



Government of Ghana

Right to Information Manual Template

GIPC

2023

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1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the Ghana Investment Promotion Centre (GIPC) and provide the types of information and classes of information available at (GIPC), including the location and contact details of its information officers and units.

2. Directorates and Departments under Ghana Investment Promotion Centre (GIPC)

This section describes the institution's vision and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

Our vision is to make Ghana the first destination of choice for investing in Africa by providing seamless one-stop-shop high value-added services

Directorates and Departments under <Ghana Investment Promotion Centre (GIPC)
<ol style="list-style-type: none"> 1. Human resource division 2. Finance Division 3. MIS Division 4. Investor Service Division 5. Corporate Affairs Division 6. Research and Business Development Division 7. Monitoring Division 8. Tracking Division 9. Aftercare Division 10. Public Relations Division 11. Legal Division 12. Internal Audit Division 13. Diaspora Investment Desk
<p>Core functions of the Institution:</p> <ul style="list-style-type: none"> • Formulation of investment promotion policies and plans, incentives, and marketing strategies to attract both foreign and local investments • Initiating and supporting measures that will enhance the investment climate for our Ghanaian and non-Ghanaian enterprises • Organizing and participating in promotional activities such as exhibitions, conferences, and seminars to stimulate investment • Collection, collation analyzing and disseminating information about investment opportunities and sources of investment capital or incentives available to investors.

- Registering, monitoring and keeping records of all enterprises in Ghana;
- Registering and keeping records of all technology transfer agreements
- Identifying specific projects and preparing project profiles on investments and joint venture opportunities in Ghana and attract interested investors for participation in those projects;
- Bringing about harmonization in investment policy formulation through coordination of the activities of all other institutions and agencies

2.1 Description of Activities of each Directorate and Department

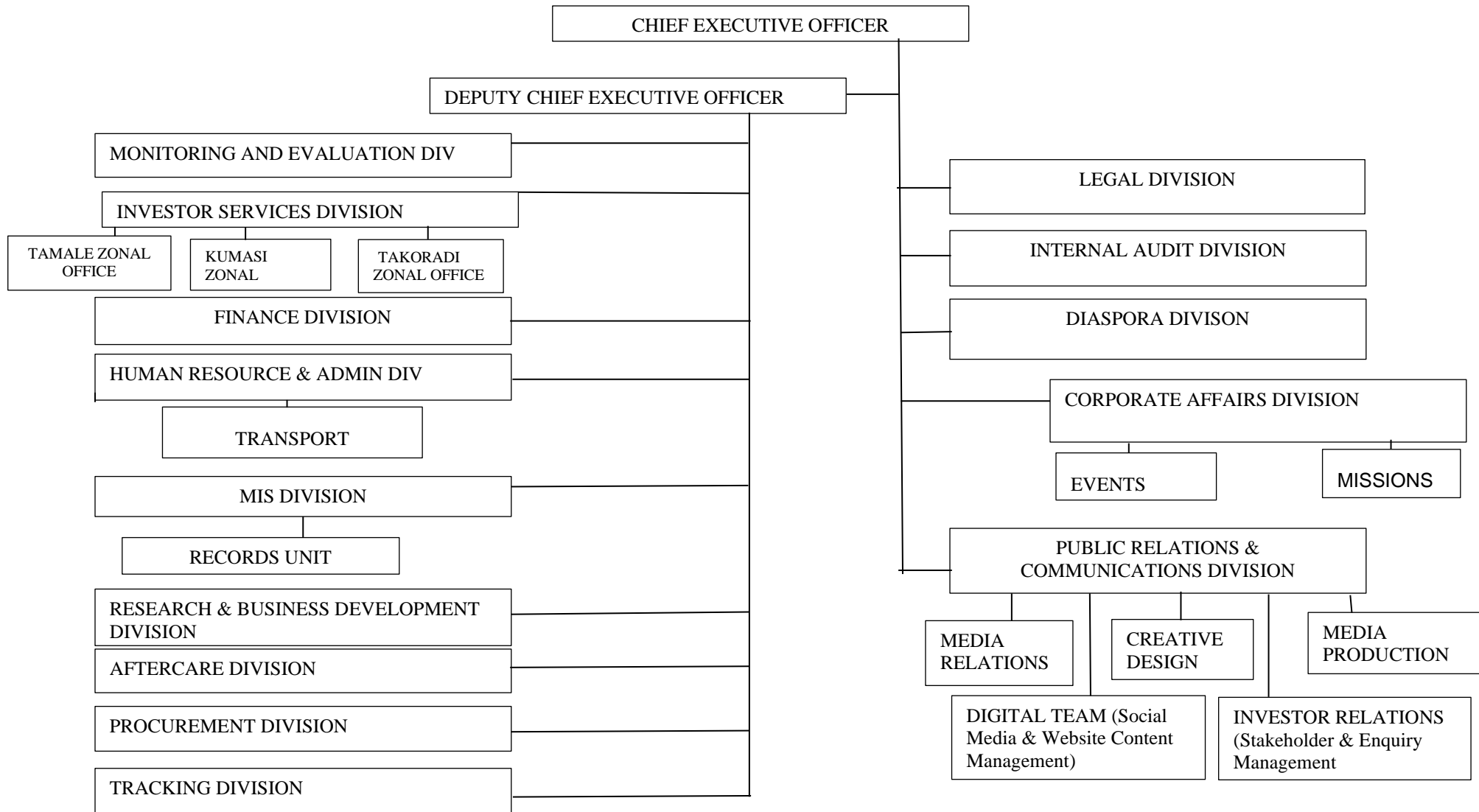
Directorate/Department	Responsibilities/Activities
Investor Service Division	<p>The investor Services Division is tasked to facilitate investments within the context of the Centre's mandate to encourage and promote investments in Ghana. The division undertakes the following activities towards the achievement of its goals:</p> <ol style="list-style-type: none"> a. Handling of investor enquiries b. Registration of Projects c. Renewal of Registration Certificates d. Processing of investor benefits and incentives under the GIPC Act 865 i.e. <ul style="list-style-type: none"> - Immigrant quotas - Exemption from payment of Import duty and VAT on plant, machinery and equipment - Strategic Investor status
Research, and Business Development Division	<p>The Division plays key a role in terms of content creation for GIPC's potential and existing investors through extensive data gathering and analysis. Work in Research and Business Development Division is carried out through its three (3) teams: The Research Team, Data Analysis & Data Enquiries Team and the Business Development Team.</p>

