

# The GeGov Project

Registrar-General's Department  
Business Registration

&

Ghana Revenue Authority  
Taxpayer Registration



Starting 5<sup>th</sup> December 2011

## **Introduction - What is GeGov?**

The GeGov Project is a Public Private Partnership (PPP) to deploy an eGovernment solution in Ghana; the partners are:

- Registrar-General's Department - RGD
- Ghana Revenue Authority - GRA
- Ministry of Communications - MoC
- National IT Agency - NITA
- GCNet
- World Bank

## **What does the system do?**

The new system automates and integrates business processes within GRA and RGD:

- Tax Administration (trips™)
- Business Registration (GeReg™)
- Marriage Registration (GeReg™)
- Estate Administration (GeReg™)
- Shared Services



## **Phase 1: Registration / Data Clean Up**

Phase 1 of the Project is going Live on 5<sup>th</sup> December 2011:

- New Taxpayers and Businesses will be registered through the new system immediately
- Existing Taxpayers and Businesses will be required to participate in a Data Clean Up exercise

### **Why Data Clean Up?**

The main reasons are to:

- Improve quality of customer records
- Facilitate improved levels of services
- Access to online Government services including:
  - Filing Tax Returns,
  - Payments,
  - Email and SMS notification
  - Chat and make appointments
  - Portal

### **What does Registration / Data Clean Up Involve?**

GRA and RGD customers will be required to fill out Registration Forms and will receive:

#### **From GRA**

- New Tax Identification Number (TIN)
- New TIN certificate

#### **From RGD**

- New Registration Number
- New Certification of Incorporation / Registration
- New Certificate to Commence Business

### **Where will Registration / Data Clean Up Take Place?**

Registration of new entities will take effect immediately countrywide. Initial Data Clean Up efforts will be focused on Greater Accra and will be extended in a phased manner. Forms may be submitted to any GRA or RGD office; to facilitate matters GRA has opened a Help Desk within RGD's premises in Accra.

## **Integrated Registration Process**

The registration process at RGD / GRA is integrated with the following split of responsibilities:

### **Registration is initiated at RGD for :**

- Companies
  - Limited by Shares
  - Limited by Guarantee
  - Unlimited
  - Public Limited
  - External
- Subsidiaries
- Partnerships
- Sole Proprietors

### **Registration is initiated at GRA for :**

- MDAs
- MMDAs
- Public Institutions
- Co-operatives
- Foreign Missions
- International Organisations
- Trust
- Individuals

## **The Importance of TIN**

The TIN will be the primary means of identification in the shared dataset used by the systems; this has some important implications:

### **Identification Verification**

To ensure accurate data capture individuals will be expected to provide one of the following means of Identification during TIN registration:

- Voters Card
- Driving License
- National Identity Card
- Passport

### **GRA Customers**

All employees of companies must be registered to permit PAYE to be processed from January 2012. It is expected that companies will take responsibility for ensuring that this occurs.

## RGD Customers

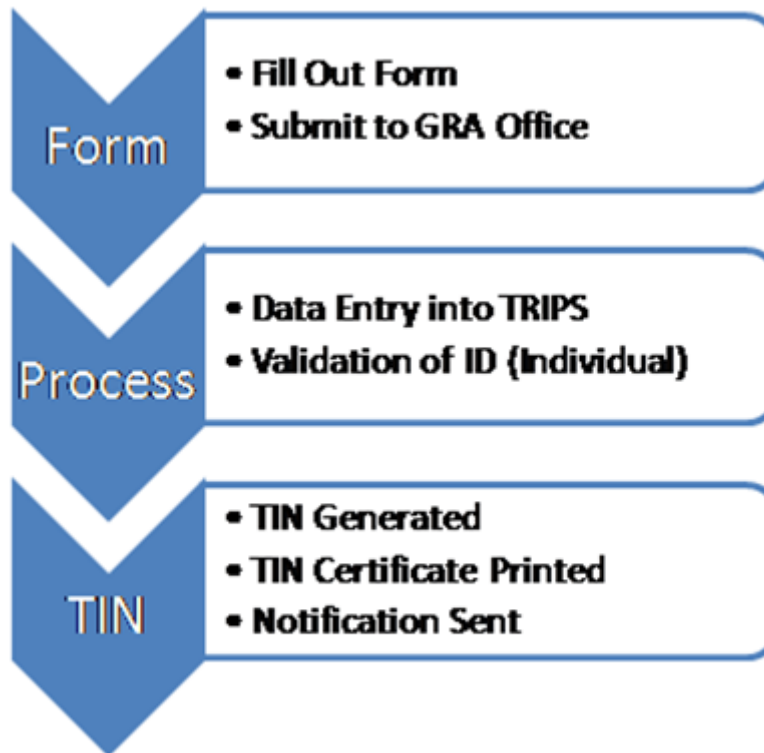
All of the following individuals associated with a company / business / partnership / subsidiary will need to register for a TIN with GRA before registration can be completed:

- Company Directors
- Subscribers
- Proprietors
- Partners
- Shareholders (except for PLCs)
- Company Secretaries
- Local Managers (for external companies)

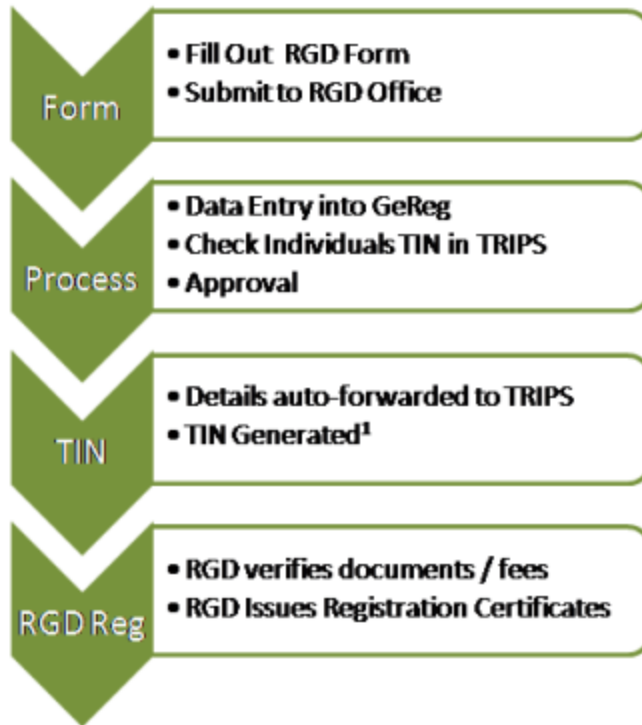
## Registration Process

The high level Registration Process for GRA and RGD are outlined below:

### Initiated through GRA



Initiated through RGD



**Note<sup>1</sup> :in case of Sole Proprietor and Subsidiary Business Name this step is missed out**

**For More Information & Downloadable Forms**

**Websites:**

[www.gra.gov.gh](http://www.gra.gov.gh)  
[www.rgd.gov.gh](http://www.rgd.gov.gh)  
[www.gegov.com](http://www.gegov.com)

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