

Agenda



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- Re-Registration
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Registrar-General's Department(RGD)



The Registrar-General's Department (RGD) is a Department of the Ministry of Justice. It is the authorized government organization with the responsibility for the initial registration and maintenance of the information of Business Organizations, Administration of Estates and Marriages

Vision



To become a highly progressive Department that efficiently and effectively serves its increasing customers by becoming a strategic partner to businesses and other stakeholders

Mission



To ensure efficient and effective administration of statutes relating to inter-alia, the registration of companies, Industrial Properties, Marriages and the Administration of Estates and Public Trusts and to provide customer friendly registration services and the compilation of accurate and timely data for National Planning, the business community and the public at large.

Reform at RGD - Phase 1



- The Business Registration reforms

Business Registration has been identified by most Governments as an area which can help improve the economy. However, it was widely recognised about 5 years ago that the Business Registration in Ghana was not satisfactory and resulted in significant delays in registering and commencing of new businesses.

- It was against this background that DANIDA provided a grant through its Business Sector Programme Support (BSPS) project to assist and facilitate the reform of the country's Business Registration and to improve Business Registration services leading to the provision of an enabling environment for private sector development. The DANIDA initiative was formally made an integral part of the Medium-Term Private Sector Development Strategy (PSDS 2005 – 2009) in 2005, paving the way for the Reform Programme to be funded from Development Partner Pool fund based on a Memorandum of Understanding (MOU) signed between the Government of Ghana and its Development Partners.

Reform at RGD - Phase 1



- *Some of the Expectations envisaged in these reforms were:*
 - An appropriate Business Registration and Filing regime
 - Reduction in the time and cost of registering businesses.
 - Provision of customer friendly business registration services
 - Measures to secure sustainable, regular and sufficient funding for the Registration and Filing regime
 - An institutional arrangement to administer the business and filing regime on a sustainable and self-financing basis
 - Measures put in place for Business Registration and Filing services to be accessible to all businesses irrespective of their location in the country and globally.

Reform at RGD - Phase 1



Achievements in Phase 1

- Decentralization of RGD
- Collaboration with Revenue Agencies (RGD & RAGB TIN Center)
- Improving services of the Department
- Improvement in turnaround time
- Staff training and capacity building
- Organizational improvement
- Improving the quality of Business Data

Reform at RGD - Phase 1



Limitations

- Online registration however was not achieved hence the need for the 2nd phase of reforms
- Online searches
- E-Payment
- Legislation to back up eRegistration not in place yet.
- Turnaround time to complete registration can improved further(from 5 days to 2/1 days).
- Quality of data still not fully actualized.
- Online registration from anywhere globally

Reform at RGD - Phase 2



- Public Private Partnership project with GCNET as private partner.
- Funded by World Bank and Government of Ghana
- Full integration with Ghana Revenue Authority on common platform

Business Registration Processes Re-engineering supported by GeReg®, a new business registration system developed and implemented by Infotech

Statistic on RGD database



- Current records
 - Business Names 442,070
 - Company limited by shares 142,174
 - Company limited by guarantee 33,190
 - Partnerships 14,932
 - Subsidiary Business Names 2,993
 - External Companies 1,272

Statistic on RGD database



- Active Companies and Businesses are lesser, records not updated. The Department sees this e-government project as a timely means of cleaning the data and migrating credible, reliable, accurate data on businesses into the new GeReg® system.
- Impact of outdated records to business community is most undesirable and trustworthiness can be changed with this new system

Existing records will be stored in Archival Database for searches

Existing records will only be moved into the new system ONLY after the Re-registration steps are completed.

Re-Registration



- Rational is to gather as much credible, accurate and relevant data on Companies into the system without giving private sector too much stress.
- To achieve this, there will be three different categories of clients who will have to go through the re-registration process either at the 11 pilot sites of GRA or RGD Head Office
- * **ONE time exercise – from Oct 2011 to Mar 2012.**
Important to note that old certificates will not be recognized after this date.

Re-Registration



- Re-registration can be done at the following offices
 - **RGD Accra HQ**
 - GRA Makola
 - GRA Agbogloshie
 - GRA Legon
 - GRA VAT House (Adabraka)
 - GRA Spintex Road
 - GRA Head Office Ministries (former IRS and VAT Head Offices)
 - GRA Kaneshie (former VAT)
 - GRA Ashiaman
 - GRA Tema (former VAT Tema)
 - GRA Achimota)

First Category of Applicants



- **Fresh applicants** have to come to our office or any of the 11 pilot sites of GRA with valid ID's(voter's ID, driving license, NIA card when ready and passport for foreign Companies), either originals or certified true copies.
- Note: The promoter or a director must himself have a TIN to enter GeReg®.
- Forms will be available FREE at the counter as well as downloadable from RGD's website

Second Category of Applicants



- Those who have gone for **re-registration at any of the 11 focal points** of GRA, who have a TIN from them but do not have electronically generated Certificates to complete the process in GeReg.
 - a). Need slip from GRA indicating TIN has been generated.
 - b). Documents, Resolutions of all changes in the Company Register indicating new directors, shareholders and shareholdings that have not been filed at RGD.
- RGD will give 5 working days to cross check with RGD register to make sure the authorized officers made those changes.
- Once this is cleared the new e-Certificates will be given out with the old dates of Incorporation and Commencement with a new TIN and new RGD registration No.

Third Category of Applicants



Re-registration at RGD

- **Companies and Businesses more than 18 months**
- Bring Documents, Resolutions of all changes in their Company Register indicating new directors, shareholders and shareholdings that have not been filed at RGD
- TIN will be generated before you leave.
- You will be given a slip for 5 working days for this validation before a new e-Certificate will be issued. For the validation process, the following documents are needed.
 - Certified true documents that RGD has already given out.
 - Documents supporting all changes to the Companies that have been certified by RGD
- Changes that have not been filed with RGD but have valid supporting resolution to back it
- As long as properly validated by RGD officers, you would only be required to pay a flat fee of GHc 35 per year for up to 10 years for companies, 15 GHc per year for businesses.

Fourth Category of Applicants



Re-registration at RGD

- **Companies and Business less than 18 months**
- RGD has been carrying a lot of adverts for renewal of Business Names and filing of Annual Returns over the past 2-3 months
- Bring documents of registration, receipts and IDs for new TIN to be issued to their officers, members, proprietors, partners, local managers to enable us to move these already registered businesses into GeReg® system
- If there is any changes, you are required to fill in the appropriate forms and payment.

What it means to business communities



- Easier to do business in Ghana due to more efficient business registration processes, also faster response time for registration and updates.
- Improve confidence in Ghanaian companies/ businesses as the information is updated and easily available
- Through integration with other e-government application, interaction and information sharing with relevant government agencies can be done efficiently hence reducing the turnaround time to complete registration and update at RGD.

What it means to business communities



- Improve management decision making as statistical and comparative reports can be easily generated to support national and management planning
- Improve interactions with investors and interested parties like bank as information can now be easily accessible.
- Reduce cost of registration and update of business information

Summary



With the implementation of the business processes, RGD expects to significantly raise its services to the business communities.

To realize the FULL benefits highlighted earlier, it's very important the business communities and stakeholders work closely together with RGD to

1. Ensure all mandatory requirements are fulfilled in the new registration system
2. Ensure all existing records are updated through the Re-registration process,
3. while this one time exercise can be painful but it's necessary to ensure the records are updated, accurate and reliable.

I seek your full co-operation to work with RGD so that together we can all enjoy the fruits of the success.