

## **THE IMMIGRATION REGULATIONS, 2001 (LI 1691).**

### **ARRANGEMENT OF REGULATIONS**

#### **Regulation**

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#### **SCHEDULES**

IN exercise of the powers conferred on the Minister responsible for the Interior by section 55 of the Immigration Act, 2000, (Act 573) these Regulations are made this 19th day of July, 2001.

#### **Regulation 1—Examination and Condition of Entry**

- (1) An immigration officer may for the purposes of the Act interview persons entering Ghana or applying for permission or renewal of permission to enter Ghana.
- (2) Form A<sup>i</sup>[sic] in the Schedule (Disembarkation) shall be used for the purposes of section 2 (1) of the Act.

#### **Regulation 2—Persons to Produce Passport**

- (1) A person
  - (a) entering or leaving Ghana; or
  - (b) applying for permission or renewal of permission to be or remain in Ghana
 shall produce that person's passport to the immigration officer for inspection and stamping where necessary.
- (2) A foreign national shall at any time when so requested by an immigration officer of the rank of Inspector or above, produce that national's passport for inspection.

### **Regulation 3—Visa and Entry Permits**

- (1) A foreign national, except one from an ECOWAS country, entering Ghana shall have stamped or affixed in that national's passport a visa valid from the date on which the foreign national enters Ghana.
- (2) A foreign national who is an exempted person shall not be required to have a visa for entry into Ghana.
- (3) A foreign national shall not be required to have a visa or entry permit if that national is in possession of travel documents issued by the Government of Ghana.
- (4) An application for an entry visa into Ghana shall be made to the Director or the representative of the Director as in Form B in the Schedule.

### **Regulation 4—Emergency Entry Visa**

- (1) A foreign national who seeks to enter Ghana and who appears before an immigration officer without a visa shall in accordance with section 4(3) and 4(4) of the Act be granted emergency visa if the immigration officer is satisfied that the foreign national
  - (a) is not a prohibited immigrant;
  - (b) is in possession of a valid passport or travel document;
  - (c) is proceeding from a country
    - (i) where Ghana has no diplomatic mission or consulate; or
    - (ii) where Ghana has a representative, but the entry into Ghana is being sought for an emergency assignment;
  - (d) has had an application for emergency visa filed on the foreign national's behalf by that national's host with the Director of Immigration indicating
    - (i) personal details including nationality, place of residence in Ghana, occupation or business to be followed or undertaken while in Ghana;
    - (ii) particulars of passport;
    - (iii) proposed date of arrival;
    - (iv) purpose of visit and duration of stay;
    - (v) a statement to the effect that the applicant will not undertake or participate in any activity which might offend the religious beliefs of any section of the community;
    - (vi) in the case of a passenger passing through Ghana, the route to be followed; and
    - (vii) an undertaking by the applicant to return any pass granted the applicant shall be as in Form C in the Schedule;
  - (e) has had a security furnished by bond, deposit or a letter of guarantee by the person who guarantees the foreign national's visit.
- (2) An emergency visa granted under subregulation (1) shall be valid for fourteen days from the date of issue.
- (3) For the purposes of an emergency assignment referred to in subregulation (1) (c)(ii) the following additional conditions shall be satisfied:
  - (a) the distance between the place of abode of the applicant and the Ghana Consular office should be such that the impromptu nature of the applicant's journey could not make it possible for the

- applicant to travel to the office for a visa;
- (b) the applicant is proceeding to Ghana at a short notice for business transactions;
- (c) 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 of Ghana or any agency of the Government at short notice; or
- (d) the entry permit of the applicant who is a person resident in Ghana has expired while the applicant was outside Ghana.

### **Regulation 5—Re-entry Visa**

- (1) A foreign national who is lawfully in Ghana and who seeks to leave Ghana temporarily, shall, for the purposes of section 5(1) of the Act, apply to the Director of Immigration for a re-entry visa indicating in the application the following:
  - (a) the reason for wishing to re-enter Ghana;
  - (b) the proposed length of stay in Ghana;
  - (c) whether or not the foreign national is in possession of a valid return and onward ticket, and
  - (d) evidence of sufficient funds.
- (2) The application for re-entry visa shall be as in Form D in the Schedule.

### **Regulation 6—Transit Visa**

- (1) An immigration officer may issue a transit visa to a person who intends to pass through Ghana in transit.
- (2) A transit visa shall be for a period determined by the immigration officer but shall not exceed forty-eight hours.
- (3) A transit visa shall be subject to the condition that the person shall not undertake or follow any occupation for reward.

