

# CORPORATE IMMIGRATION MANUAL



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# Immigration & Legal Services in Ghana

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2014 EDITION





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## INTRODUCTION

**G**hana, a country on the West Coast of Africa, shares boundary with Togo to the east and La Cote D'Ivoire to the West, Burkina Faso to the north and the Gulf of Guinea, to the south. Ghana Has a population of over 22 million people with over 25 ethnic languages spoken. Ghana is a primarily an agricultural region but the recent discovery of oil in the Gulf of Guinea has the potential to transform Ghana into an important oil producer and exporter.

Corporate Immigration is therefore key to the economic transformation of the country into a middle income status in the near future. This manual seeks to provide a brief overview of the regulatory regime governing corporate immigration in Ghana and current practice.

# About Globetrotters

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GLOBETROTTERS provides full-scope Corporate Immigration, Legal, Government Relations, and Labour & Employment consulting advice in connection with starting and operating a business in Ghana, extending the business or moving the business to Ghana.

With our excellent relationships with regulatory bodies and by continuously engaging them on policy issues, we are well placed to offer total solutions to our clients.

We are made up of a team of professionals who offer the best immigration solutions to our clientele. Our founder and Managing Partner Paa Kwesi Hagan has been recognised in Who's Who Legal Ghana 2014 as one of the key experts in the Labour and Employment sector in Ghana.

Further, Mr Hagan has also been nominated by Who's Who Legal as one of the world's leading corporate immigration lawyers.

## Corporate Immigration and Regulatory Compliance

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Our compliance team will help you to start a business or extend your business activity into Ghana. We provide quality advice on all the Legal, Regulatory and Immigration requirements to be met in order to obtain authorization to do business under the Ghanaian law. Our compliance team at Globetrotters will conduct a needs assessment of your company and provide you with well tailored solutions.

We advise our clients on all potential legal, compliance and practical issues connected with starting and operating a business in Ghana, including performing due-diligence with third parties (if necessary), the potential establishment of a business entity (if required under the specific conditions) and necessary registrations and permits to be obtained. We provide our services on a turnkey-solution basis, providing all possible assistance in accordance with your wishes, needs and the conditions of your business until the legal requirements for starting and sustaining your business are met.

Our Corporate Immigration practice assists global corporations to move their employees into Ghana to execute assignments whilst advising them on local content policies in their various sectors.

Globetrotters provides advice on immigration, legal, labour and compliance matters related to your business operations (expatriate quota acquisition, visa acquisition and renewal, work permit acquisition and renewal, employment issues, statutory representative issues, contractual standards as well as rental issues in Ghana.

In addition Globetrotters performs immigration audits on behalf of clients.

## Immigration Regime in Ghana

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The primary legislation governing immigration in Ghana is the Immigration Act, 2000, (Act 573) and the Immigration Regulations, 2001 (L.I 1691). This serves as the primary source for all immigration services provided in Ghana. The Ghana Immigration Service is the frontline agency responsible for the entry, residence and employment of foreign nationals in Ghana in accordance with the provision of the Immigration Act (Act 573), 2000.

However, Ghana's immigration scene makes room for various other players (i.e. agencies and regulators) to play various roles in some immigration processes relevant to the needs of the workforce in their individual sectors. These include the Petroleum Commission (PC) in respect of Petroleum Companies and companies offering services to the petroleum sector, Minerals Commission (MC) for mining companies and mining support companies, Ghana Investment Promotion Center (GIPC) for other companies with non-Ghanaian participation and the Free Zones Board (GFZB) for companies registered as Free Zones companies.

The involvement of these regulators may be in the form of issuing automatic immigrant quotas to the control over the entire work authorization processes for companies intending to employ foreign national. One requires an excellent understanding of this regime in order to effectively manage the immigration needs of its foreign employees wishing to live and work in Ghana.

## What is a work permit?

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Ghana's Immigration Act stipulates that a work permit is an authorization granted for the employment of foreign nationals specifying the number and description of persons authorized to be employed. The permit specifies the employer by whom that person is to be employed and the holder may only engage in the particular employment, business or professional occupation specified in the work permit.

## What are the main categories of work permits available in Ghana?

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Traditionally, there have been two main types of work permits available in Ghana namely;

- Temporary work permit. This category is valid for a period of six months and has no option for renewal ; and
- Long term/Standard work permit. This work permit is usually valid for a period of one year and may be renewed subject to satisfying the conditions for renewal.

## Which Institution(s) issue work permits in Ghana?

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Foreign nationals wishing to work in Ghana may obtain a work permit upon application to the Ministry of interior through the Ghana Immigration Service (GIS)

Corporate bodies and other institutions that wish to employ foreign nationals may obtain work permits for these employees upon application to the Ministry of Interior through the Ghana Immigration Service. There may be a need for companies in various sectors to additionally comply with regulations of their sectors with respect to obtaining work permit.

