



# GHANA TOURISM AUTHORITY

## APPLICATION FOR REGISTRATION OF CAR RENTAL ESTABLISHMENT

File No.:

Name of Establishment:

Nature of Business:

Location:  Street Name:

Postal Address:  Town/City  Postal Code  Country

Telephone No:  Fax No:

E-mail Address / Website:

Banker:

Name of Certified Accountants / Auditors Firm:

Type of Entity (e.g. Sole Proprietor / Partnership- Public or Private Limited Liability Company / Cooperative

Society:

Ownership (Private Ghanaian/State Owned/Foreign Owned/Joint Ghanaian/Joint Foreign etc)

Ownership Structure Local Private %  Local Public%  Foreign%

### **PARTICULARS OF SHAREHOLDERS**

NO.	NAME	NATIONALITY	PROFESSION/ OCCUPATION	SHAREHOLDING %	AMOUNT PAID GH₵
i					
ii					
iii					

PARTICULARS OF SHAREHOLDERS

**PARTICULARS OF DIRECTORS**

NO.	NAME	NATIONALITY	PROFESSION / OCCUPATION	DOMICILE
i				
ii				

**TOTAL INVESTMENT OF PROJECT****MANAGEMENT AND STAFF**Manager's Full Name: Age: 20-29  30-39  40-49  50+ Nationality:  Telephone: E-mail: Highest Academic Qualification: Professional Qualification: Experience: Office Type: 

(Attach photocopies of certificates)

NAME	AGE	QUALIFICATION	JOB DESCRIPTION/ EXPERIENCE

**DETAILS OF DRIVERS**


**ADD SUPPLEMENTARY SHEET WHEN NEEDED**

List of Branch Offices (if applicable)

**DETAILS ON FLEET OF VEHICLES FOR RENTAL**

Total No. Of Vehicles:  Vehicle Type:

No. of Saloon Cars  Buses  4x4  Others

VEHICLE REG.NO	CHASSIS NO	MODEL / YEAR OF MAKE	SEATING CAPACITY	TYPE OF INSURANCE

State whether self driven / Chauffer driven or both:

State Terminals:

- a.
- b.
- c.
- d.

(Attach Photocopies of the Following Documents)

- ROADWORTHY CERTIFICATE
- INSURANCE POLICY
- DRIVING LICENCE

**I ..... APPLY FOR THE REGISTRATION OF CAR RENTALS AND DECLARE THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE.**

DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

***INFORMATION PROVIDED IS CONFIDENTIAL***

***For Office Use Only***

Application Receipt No.:.....

Registration. Receipt No.:.....

Sticker No. Issued: .....

Date:.....

Manager's Signature / Stamp:.....

**GHANA TOURISM AUTHORITY**  
**CAR RENTAL MANDATORY REQUIREMENTS**  
**ATTACH RELEVANT DOCUMENTS (WHERE APPLICABLE)**

**1 CERTIFICATES**

- Certificate of Incorporation
- Certificate to Commence Business
- Company regulations
- An Acceptance Letter from Certified Accountants/ Auditors Firm

**2 REGISTERED OFFICE**

- Front office
- Telephone
- Fax machine
- Safe Cabinet
- Washroom facilities
- Car park
- Directional signs
- Doors and Windows should have adequate protection against burglary

**3 (a). PERSONNEL**

- The Manager must be competent and qualified
- Curriculum Vitae and photocopies of certificates of the Manager must be attached to the completed Registration Form.

**3 (b) DRIVERS**

- Drivers must be literate, physically fit, unquestionable character (police report) and knowledgeable (interview will be conducted for drivers; photocopies of driver's licence must be submitted)
- Drivers must be uniformed

**4. VEHICLES**

Vehicles must not be more than Eight (8) years. External appearance and interior decoration of cars must be excellent

**5. PAYMENTS**

- Application Form
- Registration Fee (one time payment)
- License Fee (Annually)
- Sticker Fee (Annually)
- 1% Tourism Levy

**6. ACCESSORIES**

- First Aid, Triangle, Airbag, Vehicle Tracking Device

**LICENCE RENEWAL**

\*Renewal of licence is subject to the following:

- a. Mandatory Submission of Annual Operational Returns/ Auditor's Report
- b. According to section 3 of the Tourism Act 817
  - For further information contact gta@ ghana.travel or GTA regional offices

**GHANA TOURISM AUTHORITY  
REGISTRATION OF VEHICLE/S (FEES)**

<b>SITTING CAPACITY</b>	<b>AMOUNT</b>
<b>AT LEAST 5 PERSONS</b>	GH¢ 200.00
<b>BETWEEN 6-10 PERSONS</b>	GH¢ 220.00
<b>BETWEEN 11-15 PERSONS</b>	GH¢ 250.00
<b>BETWEEN 16- 28 PERSONS</b>	GH¢ 300.00
<b>BETWEEN 29-32 PERSONS</b>	GH¢ 350.00
<b>ABOVE 32</b>	GH¢ 400.00
<b>OTHER SPECIAL VEHICLES</b>	
<b>PICK UP AND 4X4</b>	GH¢ 300.00
<b>COACHES</b>	GH¢ 500.00
<b>LIMOUSINE</b>	GH¢ 500.00