### **Regulation 7—Transit Passengers**

- (1) Where a passenger who arrives in Ghana in transit without entry visa applies for leave to enter the country for the purpose of seeing places of interest, an immigration officer may, subject to the payment of the prescribed fee, grant the passenger a transit permit to enter the country provided that the passenger
  - (a) is in possession of a return or onward ticket; and
  - (b) provides evidence of adequate funds, for the purposes of the transit visit.
- (2) A transit permit, granted to any person under sub-regulation (1) shall be for a maximum period of forty-eight hours.
- (3) A transit permit is granted only at air, land and sea ports.

### **Regulation 8—Visitor's Visa**

- (1) In any situation where a transit visa, a residence permit, an indefinite residence or a right of abode status referred to in regulation 6, 9, 10, 11 and 13 respectively is inapplicable, the immigration officer may grant a visitor's visa.
- (2) A visitor's visa shall be subject to the condition that the person to whom it is granted shall not undertake or follow any occupation for reward, except such as may be specified in the visa.
- (3) A visitor's visa shall be for a period determined by the immigration officer but shall not exceed two

months or in the case of a national of an ECOWAS country three months as provided in the ECOWAS Treaty.

### **Regulation 9—Residence Permit**

- (1) The Director of Immigration may grant a residence permit to a foreign national who intends to remain in Ghana for a substantial period.
- (2) A residence permit is subject to the condition that the person to whom it is granted shall not undertake any employment or engage in any business, trade or profession except as may be specified in the permit.
- (3) A residence permit shall in the first instance be for a period not exceeding four years and may be extended.
- (4) A person granted four years residence permit in the first instance may subsequently apply for an extension of the residence permit for a further period and the Director may, if satisfied that the person
  - (a) has fulfilled all the conditions subject to which the previous permit was granted; and
  - (b) has not abused any privilege granted that person under the previous permit; grant an extension of the permit for a period not exceeding four years.
- (5) The Director may issue a residence permit to the spouse, or other dependants of a person to whom a residence permit has been issued (referred to as the principal holder) subject to the condition that the person to whom it is issued shall not undertake or follow any occupation for reward.
- (6) A residence permit granted to a principal holder's dependant shall be for a period not exceeding that applicable to the principal holder's permit or the residue of the principal holder's permit.
- (7) An application for residence permit must be made in Form E in the Schedule to these Regulations.
- (8) A residence permit for the purposes of subregulation (5), shall be as in Form F in the Schedule.

### **Regulation 10—Indefinite Residence Status**

- (1) A foreign national who wishes to be considered for the grant of indefinite residence status shall, in accordance with section 14 of the Act, submit an application to the Director as in Form G in the Schedule to these Regulations.
- (2) On receipt of the application, the Director shall after investigations submit recommendation to the Minister for consideration.
- (3) Where an application is approved, the necessary endorsement shall be made in the passport of the applicant by the Director.

### **Regulation 11—Indefinite Residence for Foreign Spouse**

A foreign spouse who wishes to remain in Ghana indefinitely shall submit an application as in Form G in the Schedule and shall attach to the application a marriage certificate as evidence of being a spouse and satisfy conditions spelt out under section 16(1) of the Act, namely that the foreign spouse

- (a) has resided in Ghana throughout the period of twelve months immediately preceding the date of the application;
- (b) has immediately preceding the period of the twelve months, resided in Ghana for an aggregate period of not less than two years;
- (c) has not been convicted of an offence and sentenced to imprisonment for a period of twelve months or more;
- (d) intends to reside permanently in Ghana upon the grant of the status;

(e) is in possession of a valid residence permit on the date of the application.

### **Regulation 12—Loss of Indefinite Residence Status by Foreign Spouse**

A foreign spouse who loses an indefinite residence status for any reason and who applies to the Director for reinstatement must prove that the reason for the loss of the status related to

- (a) continuous academic pursuit or medical care, or
- (b) any other cause or matter that may be satisfactory to the Director.