These bodies include:

- Ghana Investment Promotion Centre (GIPC), for foreign investors engaging foreign nationals to work with them
- The Ghana Free Zones Board (GFBZ), for foreign investors engaging foreign nationals to work with them.
- Petroleum Commission (PC), for companies engaging foreign nationals to work in the Petroleum sector.
- National Communication Authority (NCA), for companies engaging foreign nationals to work in the Communication sector.
- Minerals Commission (MC) for companies engaging foreign nationals to work in the Mining sector.

## What documents are required to obtain a work permit in Ghana?



Generally, an application for work permit in respect of expatriate personnel is to be directed to the Ghana Immigration Service (GIS). Both the employer and prospective employee must provide the required documentation.

### Documents required from the employer include:

- Application letter on company's letterhead
- Business Registration Documents
- Tax Clearance Certificate (for existing companies)
- Offer letter/Appointment letter/ Contract of employment
- GIPC Certificate (if registered)
- Letter of support from Ministry, Department or Agency (if required)

### Documents required from employee include:

- Bio data page of applicants passport;
- Resume;
- Medical Report to confirm fitness to work;
- Police Clearance Certificate from country of origin or current residence;
- Educational and Professional Certificates; and
- Copy of previous Residence Permit (in renewal cases)

## Can you start work immediately after obtaining a Work Permit?

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The work permit is the first stage in the work authorization process and therefore does not entitle a prospective employee to engage in work activities in Ghana. An applicant is additionally required to obtain a Residence Permit before they are fully work authorized.

## What is the processing time for a Work Permit Application?

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Applications for work permits are processed within four (4) weeks upon submission.

## Can a Work Permit be Renewed?

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The law provides that a person who has been granted a work permit may one month before the expiration of that permit apply to the Immigration Quota Committee in the prescribed manner for the renewal of the permit and the application for renewal shall be treated as a fresh application.

## What is a Rotator Permit?

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This is a new category that has been created specifically for the oil and gas workers.

### **WHAT ARE THE TYPES OF ROTATOR PERMITS?**

- Short term Rotator permits for engagements up to six months; and
- Long term Rotator Permits for periods between six to twelve months

### **IS THE ROTATOR PERMIT ANY DIFFERENT FROM CURRENT TEMPORARY AND STANDARD WORK PERMITS**

No. The short term Rotator Permit is akin to a temporary work permit that already exists whilst the Long term Rotator Permit may be likened to the standard work permit issued for a year

## **ARE THERE ANY ADDITIONAL REQUIREMENTS OR RULES APPLICABLE TO ROTATOR PERMITS?**

Save government fees introduced for this category no additional requirements or directives have been issued specifically with respect to this category and as such current requirements for processing work permits still apply.

## **What is an Automatic Immigrant Quota?**

Automatic Immigrant Quotas are indefinite work permit allocations issued by the Ghana Investment Promotion Center to fully or partly-owned foreign companies registered with it and based on their level of investments or foreign paid up capital. Currently, a company with paid up capital of not less than fifty thousand (50,000) dollars and not more than two hundred and fifty (250,000) dollars is entitled to an (one) automatic expatriate quota. Paid up capital of between two hundred and fifty (250,000) dollars and five hundred thousand (500,000) dollars entitles a company to two (2) automatic quotas, five hundred thousand (500,000) to seven hundred (700,000) dollars entitles company to three (3) automatic quotas whilst seven hundred (700,000) to one million (1m) dollars entitles one to four (4) automatic quotas . Irrespective of the above quotas, the Ghana Immigration Service (GIS) may refuse to grant a visa to an expatriate to who a quota relates; where GIS has sufficient reason to believe that the expatriate is not a desirable person who should be permitted to enter the country .

## **How may you obtain an Automatic Immigrant Quota?**

One may only obtain an Automatic Immigrant Quota after satisfying the requirement of registration with the GIPC. An application may be made to GIPC for Quota by the company who must enclose the Resume and bio data page of the prospective employee's passport.

## **Can you work immediately after obtaining an Automatic Immigrant Quota?**

The Automatic Quota is the first stage in the work authorization process for companies eligible for quotas from GIPC and therefore does not entitle a prospective employee to engage in work activities in Ghana. An applicant is additionally required to obtain a Residence Permit before they are fully work authorized.



## Are there any specific requirements imposed by sector Regulators likely to influence work permit applications?

There are some sector specific requirements/controls placed on companies who intend to employ foreign nationals. These Regulators include the Ghana Free Zones Board, Petroleum Commission and Minerals Commission

### a) Ghana Free Zones Board (GFZB)

The work permit application for holders of free zone licenses must be directed to the GIS through GFZB. The application must be accompanied with all documents for obtaining a standard work permit application above . However, the entire process is controlled by the GFZB, who will forward application to GIS on behalf of applicants and provide approvals when obtained.

### b) Petroleum Commission

Petroleum companies as well as companies offering services to the petroleum sector may apply for work permits for their expatriate personnel through the Petroleum Commission (PC) of Ghana. The company must provide, among others, a justification for employing a foreign national. The Petroleum Commission will typically ascertain whether the prospective employee possesses the technical skill set required for the industry as well as the unavailability of such skill set in Ghana. Upon satisfying itself, the PC will receive all GIS requirements for obtaining a work permit and process the application on behalf of the company. Approvals will be forwarded to the companies upon receipt of same from the Ghana Immigration Service.

