    —

(iii) Unskilled                                      —

(e) Rent (Value)

(i) Due during the half year:              US\$

(ii) Average Rate per 0.0929m<sup>2</sup>:      US\$

(f) Power (Value):                              —              US\$

(g) Water (Value):                              —              US\$



(h) Cost of other services (Value): — US\$

(i) Maintenance cost (Value): — US\$

7. Specify Training Provided during Reporting Period.

Training

Number	Managerial	Technical/Others	Cost of Training	Training
--------	------------	------------------	------------------	----------

Agency

Overseas

Local

Others

DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true and indemnify the Free Zone Board for any misrepresentation, omissions and/or any information that may in future prove to be false.

.....

Date

.....

Signature of Chief Executive Officer

.....

Name (in block letters)

To Executive Secretary: Free Zones Secretariat

FORM 9 Regns. 25 &26

ANNEX IX

(Completed in Triplicate)

REQUEST FOR REMOVAL OF GOODS TO THE EXPORT PROCESSING ZONE  
AT.....

Removal on.....Date.....Station.....Date of Report..... Manifest  
Ref. No.....

No. & Description of Packages      Marks & Nos. Description of Goods and Process      Name  
and Address of Consignor      C.I.P. Value of Goods For Official Use

I request permission to remove the above-mentioned goods to the Free Zone at.....

Signed.....(Importer or Agent)

REPORT OFFICER'S CERTIFICATE

.....

Date Stamp                      Signed

REPORT OFFICER'S CERTIFICATE

.....

Date Stamp                      Signed

FORM 10 Regn. 29 (2)

ANNEX X

REQUEST FOR TEMPORARY EXPORTATION OF GOODS FROM THE FREE ZONE

Removal No..... Goods Consigned To..... Purpose of Removal.....

Driver's Name..... Driver's Licence No..... Vehicle Reg. No.....

Import Section—to be completed by the Free Zone trader or his agent      No./Description      of  
Packages and Identifying Marks and Nos.      Description of Goods      Quantity      (Number,      Size,  
Weight as appropriate      Value

I request permission to remove the above goods and declare the particulars to be true. I undertake that the goods will be re-exported to the Free Zone within.....months from the date.

Signed..... Date.....

For use by Customs (Import) Bond in Force Re. No.....Examined at Boundary Station

Deposit No..... Amount..... Delivery Allowed.....

Stamp.....

Export Section to be completed by Free Zone trader or agent To be completed by Consignee before return of Goods

No./Description of Packages and Identifying Marks and Nos.	Description of Goods
Quantity Details of Process to which Goods were subjected (if any)	

For use by Customs (Export) Signed.....

Date.....

Pre-examined at Boundary Station Satisfied: Released for re-export to Free Zone.....

DR. CHRISTINA AMOAKO-NUAMA

Acting Minister for Trade & Industry