



GHANA'S TRADING HUB
www.ghanastradinghub.gov.gh



USER GUIDE

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BUSINESS USER REGISTRATION GUIDE

1 USER REGISTRATION

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. E.g. The company representative will registers 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: -

- I. Any company account created by the system would be an Admin User account by default.
- II. 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.ghanastradinghub.gov.gh) as shown in Fig 1

Fig 1 www.ghanastradinghub.gov.gh highlighted



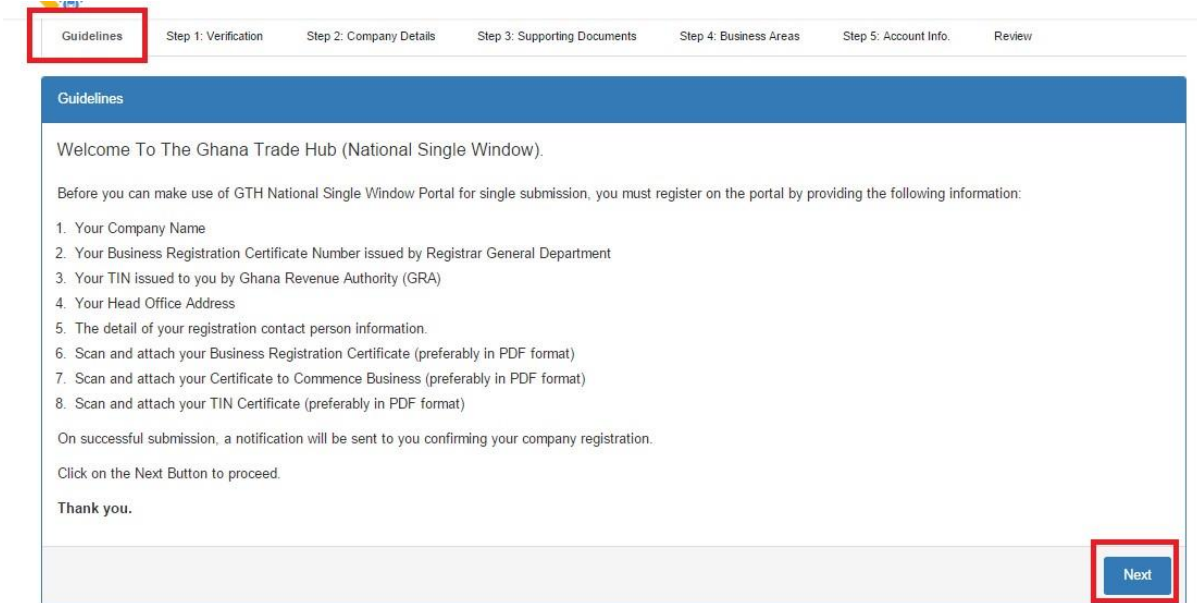
2. Clicks on Register link on the home page of the portal as shown in Fig 2

Fig 2 Register link highlighted



3. System displays Stakeholders Registration page and User carefully read the instruction and click on the next button to continue with the registration as shown in Fig 3

Fig 3 Guideline and Next button highlighted



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.