### c) **Minerals Commission**

The Minerals Commission is the regulator of the mining sector . In practice, companies registered under the Commission require a letter of support from the Minerals Commission in applying for work permits for its expatriate employees.

## **What is a Residence Permit?**

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A Residence Permit is usually obtained after the grant of a work permit.

## **What documents are required to obtain a Residence Permit?**

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A formal application must be made on behalf of the employee to the Ghana Immigration Service. The following must accompany the application:

- a) Attach two(2) recent passport pictures
- b) Copy of Non Citizens ID Card
- c) Original Passport of employee
- d) Approved work permit/Automatic Quota
- e) Current Company Tax Clearance Certificate (for existing companies)
- f) Letter of support from GIPC, Ghana Free Zones Board or Mineral Commission (where applicable)
- g) Police Clearance Report from home country
- h) Medical Report
- i) Business Registration Documents
- j) Offer letter/Appointment letter/ Contract of employments

## **What is the processing time for a Residence Permit Application?**

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Within three (3) to four (4) weeks after submission of all documentation to Ghana Immigration Service for processing. Note that all required documents must be submitted and omissions may cause delays in processing.

# Can a dependent of a holder of a Ghanaian Residence Permit lawfully reside in Ghana?

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A foreign employee who holds a Residence Permit may apply for a Dependent Residence Permit for his dependents.

**The following documents are required for dependents residence permit;**

- Application letter on Company's letterhead requesting for residence permit
- Two passport size photographs of applicant
- Birth certificate (if child)
- Marriage Certificate (If spouse)
- Copy of Non Citizens ID Card

## Can a Residence Permit be Renewed?

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A person who has been granted a residence permit under the Immigration Act may one month before the expiry of that permit apply to the Director in the prescribed manner for the renewal of the permit.

## Can a Residence be Revoked?

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The Director of Immigration may revoke the permit of a foreign national on grounds of fraudulent misrepresentation or any other illegal practices or where the conditions governing a permit has been broken or breached.

## What is a Visitor's Permit?

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All categories of foreign travellers after satisfying the relevant entry requirements may be granted visitor's permit to enter and remain in Ghana for a temporary period not exceeding;

- Two (2) months or 60 days, and in the case of ECOWAS national not exceeding three (3) months or 90 days.
- A visitor's permit shall be granted subject to the condition that the person to whom

it is granted shall not undertake any occupation or profession for reward, except such as may be specified in the permit.

- Every visitor to Ghana requires a Visa/Entry permit except Ecowas citizens and Nationals from Zimbabwe, Singapore, and Trinidad and Tobago.
- Nationals of the under listed countries are entitled to Gratis Visas issued at Ghana Foreign Mission; Malawi, Lesotho, Egypt, Germany - Holders of service passport only and Holders of UN
- Travel certificate/Laissez passer.

## What is a Visa?

This is an official endorsement made on a passport showing that it has been examined and the bearer is permitted to proceed. A visa includes a permit and a re-entry visa

## What type of Visas may be issued to Foreign Nationals?

**DIPLOMATIC VISA:** Diplomatic visas are issued to members of the diplomatic or consular services of a foreign country who are duly accredited to Ghana by the government of the country concerned i.e. Ambassadors, High Commissioners, Public Ministers, Career Diplomats or Consular Officers etc.

Officials of International Organizations who are entitled to diplomatic privileges by, or under the provisions of any enactment, such as the United Nations and its specialized Agencies, World Bank officials on official duty or assignment in Ghana.

Members of immediate families of these categories are also granted diplomatic visas. These are coded as A1, A2, A3, and are issued gratis.

**ORDINARY VISA:** These are issued to several sub-categories of visitors on business, tourism or holidays, temporary employment, transit etc. These are coded to determine the type or nature of visit. The most common ones are:

B-1–Business Visa.

C-1; C-2 – Transit Visa

B-2 – Holiday/Tourist Visa

D – Crew Visa

# What is an Entry Visa?

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An entry visa issued by Ghana Immigration Service is an authority or permit issued to foreigners who wish or desire to enter, or transit through Ghana's territory.

## Are you exempted from obtaining an Entry Visa?

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The following category of foreigners will not require entry visas.