### **Regulation 13—Application for Right of Abode**

- (1) A person who wishes to be considered for the grant of right of abode shall submit an application as in Form H in the Schedule to the Minister through the Director.
- (2) A Ghanaian national who by the acquisition of another nationality cannot hold a Ghanaian nationality because of the laws governing the acquired nationality and who wishes to be granted right of abode shall not be required to produce documentary evidence of financial standing.
- (3) A person of African descent in the Diaspora who wishes to be considered for the grant of right of abode, shall be subject to a verification process which requires among other things
  - (a) an attestation by two Ghanaians who are notaries public, lawyers, senior public officers or other class of persons approved by the Minister to the effect that the applicant is of good character and that they have known the applicant personally for a period of at least five years;
  - (b) a declaration by the applicant to the effect that the applicant has not been convicted of any criminal offence and been sentenced to imprisonment for a term of twelve months or more;
  - (c) production by the applicant of documentary evidence of financial standing;
  - (d) the applicant satisfying the Minister that the applicant is capable of making a substantial contribution to the development of Ghana; and
  - (e) that the applicant has attained at least the age of eighteen years.

<sup>ii</sup>[sic](2) An applicant for right of abode shall submit the application in person

<sup>iii</sup>[sic](3) For the purposes of verification under subregulation (3) the applicant must have resided in the country

- (a) throughout the period of twenty-four months immediately preceding the date of the application; and
- (b) during the seven years immediately preceding the period of twenty-four months referred to in paragraph (a), for a period amounting in the aggregate to not less than five years.

### **Regulation 14—Security for Repatriation**

- (1) Where a person seeking entry is required to furnish security in accordance with section 4(4) of the Act, in respect of that person's repatriation expenses, the immigration officer may require
  - (a) a bond for the sum determined in the terms set out in Form I in the Schedule;
  - (b) a deposit of the sum determined with the immigration officer; or
  - (c) a letter of guarantee as in Form J in the Schedule for the sum determined.
- (2) The sum determined in this regulation shall be a sum equivalent to the cost of sending the foreign national and dependants of the national from a suitable place in Ghana.
  - (a) to the country of origin; or
  - (b) at the discretion of the Director to some other country into which that national and dependants of that person may be admitted in addition to any further sum that may be required for any other

related purpose.

- (3) Where a person furnishes security by deposit
  - (a) the immigration officer shall give that person a receipt for the sum deposited, and
  - (b) when the person leaves Ghana permanently, or is repatriated the immigration officer shall return the sum deposited or the balance remaining after deduction of the deportation expenses to the person who made the deposit.
- (4) A bond or guarantee furnished by way of security under the Act or these Regulations may be called in by the Director on behalf of the Republic.

### **Regulation 15—Notice Given by Director**

A notice issued by the Director under section 20 of the Act in relation to

- (a) revocation of a permit on grounds of fraudulent misrepresentation concealment or any other illegal practices;
- (b) revocation of a permit on grounds that conditions governing the permit has been broken;
- (c) imposition of fresh conditions in relation to a permit shall be in Form K in the Schedule.

### **Regulation 16—Employment of Foreign Nationals**

- (1) An employer who wishes to apply for a work permit for a person employed by that employer shall submit an application through the Director, who upon investigation shall submit a report to the Immigrant Quota Committee for consideration and approval.
- (2) A permit to employ a foreign national shall be as in Form L in the Schedule.

### **Regulation 17—Notification to the Committee**

- (1) The forms to be used by
  - (a) an employer under section 30(1) and (2) of the Act; or
  - (b) an employee in notifying the Committee that the employee has commenced or ceased to work for the employer shall be in Forms M, N, O, P, Q in the Schedule
- (2) The form of the annual return required by section 31 (1) of the Act shall be as in Form R in the Schedule.

### **Regulation 18—Penalty for Illegal Employment**

- (1) A person shall not employ a foreigner except in accordance with the provisions of the Act.
- (2) Any body corporate which employs a foreigner in breach of the provisions of section 24 of the Act shall pay to the Immigration Service a penalty in the sum of ten million cedis and any individual who fails to comply with the provisions of section 24 shall pay a penalty in the sum of five million cedis.
- (3) A body corporate which fails to pay the prescribed penalty within seven days commits an offence and is liable on summary conviction to pay a fine of 700 penalty units and any individual who fails to pay the prescribed penalty commits an offence and is liable on summary conviction to pay a fine of 350 penalty units.

### **Regulation 19—Returns of Passengers**

- (1) Where a vessel or an aircraft takes passengers on board in the country, the master, owner or agent of the vessel or the person in charge of the aircraft shall before the departure of the vessel or the aircraft, give to the immigration officer the name and place of destination of each person on board.
- (2) Where a vessel or an aircraft arrives at any port or place in the country with passengers on board who intend to disembark, the master of the vessel or the person in charge of the aircraft shall give to the

immigration officer the name and place of embarkation of each person on board.

