

# GHANA FREE ZONES AUTHORITY

## IMMIGRATION REQUIREMENTS

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

- Two letters applying for work and residence permit addressed to;
  - The Chief Executive Officer  
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 – GHC1,100.00)**
- Copy of educational qualification certificate
- Two passport pictures of applicant
- Curriculum vitae of applicant
- Copy of passport bio-data page of applicant
- Complete GFZB form 11
- Complete Immigration forms (aliens and work permit forms)
- Copy Ghana free zones license
- Copy Certificate to commence business
- Copy Certificate of Incorporation
- Copy company code

### 2. RENEWAL OF WORK AND RESIDENCE PERMIT OF EMPLOYEES

- Two letters applying for renewal of work and residence permit addressed to;
  - The Chief Executive Officer  
Ghana Free Zones Authority  
Accra
  - The Comptroller General  
Ghana Immigration Service  
Accra
- Completed GFZB 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 Chief Executive Officer  
Ghana Free Zones Authority  
Accra
  - The Comptroller General  
Ghana Immigration Service  
Accra
- Complete GFZB 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. ENTRY VISA APPLICATION**

**APPLICATION FEE: US\$200 OR ITS CEDI EQUIVALENT @GFZA RATE**

**1. Emergency Entry Visas should be submitted seven (7) days prior to the arrival of the applicant.**

- **. Letters must be addressed to The Chief Executive Officer, Ghana Free Zones Authority and The Comptroller General, Ghana Immigration Service, Headquarters Accra. The visa application letters must indicate the following of the guests;**
  - **Date of arrival**
  - **Date of departure**
  - **Purpose of Visit (detailed)**
  - **Address of lodging**

**2. The following documents are to be attached**

- **Copy of Free Zone License**
- **Certificate of Incorporation**

- **Certificate to Commerce Business**
- **Companies Code**
- **Bio-data page of passport of applicants**
- **Copy of resident permit where the host is a non-Ghanaian**
- **Bio-data page of passport or identity card of signatory of the application**
- **Flight details (reservation)**

**5. VISA EXTENSIONS (GHC50.00 & GHC30.00/Month for foreign national and African National respectively)**

- Two letters addressed to;
  - The Chief Executive Officer  
Ghana Free Zones Authority  
Accra
  - The Comptroller General  
Ghana Immigration Service  
Accra
- Copy of biodata page of the applicant
- One passport picture
- Complete immigration extension form
- Applicants passport

<b>FEES: 1<sup>ST</sup> &amp; 2<sup>ND</sup> YEAR</b>	-	<b>US\$ 450.00</b>
<b>3<sup>RD</sup> &amp; 4<sup>TH</sup> YEAR</b>	-	<b>US\$ 800.00</b>
<b>5<sup>TH</sup> &amp; ABOVE</b>	-	<b>US\$1,500.00</b>

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