### **ECOWAS Citizens**

- The Republic Of Benin
- The Republic Of Guinea
- Burkina Faso
- The Republic Of Cote D'ivoire
- The Republic Of Mali
- The Federal Republic Of Nigeria
- The Republic Of Togo
- Sierra Leone
- The Republic Of Senegal
- The Republic Of Niger
- The Republic Of Liberia
- The Republic Of Cape Verde
- The Republic Of Guinea Bissau
- The Republic Of Gambia

### **Nationals of the following commonwealth Countries, East and Southern African Countries**

- Botswana
- Lesotho
- Malawi
- Swaziland
- Tanzania
- Uganda
- Zimbabwe

### **Other Countries**

- Egypt
- Kenya
- Singapore
- Trinidad And Tobago

### **Holders of Diplomatic Passport/Service Passport of the following Countries (for a period not exceeding three (3) months)**

- Brazil
- Cuba
- Germany
- Iran
- Hong Kong

### **Holders of Official Passport of African Union, Regional Economic Communities in Africa, United Nations and Its Specialized Agencies**

- The World Bank
- Africa Development Bank
- IMF
- WFP

## **Which institution(s) issue Entry Visas?**

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Ghana entry visas are obtainable from any Ghana Embassy, High Commission or Consulate abroad. Where Ghana has no Consular or Diplomatic representation entry visa may be issued on arrival, if the Director of Immigration has prior notification from travellers or their sponsors or hosts and approval has been granted.

# What are the requirements for an Entry Visa?

**A person who is seeking to enter Ghana requires the following;**

- Possession of a valid passport or other travel document and valid visa to enter Ghana where applicable.
- Must have been exempted from obtaining a visa to enter Ghana.
- Must have his name endorsed upon a visa and is in the company of the holder of the visa.
- Must have applied and been granted an emergency entry permit ; or
- Must have been admitted to diplomatic status by the Government of Ghana.

## What are the requirements of a Holiday/Tourist (B-2) visa?

**A person seeking to enter Ghana for a holiday should;**

- Be in possession of a valid passport, or any other travel document.
- Have a visa or be person's exempted from obtaining visa to enter Ghana.
- Have applied and been granted an emergency entry visa
- Be a person admitted to Diplomatic Status by the Government of Ghana

## What are the requirements to obtain a Business Visa (B-1)

**Requirements include :**

- Completed Visa Application Forms;
- Colour passport size photos (2x) to be pasted or stapled in designated place on application form;
- Business, Residential addresses and contact telephone numbers to be provided;
- Occupation;
- Financial means to be indicated;

- Proposed date of travel;
- Names and Addresses of references and/ Accommodation in Ghana (if it is a hotel detail to be provided);
- Invitation letter (if required)

## What activities may be permitted on a Business Visa?

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Activities include undertaking business meetings and conferences. It may also extend to cover short training programs, installation and repair of equipment for very short periods.

Can you apply for an extension of your Business Visa?

A visitor is usually granted a sixty (60) days permit on arrival at the point of entry. The permit may be extended on application to the Director of Immigration in country.

## What is a Transit Visa (C-1; C2)?

---

A Transit visa may be issued by an immigration officer to a person who intends to pass through Ghana on satisfactory fulfilment of the relevant entry requirements. The maximum period of stay to be granted to a visitor in transit is 48 hours. An application for an extension of stay beyond 48 hours may be refused unless circumstances beyond the control of the visitor have arisen e.g. where there is no flight available. This permit shall be subject to the condition that the person shall not undertake any occupation for reward.

## What is a re-entry visa?

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The law provides that where a person is lawfully in Ghana, who is not a citizen or the holder of a residence permit seeks to leave Ghana temporarily, that person may be granted a re-entry visa by the Director of the Ghana Immigration Service (GIS) upon application made in the prescribed manner and the payment of the prescribed fee.

## What are the requirements for a Re-Entry Visa?

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- Filling of an application for a grant of visa /permit to return to Ghana which is available at the Ghana Immigration Service (GIS) Headquarters Accra.
- Attach two (2) current passport size photographs

## What is an Emergency Entry Visa?

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Emergency Entry Visa is issued upon arrival and is usually valid for 14 days. It may be obtained where an application has been filed on behalf of the foreign national by other national's host with the Director of Immigration under very limited conditions:

- that the country of origin has no Ghana consulate or diplomatic representation; or
- that the applicant is proceeding to Ghana at a short notice for business transactions;
- that the applicant is a guest of the Government or a member of a delegation which is coming to Ghana at the instance of the Government at short notice; or
- that the entry permit of an applicant who is a person resident in Ghana has expired while the applicant was outside Ghana; or
- that it is practically impossible to visit the nearest Ghana consular office due to the urgent nature of one's travel.

## What are the requirements for an Emergency Visa?

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Application for visa on arrival may be submitted by visitor's host, business partner, and representative or directly by fax or email. The application letter should indicate the following;

- Purpose of visit
- Reasons for inability to obtain visa at Ghana mission
- Bank statement(where applicable)
- Expected date of arrival and flight details

- Duration of stay
- Lodging / Hostel reservations
- Place of embarkation
- Contact address in Ghana

The application must be accompanied with the following documents:

- Bio data page of passport of signatory to application letter
- Bio data page of applicants passport
- Corporate Tax Clearance Certificate
- Business Registration documents

## Are there any Penalties for Illegal Employment?

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A penalty of GH 5000 is payable by the defaulting company for illegal employment payable

## Do you need to be registered as a foreign national(s) in Ghana?

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The following foreign nationals in Ghana are mandated to obtain a Non-Citizens Ghana Card:

- A foreign national permanently residence in Ghana;
- A foreign national with resident permit of at least twelve (12) months; or
- A foreign national who is cumulatively resident in the country for at least ninety (90) days in any given year

Registration cover all foreign nationals who are six (6) years and above

## What documents do you need to complete registration?

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- Passport
- Residence Permit

# What is an Annual Return?

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A document in a prescribed form detailing the names and addresses of all foreign nationals employed by any entity in Ghana as at the first day of January of any year. The law provides sanctions for non-compliance.