### **Regulation 20—Forms to be Completed on Leaving**

Form S in the Schedule shall be used for the purpose of section 10(2) of the Act which provides for the examination of a person appearing before the immigration officer and the completion of a prescribed form by that person.

### **Regulation 21—Exempted Persons**

(1) Where an immigration officer is satisfied that a person entering Ghana

- (a) is a citizen of Ghana or
  - (b) is a foreigner who is not a prohibited immigrant and
    - (i) is a citizen of a country with which Ghana has reciprocal visa exemption agreement;
    - (ii) a member of the diplomatic or consular service of a foreign country who is duly accredited to the Republic by the government of the country concerned;
    - (iii) an official of an international organisation who is entitled to diplomatic privileges by or under the provisions of any enactment;
    - (iv) a person granted diplomatic status by the Republic;
    - (v) a person in the employment of the Republic;
    - (vi) the wife of a person in paragraphs (b) to (e);
    - (vii) a member of the armed forces of a friendly power entering Ghana on duty by permission of the Ghana Government; or
    - (viii) a person in respect of whom the Minister has granted a waiver under section 51 of the Act;
- that person shall be permitted to enter and remain in the country.

(2) Where a person who has been permitted to enter the country under sub-regulation (1) ceases while in the country to possess the qualifications by virtue of which the provisions of sub-regulation (1) apply to that person, that person shall be required to appear before an immigration officer as though that person were entering the country for the first time.

### **Regulation 22—Interpretation**

In these Regulations unless the context otherwise requires

"Act" means the Immigration Act, 2000, (Act 573).

"ECOWAS" means the Economic Community of West African States.

"permit" includes a visa.

### **Regulation 23— Revocation**

The Aliens Regulations, 1963 ( L.I. 265) as amended by

- (a) Aliens (Amendment) Regulations, 1967 (L.I. 553)
- (b) Aliens (Amendment) Regulations, 1974 (L.I. 970)
- (c) Aliens (Amendment) Regulations, 1977 (L.I. 1103)
- (d) Aliens (Amendment) Regulations, 1981 (L.I. 1266)
- (e) Aliens (Amendment) Regulations, 1994 (L.I. 1581) is hereby revoked.

## **SCHEDULE OF FORMS**

### **FORM A**

#### **GHANA IMMIGRATION SERVICE (DISEMBARKATION CARD FOR FOREIGN**

**NATIONALS ONLY)**

(Regulation 1(1))

**(FRONT)**

Note: Employment without Work Permit is prohibited

1.	Surname	Mr./Mrs./Miss
.....		
2.	First	name(s)
.....		
3.	Date	of birth
.....		
4.	Place	of birth
.....		
5.		Nationality
.....		
6.	Passport	number
.....		
7.	Place	and date of issue of passport
.....		
8.		Occupation
.....		
9.	Place	of embarkation
.....		
10.		Flight/Ship/Car
No.	.....	
11.		Overseas
address.	.....	
12.	Purpose	of visit (as indicated
down).	.....	
13.	Residential	address in
Ghana.	.....	
14.	Postal	address in
Ghana.	.....	
Signature	.....	Date
.....		
Business affairs	Official trip	
Holiday-Tourism	Mission officielle	
Visit family	Others	

**(Reverse)****FOR OFFICIAL USE ONLY**

Immigration Official Stamp

Signature of officer .....



**FORM A 1**  
**GHANA IMMIGRATION SERVICE**  
**(DISEMBAKATION FOR GHANAISANS ONLY)**

(Regulation 1(2))

1. Surname Mr/Mrs/Miss)  
.....

2. First Name(s).....  
.....

3. Place & date of birth.....

4. Passport no.....

5. Date of issue.....

6. Place of issue.....

7. Occupation.....  
.....

8. Place of embarkation.....

9. Flight/Ship/Car/No.....  
.....

10. Home address.....  
..

Date ..... Signature  
.....

**Reverse**

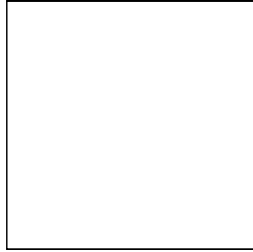
**OFFICIAL USE ONLY**

IMMIGRATION POST STAMP

REMARKS

**FOR OFFICIAL USE**

**Visa No.....**



Type of Visa.....  
Date of Issue.....  
Charges.....  
Signature of issuing Officer.....

