



## **NOTES TO COMPLETING THE APPLICATION FORM FOR THE USE OF THE MADE-IN-GHANA LOGO.**

**Please read these notes carefully before completing the application form**

**A1.1 Business Name:** Business Name refers to the name of the company as contained in the document of the Registrar Generals' Department. Please do provide other names the business is known by in brackets.

**A1.2 Industry Sector(s)** relates to the following classifications:

1. Commerce
2. Manufacturing
3. Import
4. Export
5. Services

**A1.3 Nature/Object of Business.** This requires you to provide the details of what the operations of your business is. Eg. *Services* industry sector but the nature of business may read *advertising*.

**A1.4 Phone number(s).** This is all registered phone numbers of your business by which it could be reached.

**A1.5 Postal Address** is the one registered with the Ghana Post Company which is used in all formal communication for your business.

**A1.6 Digital Address and Location of Business.** Provide Ghana Post GPS address and physical address stating landmarks to the principal place of business. Attach a drawing of the location of business.

**A1.7 Company/Business Registration Number.** The number provided on the certificate given at the Registrar Generals' Department upon the incorporation of the company.

**A1.8 Number of employees:** Indicate the total number of employees in the business. Distinguish between number of casual and permanent employees.

**A1.9 Annual turnover:** State total sales or revenue generated per year in Ghana Cedis.

**A1.10 Assets value:** State the value of all assets of the business in Ghana Cedis.

**A1.11 Email.** All official general email addresses to which the company communicates.

**A1.12 Website:** If available, provide your business/company's official website which displays the company's brand materials ie. Logo, name, physical address etc.

**A1.13 Contact person & position:** This is the person authorised to make decisions on behalf of the company or business. It may include but not limited to CEO/MD, Company Secretary, Director(s), etc.

Contact Details are the mobile phone numbers and email addresses of the authorized persons whose names have been provided above.

Doc. No.: DN004	ISSUE NO.: 02	Approved by: MP	Page 1 of 2
-----------------	---------------	-----------------	-------------



**A1.14 Clearance letter from the Social Security and National Insurance Trust:** Provide a letter from the Social Security and National Insurance Trust (SSNIT) indicating that the business is complying with statutory requirements regarding the payment of SSNIT contributions.

**A1.15 Clearance certificate/letter from the Ghana Revenue Authority:** Provide a letter from the Ghana Revenue Authority (GRA) indicating that the business is complying with statutory requirements regarding the payment of taxes.

**A1.16 Relevant Management Systems Code:** If available, provide certificate number for management system certificate such as for ISO 9001, ISO 22000 (or HACCP for SME), ISO 14001, etc.

**A2.1 Product or Service:** This indicates the name of the product or service for which application is being made. Note that each product being applied for needs a new sheet.

**A2.2 Type or Model of Product or Service:** This helps to distinguish similar items of different sizes and descriptions. Eg. Drinking water and mineral water or sachet water and bottled water or bottled water of 1.5 L and bottled water of 0.5 L.

**A2.3 Trade mark or brand name:** this is in respect of the specific product and its name or logo registered by the Registrar Generals' Department.

**A2.4 Regulatory License Number/Code:** Where applicable, provide the license number/code from the regulator for your industry such as the Food and Drugs Authority, the Environmental Protection Agency, the National Petroleum Authority, etc.

**A2.5 GSA Product Certificate Number/Code:** Provide the license number on your product certificate from the Ghana Standards Authority.

**A2.6 Product Description:** To the best of your ability, describe your product or service. Attach product label and/or product description brochures (if available). You may attach other documents. If you do, kindly list them as well.

**A3 Declaration:** Provide the names of an authorized representative of the business applying to use the Made-in-Ghana logo and a witness. The authorized representative and witness should then sign and date the application form under this section.

Doc. No.: DN004	ISSUE NO.: 02	Approved by: MP	Page 2 of 2
-----------------	---------------	-----------------	-------------