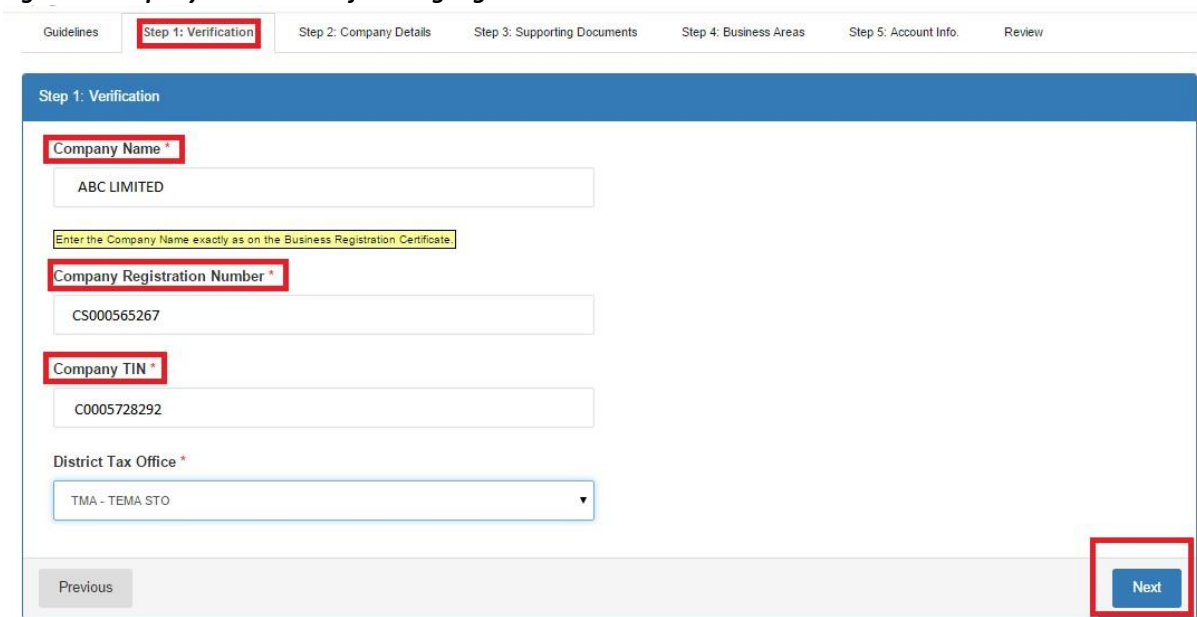
Click on the Next Button to proceed.

Thank you.

Next

4. Step 1: Verification Tab - Enter the Company Name, Company Registration Number, Company TIN and select the appropriate District Tax office as shown Fig 4

