

**Note 1:**

Extra information may be provided on supplementary sheets. The scanned copy of this completed request should be sent to the email address [industrialmetrology@gsa.gov.gh](mailto:industrialmetrology@gsa.gov.gh) Alternatively, the request may be sent in person to the Secretariat, Industrial Metrology Department, Ghana Standards Authority, Accra. In regions other than Greater Accra, the request may be sent to the Regional Office of the Ghana Standards Authority.

**SECTION A**

Date:.....

**CUSTOMER REQUEST FOR CALIBRATION/ VERIFICATION**

Name of company/ establishment: .....

.....

Tax Identification Number-TIN .....

Digital address (*Ghana Post*): .....

Physical location of company/establishment: .....

.....

Postal address: .....

Email address: .....

Phone number(s):.....

PLACE OF CALIBRATION/ VERIFICATION OF EQUIPMENT (tick as appropriate):

Company's premises:

GSA Premises:

URGENCY CLASS:

Very Urgent (work to be completed within 3 days)

Urgent (work to be completed within 5 days)

Normal (work to be completed within 7 days)



### **3.0. GUIDANCE FOR PAYMENT**

How to make payment after receiving invoice:

#### **3.1 BANK DETAILS**

- ACCOUNT NAME: GHANA STANDARDS AUTHORITY
- ACCOUNT NUMBER: 1018631385044
- BANK: BANK OF GHANA, P. O. BOX 2674, ACCRA-GHANA
- LOCATION: HIGH STREET
- SWIFT CODE: BAGHGHAC
- TIN: C0004705963

Effect payments and notify GSA with the swift and invoice numbers, to [industrialmetrology@gsa.gov.gh](mailto:industrialmetrology@gsa.gov.gh) and [evelyn.asare@gsa.gov.gh](mailto:evelyn.asare@gsa.gov.gh) (0244737771) and [georgina.sarfo@gsa.gov.gh](mailto:georgina.sarfo@gsa.gov.gh)

Make payment in any Bank of Ghana registered commercial bank (includes Zenith Bank, GCB, CBG, ABSA, Ecobank, Fidelity bank ...)

#### **3.2 PAYMENT IN PERSON AT GSA PREMISES**

Pay at the in-house bank within GSA premises, Accra and notify the industrial metrology secretariat with the payment receipt.

#### **3.3 MOBILE MONEY:**

MERCHANT NAME: GHANA STANDARDS AUTHORITY  
MERCHANT ID: 039262

The reference that appears should have the **invoice number** and **name of payee**. Call 0201338377 for confirmation of payment.

Steps to follow when paying via MTN Momo account

- a. Dial \*170#
- b. Select 2 Momo Pay and Bills
- c. Select 1 Momo Pay
- d. Merchant Name: Ghana Standards Authority
- e. Merchant ID: 039262

**Note 2: Payment should be made within three (3) days of receiving the invoice. Under circumstances where information provided on equipment is inadequate, an invoice will be issued after inspection of the equipment by the GSA officer. A remote inspection of the equipment may be arranged for purposes of determination of fees only.**

**SECTION B**

**FOR OFFICIAL USE ONLY**

**4.0 REVIEW OF REQUEST**

**4.1. ITEM/ EQUIPMENT DETAILS (completed by GSA schedule officer)**

SN	LAB NUMBER	ITEM	BRAND/MODEL	CODES (SERIAL NO., .....)	CAPACITY & RANGE	QUAN-TITY	FEES

**Service required:** Tick (✓) against

a) Calibration       b) Verification       c) Pattern Approval

Other:.....

**4.2 Details of payment:**

Invoice Number.....Amount.....Date.....

Receipt Number/or Swift Code .....Amount.....Date .....

Declined request (reason):..... Advice to customer: .....

**4.3 Customer registration number**

GSA-IMD-R- .....

**4.3.1 Type of Request:**

Initial                       Subsequent                       Re-verification/  
Re-calibration

**4.4 Schedule Officer reviewing request:**

Signature:..... Date:.....  
Name: .....

**4.5 Administrative Officer receiving request:**

Signature:..... Date:.....  
Name: .....

**4.6 Head, Industrial Metrology Department:**

Comment: .....  
Signature:..... Date:.....