

**GHANA FREE ZONES AUTHORITY**  
**PROCEDURE FOR ESTABLISHMENT OF FREE ZONE**  
**Development Projects and Enterprises**

An investor who wishes to establish as a free zone developer or set up an enterprise in the Ghana Free Zones will require various licenses and permits to enable him operate. The GHANA FREE ZONES AUTHORITY provides a “one-stop approval service” to investors to assist them complete formalities for the establishment of free zone investment projects.

The formalities that should be fulfilled by the investor to enable him/her set up a Free Zone enclave or enterprise are stated as follows:

**1. Location of Zone Operations**

Free Zone enclaves and enterprises can be located anywhere in Ghana upon the approval of the GHANA FREE ZONES AUTHORITY (GFZA).

Procedures/ Requirements

- a. The GHANA FREE ZONES AUTHORITY (GFZA) may identify or make available land for zone creation and development.
- b. An investor may lease properties or propose properties he/she already owns for the development and/ or operation of a free zone.

**2. Developer's License**

Any investor wishing to establish as a zone developer in Ghana must obtain a Developer's License.

Procedures/Requirements

- a. The developer should incorporate a company or partnership in Ghana.
- b. The developer should obtain and complete the GFZA Form 4 and submit it with required attachment to the Secretariat of the Board.

- c. The GFZA shall notify the developer of the status of his/her application for license within 28 working days of receipt of application.
- d. A Developer's License shall be issued to the successful applicant who should commence activities within six months of approval.
- e. A Developer's License fee of US\$ 5,000.00 or its equivalent in cedis shall be charged by the GFZA in the first instance and a renewal fee of US\$ 4,000.00 or its cedi equivalent paid annually by the developer.

### **3. Enterprise License**

Investors wishing to set up enterprises (for Manufacturing, Commercial or Service activities) must obtain the relevant Enterprise License.

#### Procedure/ Requirements

- a. The investor(s) should incorporate a company or partnership in Ghana.
- b. The investor(s) should show evidence of possession or lease of real property or intent to acquire such property.
- c. Depending on the activity to be undertaken, the applicant should obtain and complete GFZA Form 3, 4 or 5 and submit it with the required attachments to the Secretariat of the Board.
- d. The GFZA shall notify the investor of his/her application for License within 28 working days.
- e. An Enterprise License specifying authorized activity to be undertaken by the applicant shall be issued to the successful applicant who shall commence activities within 6 months of approval.
- f. An Enterprise License fee of

US\$3,000 - Manufacturing

US\$4,000 - Service

US\$10,000 - Commercial

or its equivalent in Cedis shall be charged by the GFZA in the first instance and a renewal fee of

US\$2,500 - Manufacturing

US\$3,000 - Service

US\$5,000 - Commercial

or its equivalent in Cedis paid annually by the Enterprise Operator.

#### **4. Construction Requirements**

- a. Developers and enterprises must erect suitable perimeter fences and enclosures.
- b. Free Zone Enterprises must erect fences and/or enclosures, which shall be at least 2.5m high.
- c. A free zone factory building should be located at least 3mm inside the enclosure

#### **5. Health & Safety Requirements**

Free Zone Developers and Enterprises must comply with health, safety and environmental requirements of Ghana.

- a. Free Zone investors should comply with: Factory, Offices and Shops Act (1970) on health, safety and other standard requirements; and environmental regulations, standards, procedures and requirements of Environmental Protection Agency.
- b. The GFZA shall register free zone developers and enterprises with:
  - I. Factory Inspectorate Department
  - II. Environmental Protection Agency
  - III. Town and Country Planning
  - IV. Metropolitan & District Assemblies
- c. Free Zone developers and enterprises are required to permit periodic checks by the aforementioned bodies.

#### **6. Electricity Supply**

Application may be submitted through the GFZA for approval of Electricity Company of Ghana. Total consumption and load requirements in Kwhr should be indicated.

#### **7. Water Supply**

Application for water supply in excess of 20,000 liters/day may be submitted through the GFZA for approval of Ghana Water Company Limited (GWCL).

## **8. Application For Telephone, Telex & Telefax Services**

Application(s) may be made through the GFZA for consideration of the Ghana Telecommunications Company Ltd.

## **9. Entry Visa**

All Free Zone investors, representatives and employees must secure entry visa to Ghana.

Procedures/Requirements

- a. Entry permit may be obtained from a Ghana Embassy or High Commission abroad.
- b. A temporary entry permit may be obtained on arrival at a point of entry in Ghana, upon prior notification of GFZA.

## **10. Work & Residence Permits**

All foreign employees of Free Zones shall require work and residence permits.

Procedures/Requirements

- a. Application for work and residence permits should be submitted to the GFZA at least 2 months prior to the intended date of employment.
- b. Any such application should be accompanied with a medical certificate of the prospective employee.
- c. Applicable fees are as follows:
  - 1<sup>st</sup> & 2<sup>nd</sup> year - US\$ 450
  - 3<sup>rd</sup> & 4<sup>th</sup> year - US\$ 800
  - 5<sup>th</sup> and thereafter - US\$ 1,500
- d. Work permits shall not exceed 24 months in duration, will not be transferable and the fees not refundable.

## **11. Customs Declaration Form**

A Free Zone Customs Declaration Form 9 shall be purchased at the cost of US\$100.00/US\$50.00 or its equivalent in cedis for importation of goods/services into a single-factory free zone or a free zone enclave. The "Form 9", together with the relevant Bill of Lading or Airway Bill, shall be endorsed by the GHANA FREE ZONES AUTHORITY Secretariat before clearing of goods/services.