Figure 4 Company details to be filled highlighted



Step 1: Verification

Company Name *

ABC LIMITED

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

Company Registration Number *

CS000565267

Company TIN *

C0005728292

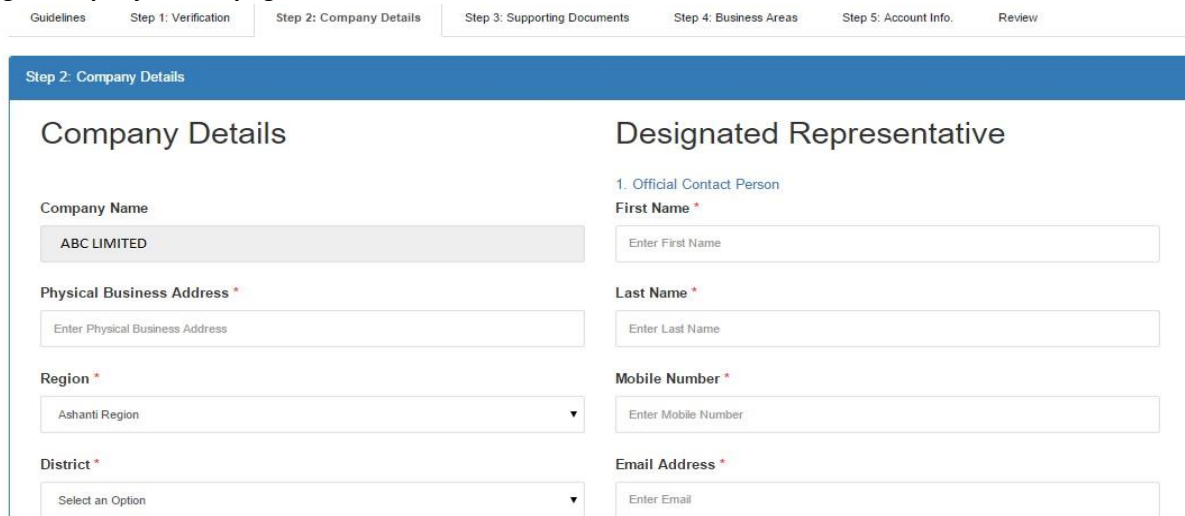
District Tax Office *

TMA - TEMA STO

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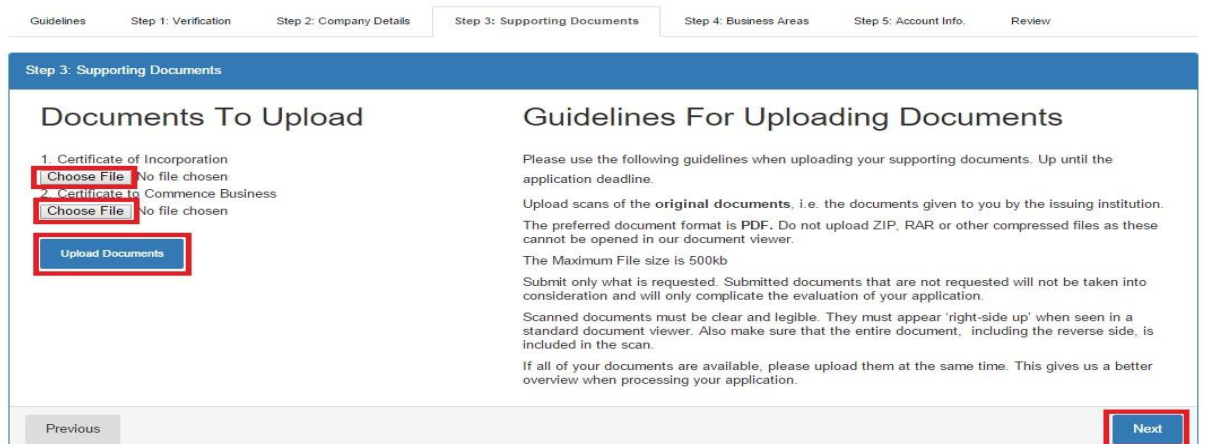
5. Click on the next button to continue with the registration as shown in Fig 4 above.
6. System displays the remaining company details to be filled as shown in Fig 5

Fig 5 Company Details page



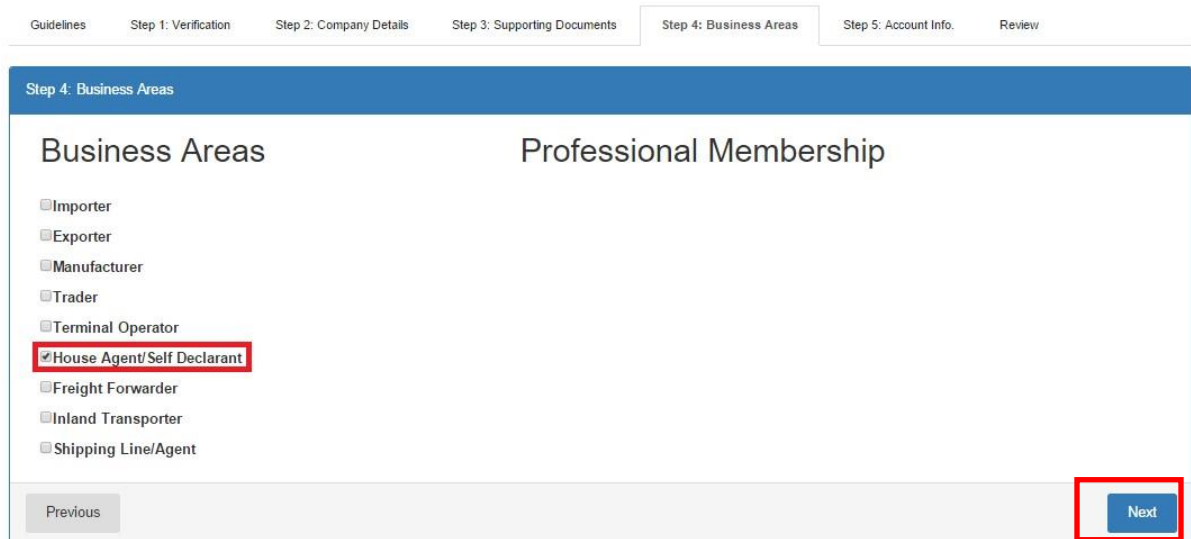
7. Step 2: Company Details – enter the Company Details (Physical Business Address, Region, District, Telephone, Email, Contact Person etc.)
8. All field with the asterisk must be completed
9. Click on the next button to continue with the registration
10. Step 3: Supporting Documents – click on choose file to upload the supporting documents i.e. Certificate of incorporation and Certificate to Commence Business as shown in Fig 6
11. Click on Upload Documents button as shown in Fig 6

