



REGISTRAR GENERAL'S DEPARTMENT
MINISTRY OF JUSTICE AND ATTORNEY GENERAL

Registration of a Company Limited By Shares Online



Important

This pamphlet is intended to provide a general guide. It should be read in conjunction with the provisions of the Companies Act 1963, (Act 179) of Ghana and should not be regarded as a substitute for reading it.

Companies are advised to seek independent professional advice as they see fit.

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Website : <https://www.rgd.gov.gh/>

Portal : www.rgdeservices.com or www.rgd.gov.gh (click on 24/7 online registration)

1. What is an electronic Company Registration?

Electronic Registration is a 24-hour online service provided by the Registrar-General's Department (RGD) to facilitate electronic submission of applications for individuals who wish to register their Companies online via the portal.

2. What is a company limited by shares and who can register?

It is a corporate structure whereby the shareholder's liabilities are limited to any amounts unpaid on the shares, and once a shareholder has fully paid for his shares, he/she is not to incur any further liabilities in respect of the company. Thus no contribution is required from any member, exceeding any amount unpaid on his shares, when the company is being wound up.

3. What information would I need to register a company limited by Shares?

- Individual Tin for all officers
- Company name to be registered
- Company address/Location
- Auditor's Letter of Consent
- A minimum of two Directors & a Secretary
- One Director must at all times be resident in Ghana
- At least one shareholder

4. How can I submit an application for a company limited by shares electronically?

You can submit an application after you have been registered as a portal account user on www.rgdeservices.com. You can register as an Individual User or a Company User free of charge to enjoy the convenience of our electronic services. All registration documents are to be completed by being filled, scanned and uploaded during the registration process

5. What would I need to be registered as a portal user?

To be a portal user you would need a Tax Identification Number (TIN). If you do not have a TIN, you would need a scanned copy of any of Your government issued photo identification's like any of the following:

National ID Card, Passport, Voters I.D. Card or a Driver's License to upload during the registration to acquire the TIN.

After uploading, click on Portal Accounts on the login page and follow the instructions to acquire the access to use our Portal to register Businesses.

The scanned documents will be reviewed by RGD staff who will send a confirmation link to the email attached to your TIN for activation of the account with the password provided if the documents are approved.

6. How can I register a company limited by Shares after creating a portal account?

To register as a Company Limited by Shares, users will need to:

- Download, Print, Complete, Sign and Scan Regulations, Forms 3 and 4 and attach a signed Auditors introductory letter of Consent.
- A Company could also have its own Regulations prepared as Non Standard Regulations scanned together with a Form 3 & 4.
- Click on the Entity Registration link on the left pane of the page
- Click on the Create new button if the name has not been reserved or click on the create a name from the name reservation button if the name has already been reserved.
- The Entity name field should be completed with the Company Name and this must end with "**LIMITED**"
- Input the required information on all the fields
- All Directors, Secretary, Shareholder/s, Auditing Firm should have Individual TIN's;
- Do not leave any field blank if even the information has been provided already in the mandatory fields;
- Upload and scan, the completed and signed documents and Forms;
- Remember to click on commence business straight away checkbox if Company is not one that requires a Licence from a Regulatory Body such as Banks, Security Companies, Educational Institutions such as Universities and Companies regulated by the Securities Exchange Commission.
- Such Companies would require to click on Incorporate Button only and wait for a License from the Regulatory Bodies before the Commencement Certificate can be approved.
- Make the payment online via GEPP
- The status of the application will be communicated by SMS until final approval of Certificate of Incorporation

and Certificate to Commence Business depending on which type of Company is being registered.

- Generate eCertificate and associated documents

7. Are there any differences in the application documents

delivered in electronic form and hard copy form for the company limited by Shares registration?

No! The application documents delivered in either an electronic Form or hard copy Forms are the same. The required documents are to be attached during the registration(online) process.

8. How can I make an online payment?

You can make payments via NITA's Ghana Electronic payment platform (GEPP) with the following mode of payments: VISA Card, Master Card, eTransact, PayAll Mobile Money and Bank Transfers.

9. What documents will I receive after completing the registration process and how can I get the Company Incorporation Certificates?

You will be able to generate an electronic copy of the Certificate of Incorporation, Certificate to Commence Business and Certified True copies of the Forms 3,4 and Regulations upon completion of the registration process.

RGD has incorporated two type of Certified Certificates for online business registration.

- **Electronic Certificates:** This type of Certificate is available for 14 days and should be used electronically within 14 days, you can save or print it. It can be requested for after 14 days at a fee of Ghc10.00 per document if the need be.
- **Hard copy Certificates:** Hard copy Certified Certificates are also made available to portal users. The Certificates are made available at our offices depending on the Region it was completed in during the online registration process and can be requested for.

10. What other services do RGD offer online?

We have made the following services available online:

- Business Name searches
- Business Registration
- Marriage bookings
- Estate interview bookings
- Filing of statutory forms including Annual Returns /Renewal
- E-payment
- Live chat
- Searches of registered companies

11. What can I do if I want to search for a Company's information from the RGD's database?

The [E-shop](#) function gives members of the public the option to search for a company's detailed information. Some personal information however cannot be accessed per the Data Protection Act 2012, Act 843.

12. How do I search for the availability of a Company Name

The Name search function is available on the portal to help to make a search on a name whether the name is available or not and can be used.

Note:

Users should note that the final decision on the use and suitability of a Business and Company name rests with the Registrar-General alone.

13. Where can I ask for further information?

Please contact the Service Help Desk Support Service Team

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Telephone	: +233 302 664691-93
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