## APPENDIX

### LIST OF GHANA MISSION ABROAD

#### AFRICA

| COUNTRY              | ADDRESS  | EMAIL   | TEL/FAX   |
|----------------------|--|---|---|
| <b>Algeria</b>       | Embassy of the Republic of Ghana 62, Rue Des Frere Benali Abdellah Hydra, Algiers, Algeria   | Email: ghanaemb@assila.net                                | Tel: (213-21) 692444; 692476<br>Fax: (213-21) 692856                |
| <b>Angola</b>        | Embassy of the Republic of Ghana Rua Cirilo Da Conceicao E Silva 5, lo A   | embassyghana@ebonet.net                                   | Tel: (244-222) 339222; 338239<br>Fax: (244-222) 338235              |
| <b>Benin</b>         | Embassy of the Republic of Ghana B.P. 488, cotonou, Guinea   | ghaemb02@leland.bj  | Tel: (29-21)300746;046140<br>Fax: (229-21) 300345; 309250           |
| <b>Burkina Faso</b>  | Embassy of the Republic of Ghana, 01 - B.P. 212, Ouagadougou – 01, Burkina Faso  | Email: parent@lipt.infor.<br>bfembagna@fasonet.bf         | Tel: (226-50) 307635; 301701,<br>Fax: (226-50) 306960               |
| <b>Congo</b>         | Embassy of the Republic of Ghana, 206, Av. Pierre - Mulele (ex 24 Novembre) P.O. Box 7955 KIN I Kinshasa, Democratic Republic of Congo | Email: ghanaemkin@yahoo.com, Website: www.ghanaembassy.cu | Tel: (243-81) 7008795, Fax: (243-81) 3464048                        |
| <b>Cote D'ivoire</b> | Embassy of the Republic of Ghana, Text Box: 401 B.P. 1871, Abidjan, Cote D'Ivoire  | E.mail: ghanaemb.abj@avisa.ci                             | Tel: (225-22) 410288; 410290,<br>Fax: (225-22) 410399               |
| <b>Egypt</b>         | Embassy of the Republic of Ghana, 1, 26th July Street, Lebanon Square Mohandessin, Cairo   | E.mail: ghmf23@tedata.net.egghmf23@rite.com               | Tel: (202) 3303 2290; 3344 4455;<br>3303 2293, Fax: (202) 3303 2292 |

|                          |   |  |  |
|--------------------------|---|--|--|
| <b>Ethiopia</b>          | Embassy of the Republic of Ghana, P.O. Box 3173 Addis Ababa, Ethiopia                         | E.mail: ghmf24@ethionet.et   | Tel: (251-11) 371 1402; & 653 4434, Fax: (251-11) 371 2349 |
| <b>Equatorial Guinea</b> | Embassy of the Republic of Ghana, B.P. 289 Caracolas Malabo Equatorial Guinea                 | Email: ghemb.go@live.com, Website: www.ghanaembassy.it                             | Tel: (240) 098 909, Fax: (240) 098 882; 098 883            |
| <b>Guinea</b>            | Embassy of the Republic of Ghana, B.P. 732, Conakry, Guinea                                   | E.mail: ghanaem13@yahoo.co.uk  | Tel: (224) 63-409560, Fax: (224) 30-463136                 |
| <b>Kenya</b>             | Ghana High Commission P.O. Box 42824 – 001 00 Nairobi Kenya,                                  | E.mail: info@ghanahighcom.or.ke ghc@ghanahighcom.or.ke chancery@ghanahighcom.or.ke | Tel: (254-20) 2421801; 8025265, Fax: (254-20) 8025477      |
| <b>Liberia</b>           | Embassy of the Republic of Ghana, P.O. Box 6421 Monrovia, Liberia                             | E.mail: ghanembl1@yahoo.com  | Tel: (231-77) 016920; 000813, Fax: (231-77) 036153         |
| <b>Libya</b>             | Embassy of the Republic of Ghana, P.O. Box 4169 Tripoli Libya                                 | Email: ghanemb@all-computers.com   | Tel: (218-21) 477 2534 Fax: (218-21) 477 3557              |
| <b>Mali</b>              | Embassy of the Republic of Ghana B.P. 3161, Bamako, ACI 2000, Hamdallaye Republic of Mali     | E.mail: ambghana@orangemali.net  | Tel: (223) 229 6083; 229 0938 Fax: (223) 229 6084          |
| <b>Morocco</b>           | Embassy of the Republic of Ghana, 27, Rue Ghomara La Pinede-Souissi Rabat, Kingdom of Morocco | Email: ghanaemb@menara.ma  | Tel: (212-37) 757620; 755219; 755195; Fax: (212-37) 757630 |
| <b>Namibia</b>           | Ghana High Commission, P.O. Box 24165 Windhoek Namibia  | E.mail: ghmissio@mweb.com.na   | Tel: (264-61) 221341; 221342, Fax: (264-61) 221343         |
| <b>Nigeria</b>           | Abuja - Ghana High Commission, P.O. Box 2025 Garki, Abuja Nigeria                             | ghana_h@hotmail.com, ghcomabuja@yahoo.com  | Tel: (234-9) 4615400; 4615420, Fax: (234-9) 4615407        |

