

GHANA FREE ZONES AUTHORITY

IMMIGRATION DESK REQUIREMENTS

1. PROCESSING OF WORK AND RESIDENCE PERMIT FOR NEW EMPLOYEES (APPLICANT)

- Two letters applying for work and residence permit addressed to;
 - The Executive Secretary
Ghana Free Zones Authority
Accra
 - The Comptroller General
Ghana Immigration Service
Accra
- Appointment letter of the applicant
- Acceptance letter of applicant
- Contract signed by both the employer and employee (applicant)
- Police report of applicant issued from home county
- **MEDICAL RECEIPT FROM GHANA IMMIGRATION SERVICE (Medical Fees – GHC900.00)**
- Copy of educational qualification certificate
- Two passport pictures of applicant
- Curriculum vitae of applicant
- Copy of passport bio-data page of applicant
- Complete GFZA form 11
- Complete Immigration forms (aliens and work permit forms)
- Copy Ghana free zones license

2. RENEWAL OF WORK AND RESIDENCE PERMIT OF EMPLOYEES

- Two letters applying for renewal of work and residence permit addressed to;
 - The Executive Secretary
Ghana Free Zones Authority
Accra
 - The Comptroller General
Ghana Immigration Service
Accra
- Completed GFZA Form 11
- Completed Immigration forms (aliens and work permit forms)

- Two passport pictures
- Copy of passport bio data page of applicant
- Copy of current permit in passport
- Copy of Non-Citizen ID

3. RESIDENCE PERMIT FOR DEPENDANT (NEW AND RENEWAL)

- Two letters applying for renewal/ residence permit addressed to;
 - The Executive Secretary
Ghana Free Zones Authority
Accra
 - The Comptroller General
Ghana Immigration Service
Accra
- Complete GFZA Form 11
- Complete Immigration forms (African aliens/foreign national forms)
- Two passport pictures
- Copy of current permit of principal holder/bio data page of passport
- Copy of Non-Citizen ID of dependent (Six years & above)
- Copy of Marriage Certificate in cases where dependent is a spouse
- Copy of Birth Certificates in cases where dependent is a child
- Copy of dependents biodata page of passport
- Applicants passport

4. VISA APPLICATION

- Two letters applying for renewal/ residence permit addressed to;
 - The Executive Secretary
Ghana Free Zones Authority
Accra
 - The Comptroller General
Ghana Immigration Service
Accra
- Copy of biodata page of the applicant
- Copy of Certificate of Incorporation
- Free Zones License
- Flight Details

5. VISA EXTENSIONS

- Two letters applying for renewal/ residence permit addressed to;
 - The Executive Secretary
Ghana Free Zones Authority
Accra
 - The Comptroller General
Ghana Immigration Service
Accra
- Copy of biodata page of the applicant
- Copy of Certificate of Incorporation
- One passport picture
- Complete immigration extension form
- Applicants passport

In case where the company is newly registered with free zones include the following

- Copy of Certificate to commence business
- Copy of free zones license
- Copy of company code

FEES: 1ST & 2ND YEAR	-	US\$ 450.00
3RD & 4TH YEAR	-	US\$ 800.00
5TH & ABOVE	-	US\$1,500.00

NB: THE ABOVE FEES CAN BE PAID IN CEDI EQUIVALENT AT GFZA'S RATE