Human Resource Division	The HR Division is responsible for managing the employee life cycle (i.e., recruiting, hiring, onboarding, and training), as well as administering employee benefits. The unit is also instrumental in providing support in handling specific performance issues
Finance Division	The Finance Division manages GIPC's long-term and day-to-day monetary operations and strategy. It is responsible for planning, organizing and auditing the Centre's finances.
Internal audit Division	The Unit ensures systematic, disciplined approach to evaluate and improve effectiveness of risk management, control and the administrative process at the Centre. The unit advises management on how to better execute their responsibilities and duties.
Public Relations	The PR Division is responsible for building and maintaining a positive public image of GIPC. The unit coordinates internal and external information flows in the bid to engineer positive relationships between the Centre and its publics. It is also responsible for GIPC's marketing communication activities efforts, which includes promoting the Centre's service offerings to its clientele, and the destination Ghana to the investing public.
MIS DIVISION	The MIS division is responsible for the delivery of computing services at GIPC. The division's areas of concern include; governance of the Centre's technological systems, maintenance of the infrastructure, and functionality of the systems overall.
Corporate Affairs Division	The Corporate Affairs division is responsible for all GIPC's internal and external relation with primary stakeholders.

Monitoring Division	The division monitors all investments registered under the Centre, to ensure compliance to the GIPC Act. In the bid to achieve its objective, the Monitoring division constantly engages with investors to check whether their business activities are in line with their license agreements
Tracking Division	The Division monitors and evaluates of The Centre's performance. It does so, by; <ul style="list-style-type: none"> • Preparing composite workplan for every year • Streamlining annual target to achieve quarterly targets • Benchmarking outputs against targets and provide causes of variances • Making necessary recommendations to management and suggest ways of resolving variances via monthly, quarterly, yearly reports and memos
Legal Division	The division provides legal advice and direction that protects GIPC's financial well-being and reputation, as well as assist the Centre's various businesses in evaluating the risks associated with completing transactions and other agreements.
Diaspora Investment Desk	<p>The Diaspora Investment Desk is tasked with to creating a new stream of investments for the Ghanaian economy by encouraging Diasporas living abroad to invest in Ghana and to build and maintain a healthy economic relationship between Ghana and its diaspora community.</p> <p>The mission of the Diaspora Investment Desk is to provide a central point for the co-ordination of investment opportunities, programs and activities between the diaspora community and Ghana, with a view to harness the global Ghanaian resource potential for accelerated national development.</p>

Aftercare Division	<p>The Aftercare Division provides post-establishment facilitation services, to ensure lasting relationship with all who seek to invest in Ghana.</p> <p>The Division works closely with government Ministries and Agencies to facilitate resolution of investor challenges.</p>
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2.2 Ghana Investment Promotion Centre’s Organogram



1. 5.0 ESTABLISHMENT LEVELS OF THE MINISTRY OF BUSINESS DEVELOPMENT

[Insert Organogram here if available>](#)