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|                     | Lagos- Ghana<br>Consulate-General P.O.<br>Box 889, Lagos, Nigeria                          | E.mail: ghacom03@<br>coollink.us, ghacom03@<br>yahoo.com          | Tel: (234-1)<br>9501338/54;<br>9501840, Fax:<br>(234) 1-6283471     |
| <b>Senegal</b>      | Embassy of the Republic<br>of Ghana, B.P. 25370<br>Fann Dakar, Senegal                     | E.mail: info@ghembsen.<br>org, Website: www.<br>ghembsen.org      | Tel: (221-33) 869<br>1990, Fax: (221-33)<br>820 1950                |
| <b>Sierra Leone</b> | Ghana High Commission,<br>16 Percival Street<br>Freetown Sierra Leone                      | E.mail: ghahicom@yahoo.<br>com                                    | Tel: (232-22)<br>223461; 223462,<br>Fax: (232-22)<br>226387         |
| <b>South Africa</b> | Ghana High Commission,<br>P.O. Box 12537 Hatfield<br>0028, Pretoria South<br>Africa        | E.mail: ghanahc@iburst.<br>co.za                                  | Tel: (12) 342 5847;<br>342 5848; 342<br>5849, Fax: (12)<br>342 5863 |
| <b>Togo</b>         | Embassy of the Republic<br>of Ghana B.P. 92, Lome<br>Togo                                  | E.mail: ghmf01@cafe.tg<br>ghmf01@laposte.tg                       | Tel: (228) 221-3194;<br>221 2602 Fax:<br>(228) 221 7736             |
| <b>Zambia</b>       | Ghana High Commission,<br>No. 28 Bwinjimfumu<br>Road, P.O. Box RW<br>50515, Lusaka Zambia  | E.mail: ghcomlsk@gmail.<br>com                                    | Tel: (260-21) 123<br>8128, Fax: (260-21)<br>123 8131                |
| <b>Zimbabwe</b>     | Ghana High Commission,<br>11 Downie Avenue,<br>Belgravia P.O. Box 4445,<br>Harare Zimbabwe | E.mail: ghanaembassy@<br>zol.co.zw ghcom25@<br>africaonline.co.zw | Tel: (263-4)<br>700982; 701009;<br>252604, Fax: (263-<br>4) 707076  |

## EUROPE

|                             |   |  |  |
|-----------------------------|---|--|--|
| <b>Belgium</b>              | Embassy of the Republic<br>of Ghana, 7 Bld General<br>Wahis B - 1030 Brussels,<br>Belgium | E.mail: ghanaemb@<br>chello.be, Website: www.<br>ghanaembassy.be | Tel: (32-2) 705<br>8220, Fax: (32-2)<br>705 6653     |
| <b>CZECH<br/>(SLOVAKIA)</b> | Embassy of the Republic<br>of Ghana, V Tisine 4,<br>Prague 6 Czech Republic               | E.mail: ghanapraggue@<br>yahoo.com, ghanaemb@<br>gmail.com       | Tel: (420-233) 377<br>236, Fax: (420-233)<br>375 647 |
| <b>France</b>               | Embassy of the Republic<br>of Ghana, 8 Villa Said<br>75116 Paris, France                  | Email: chancery@amb-<br>ghana.fr                                 | Tel:(33-1)4500<br>0950; Fax (33-1<br>4500 8195       |