**FORM B**

(Regulations 3(4))

**APPLICATION FOR GHANA ENTRY PERMIT/VISA**

GHANA CONSULATE/MISSION,

.....  
.....

**INSTRUCTIONS:**

1. This form must be completed in Quadruplicate and in Capital Letters and submitted (together with Four (4) recent passport-size pictures) within at least three (3) days before the intended date of departure.
2. Full name and Addresses of references in Ghana should be stated (including Telephone Number, if available).
3. Any information stated on the Form and subsequently found to be incorrect may render Entry Permit/Visa void.
4. Applicants applying by post should provide self-addressed stamped envelopes.

.....

1. (a) Surname..... First name(s).....

Previous Name (if applicable).....

(b) Date and Place of Birth.....

(c) Nationality ..... (d) Former Nationality (if any).....

(e) Passport No..... (f) Date of issue.....

(g) Place of Issue..... (h) Date of Expiry.....

2. Profession/Occupation.....  
.....

3. (a) Business Address & Tel. No.....

.....

(b) Residential Address & Tel. No.....

.....

<sup>iv</sup>[sic]

5. Proposed Date of Departure for Ghana.....

(a) Travelling by, Air..... Sea ..... Land

(b) Is applicant in possession of return ticket?..... Ticket No.....

(c) Financial means at Applicant's disposal.....

6. Purpose of Journey: Business.....Tourism.....Employment.....Official.....

7. Name & Address two References in Ghana:

(i) .....

.....

(ii).....

.....

8. If for Employment, Name & Address of Employer in Ghana.....

9. Duration of Stay in Ghana.....

10. Date of Last Visit to Ghana.....

11. Applicant's Signature ..... Date of Application

**FORM C**

(Regulation 4(1))

**APPLICATION FOR GHANA ENTRY VISA ON ARRIVAL**

**PARTICULARS OF APPLICANT/PASSENGER**

**PART I**

i. Surname:  
.....

..  
ii. Other Names:  
.....

iii. Nationality: ..... iv. Sex M F

v. Date and place of Birth.....

vi. Passport No: ..... vii. Place of issue:.....

viii. Occupation/Profession:  
.....

ix. Country of Residence:  
.....

x. Overseas Address:  
.....

a. Phone: .....

b. Fax: .....

c. E mail: .....

xi. Contact Address in Ghana:  
.....

xii. Purpose of visit:  
.....

xiii. Place of Embarkation:  
.....

xiv. Expected Date of Arrival:  
.....

xv. Duration of Stay:  
.....

xvi. Particulars of Accompanying dependants (if any):  
.....  
.....  
.....

**PART II**

**PARTICULARS OF SPONSOR/HOST/ORGANISATION IN GHANA**

I. Name (Full):  
.....

II. Address:  
.....

a. Telephone: .....

b. Fax: .....

c. E mail: .....

III.

Date:

.....  
 ...

IV.

Signature

of

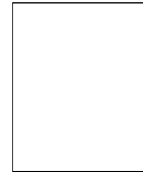
Sponsor/Applicant:

.....

### FORM D

#### APPLICATION FORM FOR GRANT OF A VISA/PERMIT FOR RETURN TO GHANA

(Regulation 5(2))



1. NAME (IN FULL) MR/MRS/MISS:

.....

2. PREVIOUS NAME (IF ANY):

.....

3. a. NATIONALITY: ..... b. PLACE & DATE OF BIRTH.....

4. a. PASSPORT NO: ..... b. PLACE & DATE OF ISSUE.....

5. ADDRESS IN GHANA (IN FULL):

.....

a. POSTAL (OFFICE/BUSINESS)..... TEL:.....

b. RESIDENTIAL (H.NO.)..... TEL:.....

6. ADDRESS OVERSEAS:..... TEL:.....

7. EDUCATIONAL QUALIFICATIONS:..... OCCUPATION.....

8. a. HOW LONG RESIDENT IN GHANA:.....

b. DATE OF FIRST ARRIVAL IN GHANA:.....

c. DATE OF LAST ARRIVAL IN GHANA:.....

9. DESTINATION ABROAD (GIVE FULL ADDRESS):.....

.....

.....  
 10. DATE OF DEPARTURE:.....

11. OBJECT OF JOURNEY AND PROPOSED LENGTH OF STAY IN ABROAD.....

.....  
 12. REASONS FOR WISHING TO RETURN TO GHANA.....

