



GHANA TOURISM AUTHORITY

APPLICATION FOR REGISTRATION OF CAR RENTAL ESTABLISHMENT

File No.:

Name of Establishment:

Location: Street Name:

Postal Address: Town/City Postal Code Country

GP Digital Address:

Telephone No(s):

E-mail Address / Website:

Banker(s):

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%

PAPARTICULARS OF SHAREHOLDERS

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

PAPARTICULARS 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

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: _____

NAME: _____

DESIGNATION: _____

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)

CERTIFICATES

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

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 old. 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)**

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