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| <b>GERMANY<br/>(Berlin)</b>     | Embassy of the Republic of Ghana<br>Stavangerstrasse 17 & 19<br>10439 Berlin, Germany                    | E.mail: <a href="mailto:chancery@ghanaemberlin.de">chancery@ghanaemberlin.de</a>  | Tel: (49-30) 547 1490<br>Fax: (49-30) 446 74063                                      |
| <b>Italy</b>                    | Embassy of the Republic of Ghana, 4 Via Ostriana<br>00199 Rome, Italy                                    | E.mail: <a href="mailto:info@ghanaembassy.it">info@ghanaembassy.it</a> , Website: <a href="http://www.ghanaembassy.it">www.ghanaembassy.it</a>  | Tel: (39-6) 8621 7191; 8621 9307,<br>Fax: (39-6) 8632 5762                           |
| <b>Netherlands</b>              | Embassy of the Republic of Ghana Laan Copes<br>Van Cattenburch 70 2585<br>GD, The Hague, The Netherlands | E.mail: <a href="mailto:mission@ghanaembassy.nl">mission@ghanaembassy.nl</a> ,<br>Website: <a href="http://www.ghanaembassy.nl/">http://www.ghanaembassy.nl/</a>                                    | Tel: (31-70) 3384384; 3384385;<br>3384386, Fax: (31-70) 3062800                      |
| <b>Russia</b>                   | Embassy of the Republic of Ghana, 14 Skaterny<br>Pereulok Moscow,<br>Russia                              | E.mail: <a href="mailto:gh_emb_mos@yahoo.com">gh_emb_mos@yahoo.com</a>  | Tel: (7-495) 690 1969; 690, 2327;<br>690 2335, Fax:<br>(7-495) 690 2198;<br>690 2073 |
| <b>United Kingdom</b>           | Ghana High Commission,<br>13 Belgrave Square<br>London SW1X 8PN U.K.                                     | Email: <a href="mailto:information@ghanahighcommissionuk.com">information@ghanahighcommissionuk.com</a> , Website: <a href="http://www.ghanahighcommissionuk.com">www.ghanahighcommissionuk.com</a> | Tel: (44-20) 7201 5900; 7235 4142,<br>Fax: (44-20) 7245 9552                         |
| <b>Spain</b>                    | Embassy of Ghana, Calle Capitan Haya No 38, 10A - 28020 Madrid.  | Email. <a href="mailto:mission@ghanaembassyspain.com">mission@ghanaembassyspain.com</a>   | Tel: (34-91) 5670440,<br>56670390  |
| <b>Denmark</b>                  | Embassy of the Republic of Ghana, Egebjerg Alle 13 DK-2900 Hellerup<br>Copenhagen Denmark                | E-mail: <a href="mailto:ghana@mail.dk">ghana@mail.dk</a>  | Tel: (45-39) 62 8222, Fax: (45-39) 621652  |
| <b>Switzerland<br/>(Berne)</b>  | Embassy of the Republic of Ghana, 11 Belpstrasse<br>Postfach CH-3001 Berne                               | E-mail: <a href="mailto:ghanaemb@tcnet.ch">ghanaemb@tcnet.ch</a> , Website: <a href="http://www.ghanaembassy.ch">www.ghanaembassy.ch</a><br>Switzerland   | Tel: (41-31) 381 7852-4, Fax: (41-31) 381 4941                                       |
| <b>Switzerland<br/>(Geneva)</b> | Ghana Permanent Mission, 56, Rue De Moillebeau 1209<br>Switzerland Geneva                                | E-mail: <a href="mailto:chancery@ghanamission.ch">chancery@ghanamission.ch</a> , Website: <a href="http://www.ghanamission.ch">www.ghanamission.ch</a>  | Tel: (41-22) 919 0450, 919 0451;<br>919 0452, Fax:<br>(441-22) 734 9161              |

## MIDDLE EAST & ASIA

|                            |  |   |   |
|----------------------------|--|---|---|
| <b>Australia</b>           | Ghana High Commission,<br>13 Numeralla Street<br>O'Malley, ACT 2606<br>Canberra Australia  | Email:gh57391@bigpond.<br>net.au, Website: www.<br>ghanahighcom.org.au              | Tel: (61-2) 6290<br>2110, 6286 7275,<br>6286 9175, Fax:<br>(61-2) 6290 2115   |
| <b>China</b>               | Embassy of the Republic<br>of Ghana, No.8, San Li<br>Tun Road Beijing 100600   | Email: ghaemb@public.<br>bta.net.cn, Website: www.<br>ghanaembassy-china.org.<br>cn | Tel: (86-10)<br>65321319;<br>65321544;<br>65322012, Fax:<br>(86-10) 65323602  |
| <b>India</b>               | Ghana High Commission,<br>13 Numeralla Street<br>O'Malley, ACT 2606<br>Canberra Ghana High<br>Commission, 50-N Satya<br>Marg Chanakyapuri New<br>Delhi 110021, India | Email: ghstarin@vsnl.net,<br>Website: www.ghanaindia.<br>com                        | Tel: (91) 26883298;<br>2688 3315, Fax:<br>(91) 2688 3202                      |
| <b>Iran</b>                | Embassy of the Republic<br>of Ghana, House No.<br>5, Amirie Souri Street<br>Zafernieh, Tehran Iran   | Email: ghanaembter@<br>yahoo.com  | Tel: (98-21)<br>22421447;<br>22175363, Fax:<br>(98-21) 22421448;<br>2621 8378 |
| <b>Israel</b>              | Embassy of the Republic<br>of Ghana, 12 Ha Chilazon<br>Street, P.O.Box 1958<br>Ramat-Gan 52522 Israel.   | Email: chancery@<br>ghanaemb.co.il, Website:<br>www.ghanaemb.co.il                  | Tel: (972-3) 576<br>6000, Fax: (972-3)<br>752 0827                            |
| <b>Japan</b>               | Embassy of the Republic<br>of Ghana, 1-5-21<br>Nishi-Azabu Minato-Ku,<br>Tokyo 106-0031 Azabu,<br>P.O.Box 16, Tokyo Japan  | Email: mission@<br>ghanaembassy.or.jp, www.<br>ghanaembassy.or.jp                   | Tel:(81-3) 5410<br>8631; 5410 8632,<br>54108633, Fax:<br>(81-3) 54108635      |
| <b>Korea (Republic of)</b> | Embassy of the Republic<br>of Ghana 5-4 Hannam-<br>Dong Yongsan-Gu Seoul<br>140-210 C.P.O Box 3887,<br>Seoul Korea   | Email: ghana3@kornet.net,<br>www.ghanaembassy.or.kr                                 | Tel: (82-2) 3785<br>1427; 749 8982;<br>749 8983, Fax (82-<br>2) 3785 1428     |
| <b>Malaysia</b>            | Ghana High Commission<br>14 Jalan ampang Hilir<br>55000 Kuala Lumpur<br>Malaysia   | Email:ghcomkl@tm.net.my   | (60-3) 4252 6995;<br>4257 9703; 4257;<br>1264, Fax; (60-3)<br>4257 8698       |

