

➤ **DOCUMENTS FOR IMPORTING GOODS**

**a. Under Letters of Credit.**

- Pro-forma Invoice
- Import Declaration Form
- Pre-shipment Inspection Certificate

**b. Imports under collection**

- Seller's Final Invoice
- Custom Declaration Form or Bill of Entry
- Import Declaration Form
- Inspection Certificate or such other certificate as may be Required.

**c. Importation of Aircraft and Sea Going Vessels**

- Documents in addition to those listed in (a) / (b) should include:
- Air/Sea - worthy Certificate
- Valuation Report

**d. Imports by Direct Transfer or Payment**

- The importer may request his/her bankers to either issue Him/her with a bank draft or directly transfer amounts, up to the equivalent of \$25,000 abroad on his/her behalf.
- The mode of transfer should be at the discretion of the dealer banks.
- As evidence of receipt and clearance of the goods in Ghana, the importer shall submit the Customs Declaration Form (or Bill of Entry) covering the import to his/her bankers not later than three (3) months after the transfer has been effected to qualify for future transfers.
- No importer shall cause transfer of foreign exchange abroad for the purpose of importing goods if he or she has not fully accounted for an outstanding transfer.
- No dealer bank shall transfer foreign exchange abroad on behalf of any importer for the purpose of importing goods if the importer has not fully accounted for any outstanding transfer.

**e. Imports by Cash on Delivery**

- Importers may import goods by cash on delivery basis.
- The local representative of the foreign supplier shall deliver the import documents to the importer against payment for the goods.
- The local bank must collect and retain the following documents on the transaction for record purposes.
  - i. Seller's final invoice
  - ii. Bill of Lading or Airway Bill

iii. Customs Declaration Form (or Bill of Entry).

➤ **DOCUMENTS FOR IMPORTING SERVICES**

**a. Transfer of Net Ticket Sales by Airlines/Other Transportation Systems**

- Manifest
- Auditors Certification of sales and related expenses.
- Tax Clearance Certificate

\*Applicant should have enough balance in the bank account to cover the transfer request of the period. (No overdrafts)

**b. Foreign Earnings due Foreign Shipping Lines/Other Freighters.**

- Invoice or Bill (claim by carrier)

\*Applicant should have adequate balance in account to cover Transfer.

**c. Repatriation of Expatriate Personnel's Emoluments.**

- Resident and Work Permit
- Appointment or Contract Letter.
- Income Tax Clearance Certificate (current).

**d. Principal and interest on Foreign Credits**

- Copy of Loan Agreement
- Evidence of inflow of funds/ or delivery of loan funded equipment/item into Ghana.
- Repayment Schedule/Demand Note

**e. Contracts and Consultancy Fees**

- Copy of Contract Agreement (refer to Terms of Payment)
- Payment Certificate (for job executed under construction contracts).
- Demand Note/ or Evidence of Payment by service user.

**f. Court Judgement Award**

- Copy of Judgement Order signed by the Court Registrar.

**g. Insurance and Re-insurance Premiums**

- National Insurance Commission's Approval
- Invoice or Demand Note

**h. Equity Investment – Initial Capital Outlay and Income (Dividends, Profit etc.)**

- Evidence of capital inflow into Ghana and conversion into Cedis.

- Signed Audited Accounts
- Resolution Declaring Payment of Dividends to Shareholders/repatriation of capital (in case if repatriation of equity)
- Tax Clearance Certificate/Withholding Tax Deduction.
- Prior approval from BOG (for repatriation of equity investment)

**i. Principal and Earning on Capital and Money Market Instruments (Bonds - 3 years and above)**

- Evidence of inflow for the purchase of instrument.
- Evidence of purchase
- Evidence of interest payment.
- Tax Clearance Certificate/Withholding Tax Deduction.

**j. Technology Transfer & Management Agreement Entitlements.**

- Evidence of Certification or approval under LI 1547 or any authorizing body.
- Copy of Technology Transfer or Management Agreement (Refer to Terms of Payment).
- Tax Clearance Certificate/Withholding Tax Deduction

**k. Repatriation of Proceeds from Share Transfer**

- Copy of Share Transfer Deed.
- Evidence of Settlement by Transferee
- Tax Clearance Certificate

**l. Purchase of Capital & Monetary Instruments Abroad**

- Copy of Prospectus/or Sale –Purchase Agreement.
- Transfer to brokerage firm or issuing institution.

**m. Transfer of Proceeds from Sale of Landed Property (by non- Ghanaians)**

- Evidence of Title.
- Copy of Transfer of Title Deed
- Evidence of Settlement
- Tax Clearance Certificate.

**n. Purchase of Property Abroad**

- Offer letter
- Sale/Purchase Agreement
- Title Deed
- Valuation Report (if available)
- Demand Note from lawyers/estate agent

**o. Mortgages**

- Mortgage Agreement (copy) in the name of the applicant showing the individual percentage and amount to be contributed.
- Bank's assessment certificate in granting the mortgage facility.
- Letter from the bank confirming that applicant has taken mortgage, stating amount, tenor etc.

**p. Remittance of Proceeds from Trade Fair Participation by Non-Residents.**

- Certificate of participation issued by Ghana Trade Fair Authority.
- Evidence of Sales and Payments.

**q. Other Payments (Subscription, Educational, Medical, etc.)**

- Invoice or Bill or Debit Note

**r. Transfer of funds to augment working capital (or equity contribution abroad)**

- Board resolution
- Income surplus account (no overdraft /operational funds)

**s. PAYMENT FOR LEASE OF AIRCRAFT**

- Lease agreement with payment details
- Registration with Ghana civil aviation authority
- Debit Note/ Invoice---Optional