



Gold Export Procedure

- Business And System Actors

Business Actors



Airlines/Airline Agent



Authorized Dealer Bank (PGA)



Bank of Ghana



Cargo Airline



GRA Customs Division



License Gold Exporters



Metallurgist



Minerals Commission



Mining Representatives



Mining Companies



National Security
Adviser (NSA)



Registrar General's
Department (RGD)

System Actors








e-MDA Portal





GCMS



• Documents require

Document Name	Document Owner
<ul style="list-style-type: none">• IDG• Invoice• Packing List	<ul style="list-style-type: none">• Supplier  Exporter <i>(from Business Actors)</i>
<ul style="list-style-type: none">• Business Registration Certificate• Certificate of Incorporation• Certificate to Commence Business	<ul style="list-style-type: none">Registrar General's Department (RGD)  <i>(from Business Actors)</i>
<ul style="list-style-type: none">• Gold Export Form 4A	<ul style="list-style-type: none">Bank of Ghana  <i>(from Business Actors)</i>
<ul style="list-style-type: none">• Booking Form• Airway bill	<ul style="list-style-type: none">Cargo Airline  <i>(from Business Actors)</i>
<ul style="list-style-type: none">• Exporter Registration Certificate• Ghana Export Form	<ul style="list-style-type: none">GEPA (Ghana Export Promotion Authority)  <i>(from Business Actors)</i>

<ul style="list-style-type: none">• Invoice• Customs Declaration(BoE)• License/Permit to Export	<ul style="list-style-type: none">GRA Customs Division  <i>(from Business Actors)</i>
<ul style="list-style-type: none">• License for Mining Concession• License for Gold Exporters• Assay Certificate	<ul style="list-style-type: none">Minerals Commission  <i>(from Business Actors)</i>



• Process Steps

1 Buy	
<p>(Preconditions)</p> <ul style="list-style-type: none"> • Business Registration <p>Exporter Registrar General's Department (RGD)</p>	<ul style="list-style-type: none"> • Obtain a Registration Certificate from the Registrar General's Department
<p>1.1 Conclude Sales Contract</p> <p>Exporter Importer</p>	<ul style="list-style-type: none"> • Exporter source for buyer and conclude sales with the Importer.
2 Ship	
<p>2.1 Obtain License for Minerals Commission</p> <p>Mining Companies License Gold Exporters Minerals Commission</p>	<ul style="list-style-type: none"> • Mining Companies obtains licence for Mining concession from Minerals Commission while Licence Gold Exporter obtains licence to buy, process and export Gold from Minerals Commission.
<p>2.2 Obtain Certificate of Origin</p> <p>Exporter GNCC (Ghana National Chamber of Commerce) GRA Customs Division</p>	<ul style="list-style-type: none"> • Register as an Exporter with GNCC (If New) and obtain the Certificate of Origin from GNCC with GRA Customs Division endorsing the Certificate.
<p>2.3 Obtain Bank of Ghana Foreign Exchange Form 4A</p> <p>Agent Exporter Authorized Dealer Bank (PGA)</p>	<ul style="list-style-type: none"> • Exporter/Agent obtains Gold Form A4 from designated Commercial Bank fills and submits the completely-filled-in form.
<p>2.4 Arrange for Transport</p> <p>Exporter Shipping Line Agent</p>	<ul style="list-style-type: none"> • Exporter arranges for shipment through a Shipping Agent with relevant supporting documents.
<p>2.5 Obtain License/Permit from Customs to export Gold</p> <p>Exporter Mining Companies</p>	<ol style="list-style-type: none"> 1. The Exporter submits an application to the sector commander where mining is sited. 2. The Sector commander upon receipt of application would assigns senior officer to supervise the inspection of the mines with respect to the processing, assembling and scaling of gold for export.



2 Ship		
<p>2.6 Inspection and Sealing of Bullion</p> <p>GRA Customs Division Minerals Commission</p>	<ul style="list-style-type: none">• The Customs Officer conducts premise inspection, the Bullion is inspected and sealed and the Inspection report is submitted to the commissioner for approval.	
<p>2.7 Obtain Customs Approval requesting to stuff Container</p> <p>Exporter GRA Customs Division</p>	<ol style="list-style-type: none">1. Exporter submits an application to the Assistant Commissioner of GRA Customs Division for approval to ship the bullion. The letter is submitted three days (3) prior to the date of export.2. The Customs approves and assigns an escort to export the goods.	
<p>2.8 Transport of Gold to the Airport</p> <p>GRA Customs Division Airlines/Airline Agent</p>	<ol style="list-style-type: none">1. The assigned Customs officer would escort the security to airlift the bullion via the helicopter from the mines to the Airport.2. The bullion van, KIA Customs Officer would receive the bullion at the Tarmac.3. The Sector Command authorises the processing of documents.	
<p>2.9 Submit declaration</p> <p>Agent Exporter GCMS</p>	<ul style="list-style-type: none">• The Exporter/Agent electronically submits Customs Declaration and attaches all relevant supporting documents.	
<p>2.10 Customs Document Verification and Compliance</p> <p>Agent Exporter Officer at Export Seat</p>	<ul style="list-style-type: none">• The Exporter/Agent prints and takes the hard copy of the Declaration and all other relevant supporting documents to the designated Officer at Export seat for verification and necessary actions.	
<p>2.11 Waybill Collection</p> <p>Agent Importer GPHA (Ghana Ports & Harbours Authority)</p>	<ul style="list-style-type: none">• Exporter/Agent pays all fees payment and obtain waybill at GPHA.	
<p>2.12 Cargo Loading</p> <p>GRA Customs Division Airlines/Airline Agent Cargo Airline</p>	<ol style="list-style-type: none">1. Upon arrival of Aircraft, GRA Customs Escort official from the export seat KIA and the G4S Security personnel goes with the bullion van to the bullion vault to retrieve the bullion for shipment.2. The bullion is transported to the aircraft for loading.	
3 Pay		
<p>3.1 Goods Payment</p> <p>Exporter Importer</p>	<ul style="list-style-type: none">• The Exporter receives payment from the Importer through any of the below payment methods:<ul style="list-style-type: none">• Direct Payment• Letter of Credit• Open Account	



Time Procedure Chart for Gold Export