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|--------------|---|--------------------------------------|---|
| Saudi Arabia | Embassy of the Republic of Ghana, P.O. Box 94339 Riyadh 11693, Saudi Arabia             | E.mail: ghanaemb@naseej.com          | Tel: (9661) 4545122; 4545126, Fax: (9661) 4509819 |
| Turkey       | Embassy of the Republic of Ghana Ugur Mumcu'n un Sokagi No. 18/5 Gaziosmanpasa – Ankara | E.mail: ghanaembassyturkey@yahoo.com | Tel./fax: +903124360771                           |

## AMERICAS

|                          |  |  |  |
|--------------------------|--|--|--|
| Brazil                   | Embassy of the Republic of Ghana Shis QL 10, Conj. 08, Casa 02 CEP 71630-085, P.O. Box 07-0456 Brasilia-DF, Brazil | E.mail: ghaembra@zaz.com.br Website: www.ghanaembrasil.org.br              | Tel: (155-61) 3248-6047; 3248 6049, Fax: (55-61) 3248-7913 |
| Canada                   | Ghana High Commission, 153 Gilmour Street Ottawa, Ontario K2P ON8, Canada  | E.mail: ghanacom@ghc-ca.com, Website: www.ghc-ca.com                       | Tel: (1-613) 236 0871, Fax: (1-613) 236 0874               |
| Cuba                     | Embassy of the Republic of Ghana 5TA Ave. No 1808, Esquina A La Calle 20 Miramar Havana Cuba                       | Email: chancery@ghanaembassy.cu Website: www.ghanaembassy.cu               | Tel: (537) 2042153; 2042613 Fax: (537) 2042317             |
| United States of America | (Washington DC) - Embassy of the Republic of Ghana 3512 International Drive NW, Washington, DC 20008               | E.mail: admin@ghanaembassy.org Website: www.ghanaembassy.org               | Tel: (1) 202 686 4520, Fax: (1) 202 686 4527               |
| United States of America | (New York) - Ghana Permanent Mission to the United Nations, 19 East 47th street New York, N.Y. 10017, U.S.A.       | E.mail: ghanaperm@aol.com, ghanaun2@aol.com, Website: www.ghanaembassy.org | Tel: (1) 212 832 1300, Fax: (1) 212 751 6743               |

## CONSULATES GENERAL OF GHANA

|                            |  |   |   |
|----------------------------|--|---|---|
| Canada, Toronto            |  | E.mail: ghanaconsulate@rogers.com                             | Tel:+1 4168481015-6 Fax:+ 41 68481 01 7                     |
| Congo                      | Brazzaville, Ghana<br>Consulate-General, 206, Av. Pierre-Mulele, (ex 24 Novembre) P O Box 7955 KIN                 | E.mail: ghanaemkin@yahoo.com                                  | Tel: 00243<br>817008795, Fax:<br>00243 813464048            |
| Nigeria                    | Lagos - Ghana<br>Consulate-General,<br>No. 12b Oba Akinjobi Crescent, GRA, Ikeja, Lagos                            | E.mail:ghacom03@yahoo.com                                     | Tel: +234<br>(1)9501840, Fax:<br>No.+234 (1)<br>6283471     |
| New York                   | Ghana Consulate-General, 19 East 47th street, New York, N.Y. 10017, U.S.A  | E.mail: admin@ghanaembassy.org, Website: www.ghanaembassy.org | Tel: (1) 202 686 4520, Fax: (1) 202 686 4527                |
| Saudi Arabia               | Consulate-General of Ghana, No. 55, Jabel Al Tour Street, Musharifa District, Jeddah, P. O. Box 1657, Jeddah 21441 |   | Tel: (+966)<br>26607545; (+966)<br>548490049                |
| United Arab Emirates Dubai | Consulate General of Ghana, 36 Street, Villa No. 11, Al Jaffilia, P O Box 127776, Dubai                            |   | Tel: +971<br>043982017/<br>043987799 Fax:<br>+971 043982017 |



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