In accordance with the Companies Act 2019 (Act 992)	**BO 1** Beneficial Ownership Declaration Form: Company Declaration	Registrar-General's Department

Please read the instructions and tick appropriately *(refer to instructions)*
Complete form in BLOCK letters – No Abbreviations

1. **Purpose of Beneficial Ownership Information Submission (*Please tick*)**		
		Registration of a new company
		Submission of Annual Returns
		Company Updates / Amendments
		Other *(Please specify):*

2. Company Information

i. **Full legal name of Company:**	*ii.* **TIN of Company *(if any):***
iii. **RGD number *(if any):***	*iv.* **Country of incorporation:**

3. **Type of Company (*Please tick*)**		
		Company Limited by Shares
		Company Limited by Guarantee
		Unlimited Company
		External Company

4. Beneficial Owners *(See instructions)*

The above company has the following beneficial owners that meet the requirement to be disclosed:

Name of Beneficial Owner	**Type of Beneficial Owners** (only tick one column for each beneficial owner)		
	Natural Person	**Publicly Listed Company**	**Government**
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
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	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
A ***separate*** beneficial owner form must be completed for ***each*** row above. The correct form in each case is shown here:	**Form BO2**	**Form BO3**	**Form BO4**

5. The above company has no reportable beneficial owners because *(see instruction):*

☐ There are no natural persons, listed companies or government-owned companies that meet the definitions of a beneficial owner and the applicable reporting threshold, AND there are no natural persons, publicly listed companies, or government-owned companies with the right to exercise direct or indirect influence or control over the company as defined.

Please read instructions before considering ticking this box

ATTESTATION

1. I, undersigned, for and on behalf of the reporting entity confirm that all information provided in the above beneficial ownership declaration is accurate and reliable.

   Name of Director* _____ (Signature)_____

   Position. _____ Date (ddmmyyyy) | | | | | | | | |

2. I, undersigned, for and on behalf of the reporting entity confirm that all information provided in the above beneficial ownership declaration is accurate and reliable.

Name of Company Scecretary* _____ (Signature)_____

Position. _____ Date (ddmmyyyy) | | | | | | | | |

* In the case of an external company the local manager should sign.

OFFICIAL USE ONLY

To be completed by Registrar-General's Department

Name of Company Inspector _____ (Signature)_____

Date received (ddmmyyyy) | | | | | | | | |

COMPLETION NOTES

BO1

Instructions

Complete all relevant sections in **BLOCK** letters. If any information to be included on the from, such as a person's name, is not originally in the Latin alphabet, please use a recognised transliteration into the Latin alphabet.

Spell out all words – *no abbreviations.*

What is this Form?
To enhance transparency in doing business in Ghana and adhere to Ghana's international obligations under the Financial Action Task Force (FATF), the Companies Act, 2019 (Act 992) requires the Office of the Registrar of Companies to obtain, verify, and record information about beneficial owners of companies, as defined under the Act.

This form collects information on the number and type of beneficial owners for each company incorporated or registered in the Republic of Ghana.

Who must complete this form?
This form must be completed by every company. As per Act 992, company includes public or private: (i) company limited by shares; (ii) company limited by guarantee; (iii) unlimited company; and (iv) an external company

Guidance for completing BO 1 form

Section 1

Please tick one box only.

If ticking "Other", please give details.

Section 2

Box i.
Give the full name of the company on whose behalf the form is completed.

Box ii.
Provide the company's TIN.

Box iii
Provide the company's RGD number where applicable.

Box iv
Provide country of incorporation.

Section 3

Please tick one box only

Section 4

Provide the name of each beneficial owner who meets the definition and the relevant threshold (see below).

For each beneficial owner, please tick the relevant column to indicate the type of beneficial owner. Please only tick one box per beneficial owner.

There are only three types of beneficial owner:

- A natural person who has a direct or indirect (via one or more holding companies) interest in the company
- A company listed on a recognised stock exchange (see below, Note 1)
- A government or government agency (see below Note 2)

So, a ***company cannot be a beneficial owner***, unless it is listed on a recognised stock exchange or owned by a government.

A beneficial owner must be reported where they:

- Directly or indirectly ultimately hold an interest in the company of:
    - 5% or more ownership threshold for beneficial owners of companies classified under high risk sectors (*Please see instructions for company classification)*
    - 5% or more ownership threshold for beneficial owners who are non-Ghanaian politically exposed persons
    - Any amount, however small, for beneficial owners who are Ghanaian politically exposed persons
    - 20% or more ownership threshold for all other cases
- Directly or indirectly exercises substantial control over company.
- Otherwise have a substantial economic interest in or the right to receive substantial economic benefits from a company whether acting alone or together with other persons; or
- Exercises ultimate effective control over a legal person or legal arrangement.

Section 5
In the event there are no reportable beneficial owners, please tick one of the relevant boxes.

Tick box when all the beneficial owners have been identified and <u>all</u> the following conditions apply:

- There are no beneficial owners who meet the definition,
- There are no beneficial owners who meet the relevant threshold, and
- There are no natural persons, companies listed on a recognised stock exchanges or government owned companies that meet the definition of control.

Attestation

Please complete in full.

Notes

1. Government owned company means an entity where a reportable percentage interest is held by any government in any jurisdiction.