.....  
 .....  
 .....  
 .....  
 (TO BE SUPPORTED BY DOCUMENTARY EVIDENCE)

13. MARITAL STATUS.....

14. NAME OF SPOUSE.....  
 NATIONALITY.....

I SOLEMNLY DECLARE THAT THE ABOVE PARTICULARS GIVEN BY ME ARE TRUE IN SUBSTANCE AND FACT.

..... DATE SIGNATURE/THUMBPRINT OF APPLICANT

#### ATTACHMENTS

1. TWO (2) CURRENT PASSPORT SIZE PHOTOGRAPHS

### FORM E

#### APPLICATION FORM FOR ISSUE/RENEWAL OF RESIDENCE PERMIT

(Regulations 9(7))

1. Name in full Mr/Mrs/Miss

2. Previous Names (If any)

3. Nationality..... Place and Date of Birth

4. Passport No..... (a) Place & Date of Issue

.....  
 (b) Date of Entry.....

5. Address in Ghana (in Full):

(a) Postal (Office/Business) ..... Tel:

- .....  
 (b) Residential (H/No)..... Tel:  
 .....
6. Address Overseas: ..... Tel:  
 .....
7. Educational Qualification:..... Occupation  
 .....
8. (a) Duration of Present Contract  
 .....
- (b) Commencement date of contract  
 .....
- (c) Expiry date of contract:  
 .....
9. How long resident in Ghana  
 .....
10. (a) Date of First arrival in Ghana  
 .....
- (b) Date if last arrival in Ghana  
 .....
11. Proposed length of stay in Ghana  
 .....
12. Marital Status  
 .....
13. Name of Spouse.....Nationality  
 .....
14. Educational qualification.....Occupation  
 .....
15. Name of children under 18
- |         |         |
|---------|---------|
| 1. .... | 4. .... |
| 2. .... | 5. .... |
| 3. .... | 6. .... |

I solemnly declare that the above particulars given by me are true in substance and in fact.

.....  
 Date Signature/Thumbprint

**ATTACHMENTS:**

- a. Two (2) current passport size Photographs
- b. Copy of approval from Immigrant Quota Committee (if applicable)
- c. Titled Deed of the land (farming) (if applicable)
- d. Valid Company Tax Certificate from Internal Revenue Service
- e. Bonds may be executed (if applicable)
- f. Photocopies of Birth/Marriage Certificate (if applicable)
- g. Sworn Sealed Affidavit (if applicable)
- h. Letter of support from Ghana Investment/Promotion Centre

i. Document(s) from any authorised agency.

### FORM F

#### RESIDENCE PERMIT

(Regulation 9(8))

Permitted to reside in Ghana as wife/dependant of

.....

Valid to

.....

...

No occupation or business for reward permitted

.....

Security

.....

...

### FORM G

#### APPLICATION FORM FOR INDEFINITE RESIDENCE STATUS

(Regulations 10 and 11)

1. Name in full Mr/Mrs/Miss

.....

2. Previous names (if any)

.....

3. Nationality:.....

.....

4. Passport/Travel Certificate No.....Place & Date of Issue

.....

5. Address (in full) in Ghana.....Tel. No

.....

(a) Postal (office/Business)

.....

.....

(b) Residential (Street & H/No).....Tel.

No.....

6. Address (overseas)

.....

.....

7. Name & Address of Spouse/sponsor(relationship)



.....  
 .....  
 .....

8. Profession

9. Occupation

10. Source of Income/Business:

(a) Net Income per annum

11. How long Resident in Ghana:

(a) Date of issue of last Residence Permit:.....

(b) Date of Expiry of last Residence permit:.....

12. Date of first Residence Permit in Ghana.....

13. Name of Character referees in Ghana (where applicable).....

1. (a) Address (Postal).....

..... Tel No

(b) Profession.....

(c) Residential Address..... Tel. No

2. (a) Address (Postal).....

..... Tel. No.....

(b) Professional.....

(c) Residential Address..... Tel. No.....

14. Apart from present nationality do you hold any other? Yes. No  
 If yes state which and since when  
 .....  
 (Passport ..... details of the other nationality)
15. Do you hold Residence Status in any country apart from Ghana? Yes. No  
 If YES give details  
 .....
16. Do you own Immovable property in Ghana? Yes No  
 If YES (Location: Address)  
 .....
17. Have you ever been convicted? Yes No.  
 If YES, state offence, where and when  
 .....

I solemnly declare that the above particulars given by me are true in substance and in fact.