Fig 6 Choose File, Upload documents and Next button highlighted



12. Click on the next button to continue with the registration
13. Step 4: Business Areas - selects the appropriate business areas as shown in Fig 7

Fig 7 House Agent/Self Declarant and Next button highlighted



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

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

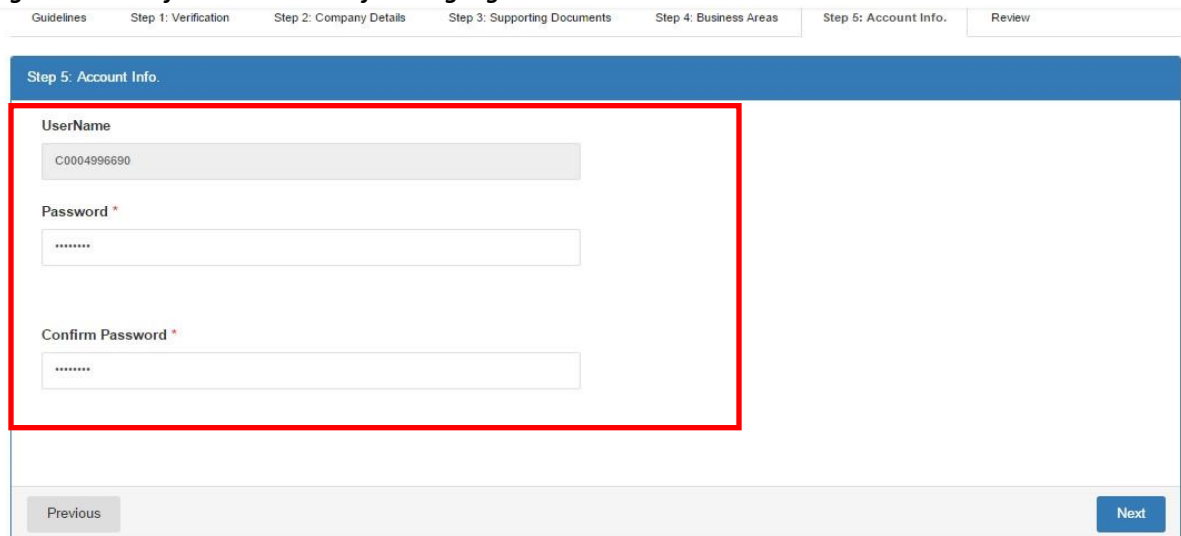
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Note:

- 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 as shown in Fig 7 above
15. System displays Account Information page
16. Step 5: Account Info - enter the password and confirm password as shown in Fig 8

Fig 8 Account Information details filled highlighted



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

Step 5: Account Info.