2.4 Classes and Types of information

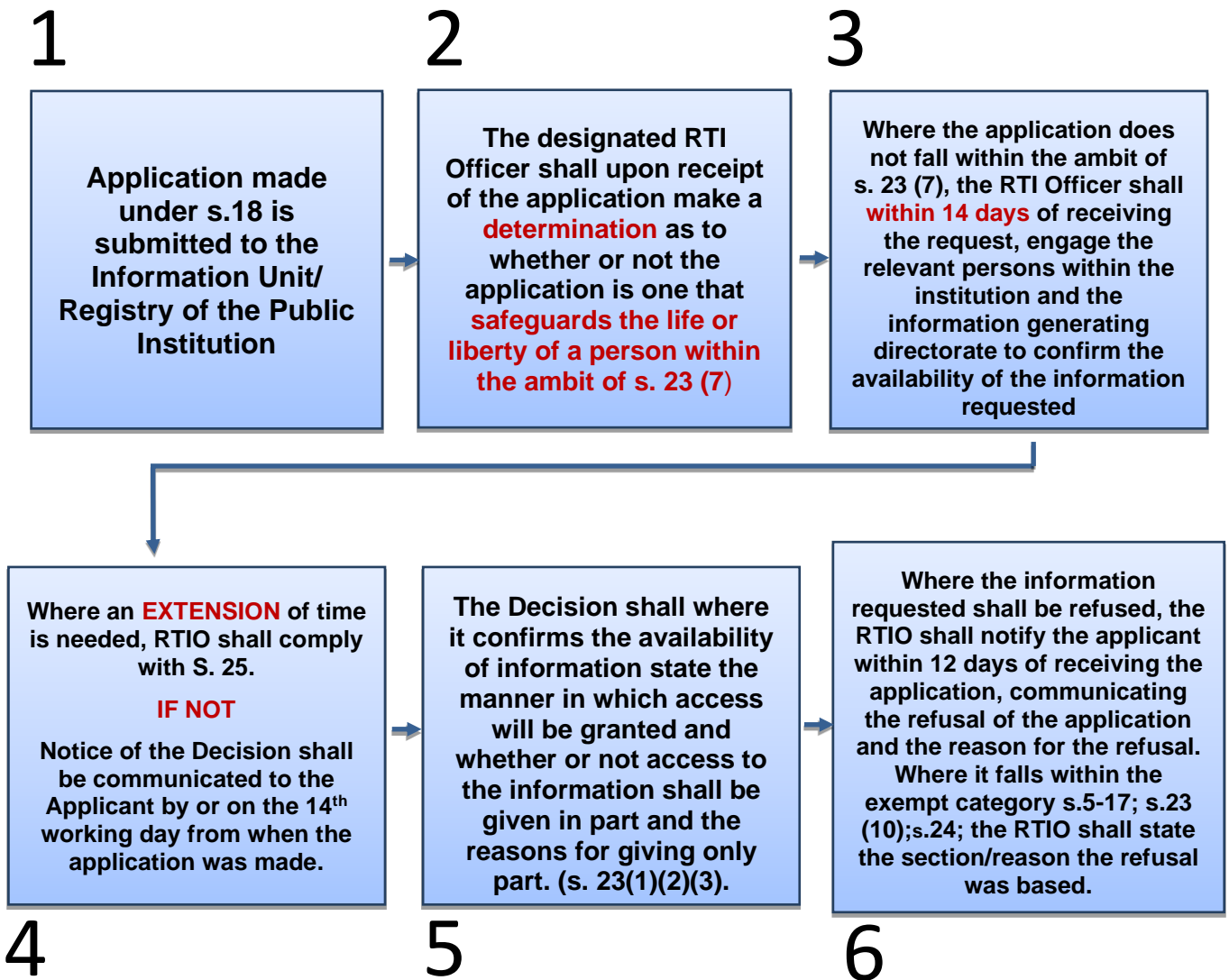
List of various classes of information in the custody of the institution:

1. Financial records
2. Human Resource/Administrative records
3. Programmes and Projects
4. Procurement
5. Policy, planning, budgeting, monitoring and evaluation
6. Internal Audit
7. Research, Statistics and Information management

Types of Information Accessible at a fee:

a) List of Registered Companies	
i) Investor Name, Contact Information & Sector of Operation (subscribers for 4 requests per annum)	GHC 1,521
ii) Investor Name, Contact Information & Sector of Operation (for any request per time)	GHC 1,358
Due Diligence on companies registered with the GIPC	GHC 3,041
Copy of TTA/Certified True Copy of Agreement & Certificate	GHC 760
Request for FDI Trend of Analysis	GHC 3,801
Request for information on Registered Projects	GHC 1,521
Request for Certified True Copies of Documents per set	GHC 543
Project Catalogue (Red Book)	GHC 163

2. Processing and Decision on Application – S. 23



3. Amendment of Personal Record

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

4.1 How to apply for an Amendment

- a. The application should be in writing indicating;
 - Name and proof of identity.
 - Particulars that will enable the records of the public institution identify the applicant
 - The incorrect, misleading, incomplete or the out-of-date information in the record.
 - Signature of the applicant
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution

4. Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, a reasonable transcription cost may be requested by the Information Officer. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus, a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant-General.

5. Appendix A: Standard RTI Request Form

[Reference No.:]

APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	Manner of Access:	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

6. Appendix B: Contact Details of GIPC's Information Unit

Name of Information/Designated Officer:

Jonas Danquah

Telephone/Mobile number of Information Unit:

054-714-1155

Postal Address of the institution:

Ghana Investment Promotion Centre (GIPC) – GL-045-4656

7. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<Acronym>	<Literal Translation>
<Acronym>	<Literal Translation>

8. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an information officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
Information officer	<i>The information officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>