



BUSINESS USER REGISTRATION GUIDE

For

Ghana Revenue Authority

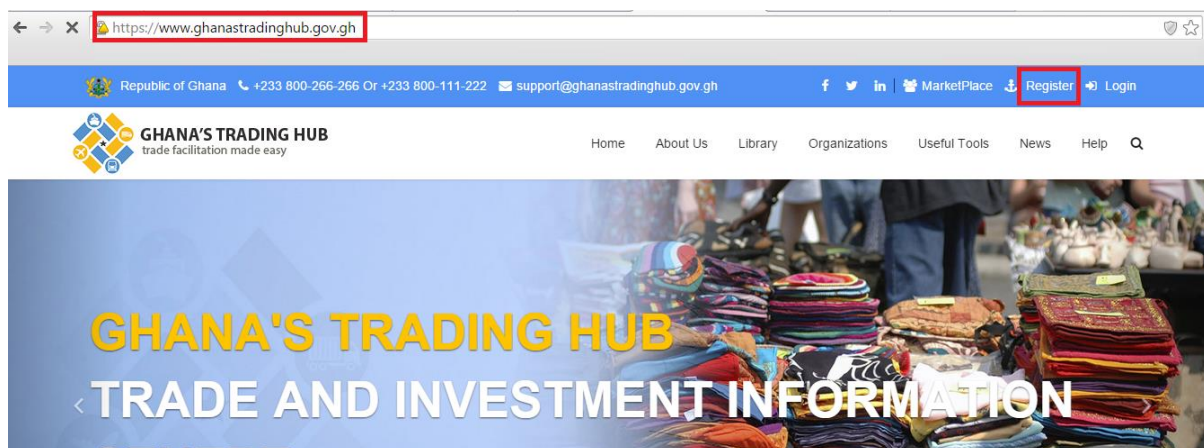
Pre-Arrival Assessment Reporting System (PAARS)

Business Registration Module is the module that allows Business Traders (Declarant, Importers etc) to register their companies on the Ghana's Trading Hub Portal as registered user of the portal. Before any user can access Ghana Pre-Arrival Assessment Reporting System (PAARS), he/she must have a valid user account. When a company register as registered user on the portal by providing the required information (TIN, RC Number...) into the application, the system validates and creates user account for the company, if the validation process was successful.

NOTE: - Any account created by the system for a company must be Admin User account by default. For a company to register on the Ghana Trade Hub portal, he/she must have valid Company Registration Number and Tax Identification Number, because these documents are prerequisite for the registration.

For Business Trade User to register as a registered user, he/she will perform the following steps:-

1. Launch a web browser and enter Ghana Trade Hub portal (www.ghanatradinghub.gov.gh)
2. Clicks on Register link on the home page of the portal



3. System displays Stakeholders Registration page.
4. Carefully read the instruction and click on the next button to continue with the registration

Guidelines
Step 1: Verification
Step 2: Company Details
Step 3: Supporting Documents
Step 4: Business Areas
Step 5: Account Info.
Review

Guidelines

Welcome To The Ghana Trade Hub (National Single Window).

Before you can make use of GTH National Single Window Portal for single submission, you must register on the portal by providing the following information:

1. Your Company Name
2. Your Business Registration Certificate Number issued by Registrar General Department
3. Your TIN issued to you by Ghana Revenue Authority (GRA)
4. Your Head Office Address
5. The detail of your registration contact person information.
6. Scan and attach your Business Registration Certificate (preferably in PDF format)
7. Scan and attach your Certificate to Commence Business (preferably in PDF format)
8. Scan and attach your TIN Certificate (preferably in PDF format)

On successful submission, a notification will be sent to you confirming your company registration.

Click on the Next Button to proceed.

Thank you.

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5. Step 1: Verification Tab - Enter the Company Name, Company Registration Number, Company TIN and select the appropriate District Tax office

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Step 1: Verification

Company Name *

Enter the Company Name exactly as on the Business Registration Certificate.

Company Registration Number *

Company TIN *

District Tax Office *

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6. Click on the next button to continue with the registration

7. Step 2: Company Details – enter the Company Details (Physical Business Address, Region, District, Telephone, Email, Contact Person etc.)
8. All field with the asterisk must be completed

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Step 2: Company Details

Company Details

Company Name

ABC LIMITED

Physical Business Address *

Enter Physical Business Address

Region *

Ashanti Region

District *

Select an Option

Designated Representative

1. Official Contact Person

First Name *

Enter First Name

Last Name *

Enter Last Name

Mobile Number *

Enter Mobile Number

Email Address *

Enter Email

9. Click on the next button to continue with the registration
10. Step 3: Supporting Documents – click on choose file to upload the supporting documents i.e. Certificate of incorporation and Certificate to Commence Business.
11. Click on Upload Documents button

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Step 3: Supporting Documents

Documents To Upload

1. Certificate of Incorporation

Choose File No file chosen

2. Certificate to Commence Business

Choose File No file chosen

Upload Documents

Guidelines For Uploading Documents

Please use the following guidelines when uploading your supporting documents. Up until the application deadline.

Upload scans of the **original documents**, i.e. the documents given to you by the issuing institution. The preferred document format is **PDF**. Do not upload ZIP, RAR or other compressed files as these cannot be opened in our document viewer.

The Maximum File size is 500kb

Submit only what is requested. Submitted documents that are not requested will not be taken into consideration and will only complicate the evaluation of your application.

Scanned documents must be clear and legible. They must appear 'right-side up' when seen in a standard document viewer. Also make sure that the entire document, including the reverse side, is included in the scan.

If all of your documents are available, please upload them at the same time. This gives us a better overview when processing your application.

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12. Click on the next button to continue with the registration

13. Step 4: Business Areas - selects the appropriate business areas

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Step 4: Business Areas

Business Areas Professional Membership

☐ Importer
☐ Exporter
☐ Manufacturer
☐ Trader
☐ Terminal Operator
☒ House Agent/Self Declarant
☐ Freight Forwarder
☐ Inland Transporter
☐ Shipping Line/Agent

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Note:

- In order to access PAARS platform select House Agent/Self Declarant
- You can also select multiple Business Area

14. Click on the next button to continue with the registration

15. Step 5: Account Info - enter the password and confirm password

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Step 5: Account Info.

UserName
C0004996690

Password *

Confirm Password *

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16. Click on the next button to continue with the registration

17. Review your registration details

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Review

Company Details

Company Name:
ABC Limited

Region:
Greater Accra Region


District:
Ga Central

Physical Business Address:
Tema

Phone Number:
02748948948

Email Address:

18. Click on the Finish button to complete your registration.



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Successful

[Home](#) [Stakeholders Registration](#) [Successful](#)

Dear ABC Limited,

Your Company Information has been submitted successfully. A confirmation message has been sent to your registration contact email and mobile phone number.

Login with your credentials to continue stakeholder registration process.

For enquiries, please use the Contact page.

Thank you.

Login to Continue