UserName
 C0004996690

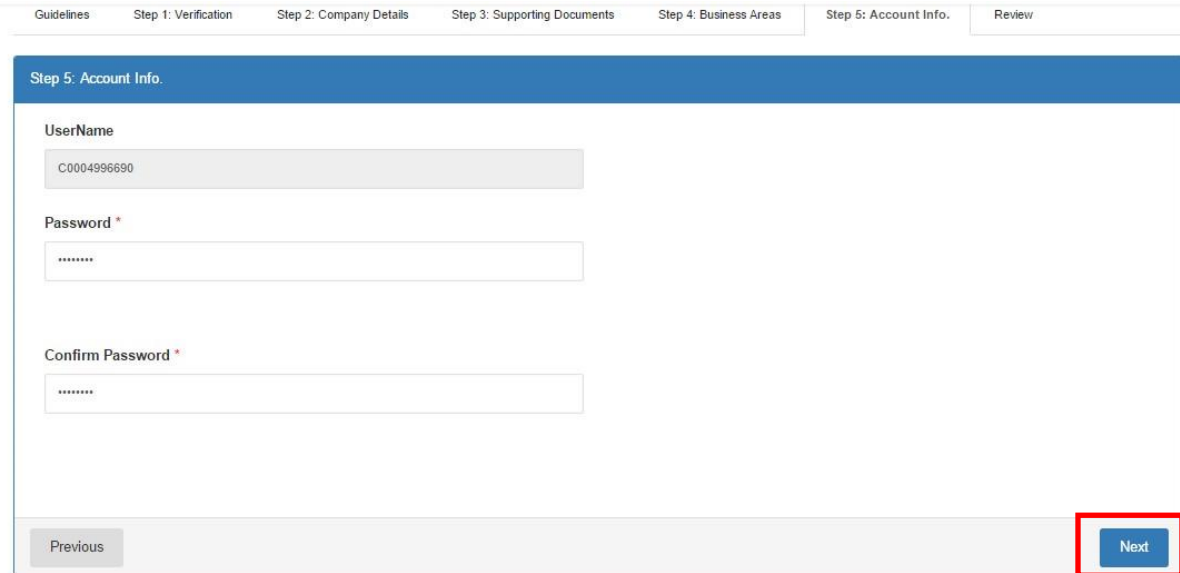
Password *

Confirm Password *

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17. Click on the next button to continue with the registration shown in Fig 9

Fig 9 Next button highlighted



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

Step 5: Account Info.

UserName
C0004996690

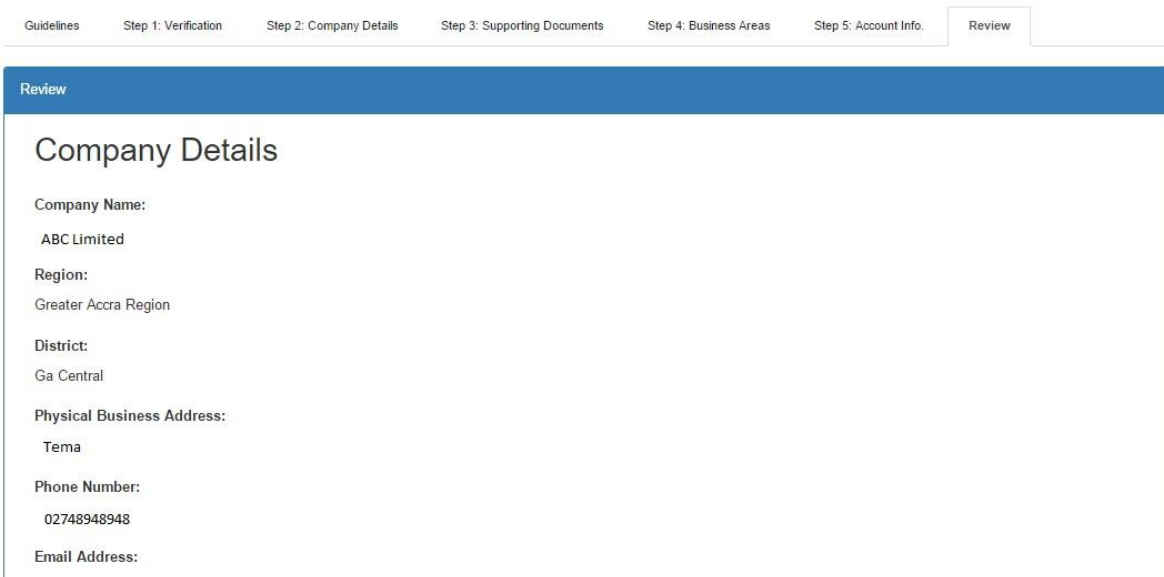
Password *

Confirm Password *

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18. Review your registration details as shown in Fig 10

Fig 10 Company Details displayed



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

Review

Company Details

Company Name:
ABC Limited

Region:
Greater Accra Region

District:
Ga Central

Physical Business Address:
Tema

Phone Number:
02748948948

Email Address:

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

20. System displays Registration successful page as shown in Fig 11

Fig 11 Successful page