.....  
 Date Signature/Thumbprint

**Attachments:**

- (a) Two (2) current passport - size photographs
- (b) Introductory letter from sponsor (where applicable)
- (c) Original copy or of Marriage/Birth certificate (if applicable)
- (d) Attestation by two (2) character referees (where applicable)

**OFFICIAL USE ONLY**

To be filled by schedule officer  
 Recommendation:

**FORM H**

**APPLICATION FOR RIGHT OF ABODE**

(Regulation 13)

1. Name in full  
 Mr/Mrs/Miss.....
2. Previous names (if any).....
3. Nationality.....
4. Passport/Travel Certificate No.....Place & Date of Issue.....
5. Address (in full) in Ghana.....Tel. No.  
 .....  
 (a) Postal (office/business)  
 .....
- .....  
 (b) Residential (Street & H/No).....Tel. No.....

6. Address  
(overseas).....

7. Name & address of  
spouse/sponsor(relationship).....  
.....  
.....

8. Profession.....  
.....

9. Occupation.....  
.....

10. Source of  
Income/Business.....  
(a) Net income per  
annum.....

11. How long resident in  
Ghana.....  
(a) Date of issue of last Residence  
Permit.....

(b) Date of Expiry of last Residence  
Permit.....

12. Date of first Residence Permit in  
Ghana.....

13. Name of character referees in Ghana (where  
applicable).....

1. (a) Address (postal)  
.....  
..... Tel. No

(b) Profession  
.....

(c) Residential address:.....Tel.  
No.....

2. (a) Address (postal)  
.....  
.....Tel.  
No.....

(b) Professional v (sic).....  
.....

- (c) Residential address..... Tel. No
14. Apart from present nationality do you hold any other? Yes No  
 If yes state which and since when.....  
 (Passport.....details of the other nationality)
15. Do you hold residence status in any country apart from Ghana? Yes No  
 If YES give details.....
16. Do you own immovable property in Ghana? Yes No.  
 If YES (Location: address).....
17. Have you ever been convicted? Yes No.  
 If YES, state offence, where and when

I solemnly declare that the above particulars given by me are true in substance and in fact.

..... Date Signature/Thumbprint

**Attachments:**

- (a) Two (2) current passport-size photographs
- (b) Introductory letter from sponsor (where applicable)
- (c) Original copy or of Marriage/Birth certificate (if applicable)
- (d) Attestation by two(2) character referees (where applicable)

**OFFICIAL USE ONLY**

To be filled by Schedule officer  
Recommendation:

**FORM I**

**BOND FOR SECURITY**

(Regulation 14(1)(a))

Be it known to all men by these presents that we  
.....  
of.....and.....

.....of..... are bound to the Government of Ghana in the sum of ..... (¢.....) to be paid to the Director of Immigration on behalf of the Government of Ghana; to which payment we bind ourselves, each and every one of us jointly and severally for our heirs executors and administrators jointly and severally;

Sealed with our seals this.....day of

At.....

The condition of this obligation is that if at the time  
.....  
of .....leaves Ghana, any deportation expenses or repatriation expenses (within the meaning of those expressions as used in the Immigration Act, 2000. (Act 573) incurred by

the Government of Ghana in connection with the person and that person's dependants (if any) leaving Ghana have been paid to the Government, then this obligation shall be void, otherwise it shall be and remain in full force.

Signed, sealed and delivered by the above-named .....

And.....in the presence of .....

(Witness) (Signatures and seals of obligators)

**FORM J**  
**LETTER OF GUARANTEE**  
(Regulation 14(1)(c))

Address.....

Date.....

I/We hereby guarantee that I/we will bear all the deportation or repatriation expenses (as defined in the Immigration Act, 2000 (Act 573)) in respect of.....of .....and the dependants of the within name.....in the event of the said.....Being deported or otherwise required to leave Ghana; and that in the event of the Government paying any of the said expenses I/we guarantee that we shall re-imburse the government.

(Signed) .....

**FORM K**  
**NOTICE GIVEN BY DIRECTOR**  
(Regulation 15)

Address.....

Dated.....

You are hereby informed that your permit to remain in Ghana has expired/ been revoked (or that you have broken the conditions subject to which your permit was granted in that .....) You are therefore warned that you should leave Ghana within ..... days from the date of this notice unless you are issued with a fresh permit to remain in Ghana under section 23 of the Immigration Act, 2000, (Act 573).

Signed .....

To .....

