



GHANA IMMIGRATION SERVICE WORK PERMIT APPLICATION FORM

A. COMPANY PROFILE

- i. Name of Company
- ii. Ownership Structure
 Fully Owned Foreign Joint Venture
 Fully Owned Ghanaian Externally Registered
- iii. Date of Incorporation
- iv. Date of Commencement of Business
- v. Nature of Business
- vi. Postal Address Tel:
- vii. Location E-mail
- viii. Capital Invested/Equity
- ix. Number of Ghanians employed
- x. Number of Non-Ghanians employed
- xi. Number of Ghanaian(s) employed in management positions

NO.	NAME	POSITION
i.
ii.
iii.

B. QUOTAS AND WORK PERMITS

- i. Is the company a business entity?
- ii. Is the company registered with the GIPC?
- iii. How many automatic GIPC quotas does the company have?
- iv. How many have been utilized?
- v. HOW many expatriates are on work Permit?
- vi. How many immigrant quotas have been issued to the company/organization by the Immigrant Quota Committee (IQC)?

C. DETAILS OF PROSPECTIVE EMPLOYEE

- I. Name
- ii. Date and Place of Birth Nationality
- iii. Passport Number
- iv. Place & Date of issue
- v. Profession
- vi. Telephone Number and e-mail address of Prospective Employee

vii. Educational & Professional Qualifications

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viii. Previous work experience (if any)

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- ix. Marital Status Name of Spouse
- Nationality Profession
- x. Number of Children

NO. NAME

AGE

- i.
 - ii.
 - iii.
- Country of Residence

D. JUSTIFICATION FOR EMPLOYMENT OF NON-GHANIANS

- I. Why is the prospective employee being engaged? (please indicate special skills of the employee)

You may provide additional information on a separate sheet

- ii. Did the company advertise to employ a Ghanaian to this position first?
(If yes, provide evidence).
- iii. How did the employee find out about the job?
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E. EMPLOYMENT DETAILS

- I. Position to be occupied
- ii. Intended start date
- iii. Intended finish date
- iv. Job Description
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- v. Salary Per Month

Signature of Employer
Name:
Position in Company:
Date;

For Requirements, See back Page

F. FOR OFFICIAL USE ONLY

- i. Certificates of Registration;
 - a. Certificate of Incorporation
 - b. Certificate to Commence Business
 - c. Companies Code
- ii. GIPC Registration Certificate
- iii. Company's Current Tax Clearance
- iv. Company's Audited Accounts of Previous Year
- v. Medical Report from any recognized Hospital in Ghana
- vi. Police Clearance Report from Home Country
- vii. Marriage Certificate (if married to Ghanaian)
- viii. Letter of Support from Ministry, Department, Agency
- ix. Copy of Bio-data page of Employee's Passport
- x. Curriculum Vitae/Resume
- xi. Professional and Educational Certificate
- xii. Organization's annual Report
- xiii. Photocopy of Previous Resident Permit (if any)
- xiv. Officer/Appointment Letter/Contract of Employment

ASSESSMENT

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DIRECTOR'S REMARKS