**FORM L**  
**PERMIT TO EMPLOY A FOREIGN NATIONAL**  
(Regulation 16(2))

..... of  
..... is hereby licensed to employ

..... foreigner(s) in the capacity of  
..... and ..... foreigner(s) in the capacity of..... (etc.)

Date.....

**Note** — The attention of the beneficiary is drawn to the provisions of the Immigration Act, 2000 (Act 573) under which he is required to —

- (a) notify the Director of Immigration within seven days, of having begun or ceased to employ a foreigner;
- (b) submit an annual return not later than 14th January in every year giving details of foreigners employed by the employer.

**FORM M**

**NOTICE BY EMPLOYER OF COMMENCEMENT OF EMPLOYMENT OF FOREIGN NATIONAL**

**(Regulation 17(1))**

Address.....  
.....

Dated.....  
.....

I/We.....of.....being authorised to employ  
.....  
foreign national(s) permit No.....hereby give notice that I/we have  
commenced to employ.....of.....as from.....in the capacity  
of.....

(Signed) .....

To: The Director of Immigration

**Note**—This notice must be accompanied by a letter of guarantee in the prescribed form unless that letter has already been furnished.

**FORM N**

**NOTICE BY FOREIGN EMPLOYEE OF COMMENCEMENT OF EMPLOYMENT**

**(Regulation 17(1))**

Address.....  
.....

Dated.....  
.....

I.....of..... being  
of.....  
nationality hereby give notice that I have commenced work for..... of  
.....as from..... in the capacity of  
.....

Signed .....

To: The Director of Immigration

**FORM O**

**NOTICE BY EMPLOYER THAT FOREIGN EMPLOYEE HAS CEASED TO WORK FOR THE EMPLOYER**

**(Regulation 17(1))**

Address.....  
.....

Dated.....  
.....

I/We..... of ..... hereby give notice that ..... of  
..... formerly employed by me/us in the capacity of  
..... left my/our employment on the  
..... 20 .....

Signed .....

To: The Director of Immigration

**Note**—Where the employer has furnished a letter of guarantee in respect of the repatriation expenses of the alien and the dependants of the alien, the employer is required under the Immigration Act, 2000 (Act 577) and the Immigration Regulation to

- (a) bear the cost of repatriating the alien when the alien leaves the employer's employment;
- (b) comply with the directions of the Director as to the arrangement for the repatriation.

**FORM P**

**NOTICE BY FOREIGN EMPLOYEE THAT THE EMPLOYEE HAS LEFT THE EMPLOYMENT**

**(Regulation 17(1))**

Address.....  
.....

Date.....  
.....

I,            the.....of.....            being            of  
.....  
nationality hereby give notice that I have ceased to be employed  
by.....of.....as from            20  
.....

Signed .....

To: The Director of Immigration

**FORM Q**

**NOTICE BY SELF-EMPLOYED FOREIGN NATIONAL THAT NATIONAL HAS CEASED TO CARRY ON THE PREVIOUS TRADE, BUSINESS OR PROFESSION**

**(Regulation 17(1))**

Address.....  
.....

Date.....  
.....

I, .....of..... being of.....nationality hereby give notice that I have ceased

to carry on my occupation as.....as  
from.....  
Signed.....  
To: The Director of Immigration

**FORM R**

**ANNUAL RETURN BY PERSON LICENSED TO EMPLOY FOREIGN NATIONAL(S)**

(Regulation 17(2))

I/We hereby certify that on 1st January ..... the following aliens were in our  
employment in Ghana:

Name	Address	Nationality	Position held	Date employed
------	---------	-------------	---------------	---------------

Signed.....

To: The Director of Immigration

**FORM S**

**EXAMINATION FORM**

(Regulation 20)

Ref. No.....

Name:..... a.k.a.....  
.....

Date of Birth:.....Passport/Travel Document  
No.....

Date of Arrival/Departure:.....Time:.....Flight  
No:.....

Nature of offence.....  
..

Brief facts of the case:.....  
.....

Decision taken by officer:.....  
.....

Name of Officer Signature

Date

**ALHAJ MALIK AL-HASSAN YAKUBU**



Minister Responsible for the Interior

**Date of Gazette Notification: 20th July, 2001**

**Entry into force: 10th November, 2001.**

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<sup>i</sup>This Form should be **Form A1**.

<sup>ii</sup>incorrect numbering. This should be number (4).

<sup>iii</sup>incorrect numbering. This should be number (5).

<sup>iv</sup>Missing number 4. Same in the original.

<sup>v</sup>same in content