

REGISTRATION FORM FOR COMMERCIAL VEHICLE IMPORTER

(Kindly complete this form and submit to the Auto Unit office of the GSA or via email at auto@gsa.gov.gh)

Business Type:

Assembler/Manufacturer

Local Garage

OEM Authorized Distributor

Logistics Entity (not a garage)

Other:

Specify

Business Name:
(Attach copy of Business Registration Certificate)

Tax Identification Number (TIN):

Business Location:

Ghana Post GPS:

Business Phone number(s):

Email:

Postal Address:

Website (if applicable)

Are you a member of an Automobile Association / Union / Chamber? YES or NO

Kindly indicate:

Vehicles Condition: New Used Special Purpose (Tick one as appropriate to your business)

If Special Purpose, kindly specify:

(Businesses that import both used and new vehicles should fill a separate form for each line of business)

OEM(s) represented (if NEW): (Please fill box below and attach copy of OEM authorization letter(s))

Vehicle Make(s): (Please fill box below)

Vehicle Categories and Types: (Please fill box below)

Vehicle Categories (List as appropriate)	Vehicle Types (List as appropriate)

Countries of Origin: (Please fill box below)

Primary Authorized Representative:

Phone number(s):

Alternative Authorized Representative:

Phone number(s):

DECLARATION

I DECLARE THAT, TO THE BEST OF MY KNOWLEDGE, ALL THE INFORMATION SUPPLIED ABOVE IS CORRECT AND I UNDERSTAND THAT ANY FALSE DECLARATIONS RENDERS THIS APPLICATION INVALID.

I AGREE

.....		
NAME OF APPLICANT	SIGNATURE	DATE

FOR GSA Official Use Only

Reg/# _____

Receiving Officer

Signature

Date

Licence Number:

INSTRUCTION MANUAL FOR COMPLETING THE REGISTRATION FORM FOR COMMERCIAL VEHICLE IMPORTERS

1 PURPOSE OF THE FORM

This form is used to register businesses that commercially import vehicles for business purposes or for sale. Applicants are required to provide accurate information about their business, the vehicles they import and the Original Equipment Manufacturers (OEM) / vehicle manufacturers they represent (where applicable). Please complete all sections that apply to your business and provide the required supporting documents. Important: Businesses that import both new and used vehicles must complete a separate registration form for each line of business.

Kindly fill the form and submit in person to the GSA Auto Unit office or via email at auto@gsa.gov.gh

2 HOW TO COMPLETE EACH SECTION

2.1 Business Type

Tick one option that best describes your business:

Assembler/Manufacturer – Select this if your business assembles or manufactures vehicles.

OEM Authorized Distributor – Select this if your business is an officially authorized distributor of a global vehicle manufacturer/Original Equipment Manufacturer (OEM).

Local Garage – Select this if your business operates as a local garage without an official authorized distributor status. This includes used vehicles dealers, online imports/sale representatives etc.

Logistics Entity (not a garage) – Select this if your business provides logistics/transport-related/customs agent services etc. but does not operate as a garage.

Other – If none of the listed options describes your business, tick ‘Other’ and clearly state your business type in the space provided. For example, Government Departments / Businesses Entities / Corporations / Missions / NGOs, etc.

2.2 Business Name

Enter the full registered name of the business exactly as it appears on your Business Registration Certificate. Example: ABC Commercial Vehicles Limited

Required document: Attach a copy of your Business Registration Certificate.

2.3 Tax Identification Number (TIN)

Enter the business's Tax Identification Number (TIN). Ensure that the number entered is correct and corresponds to the business stated on the form.

2.4 Business Location

Enter the physical location of your business. Provide enough information to allow the business premises to be easily identified. Example: Plot 25, Industrial Area, Accra

2.5 Ghana Post GPS

Enter the Ghana Post GPS address of the business premises. Ensure that the GPS address corresponds to the location provided under Business Location.

2.6 Business Phone Number(s)

Provide the telephone number(s) through which the business can be contacted. Where possible, provide a number that is regularly monitored during business hours. If more than one number is available, additional numbers may be provided.

2.7 Email

Enter the official business email address. Use an email address that is regularly monitored because it may be used for official communication.

2.8 Postal Address

Enter the official postal address of the business, where applicable. If your business does not have a separate postal address, provide the appropriate address used for receiving official correspondence.

2.9 Website

Enter the business website address if the business has one. If your business does not have a website, leave this section blank.

2.10 Automobile Association/Union/Chamber

If you are a member of a recognized trade association specifically related to the automobile industry, kindly indicate which association, union or chamber you belong to.

3 VEHICLE INFORMATION**3.1 A. Vehicle Condition**

Select the option that applies to the line of business being registered:

New – Select if the business imports new vehicles.

Used – Select if the business imports used vehicles.

Special Purpose – Select if the business imports special-purpose vehicles.

Important:

If your business imports both new and used vehicles, you must complete a separate form for each line of business.

Example: Form 1 – New vehicle import business; Form 2 – Used vehicle import business.

Do not combine new and used vehicle activities on one form.

Find the definition of new and used vehicles in **ANNEX**

3.2 B. Special Purpose Vehicles

Complete this section only if you selected "Special Purpose" under Vehicle Condition. State clearly the type or purpose of the vehicle(s) being imported.

Examples: Fire Trucks, Ambulances, Mobile Cranes, Other Special-Purpose Vehicles.

If you did not select "Special Purpose", leave this section blank.

4 OEM AND VEHICLE DETAILS**4.1 A. Original Equipment Manufacturer(s) OEM(s) Represented: New Vehicles**

Complete this section only if you selected "New".

List the global vehicle manufacturer(s)/OEM(s) that your business is authorized to represent or distribute.

Examples: Toyota Motor Corporation, Isuzu Motors Limited, etc.

Supporting document: Attach a copy of the relevant authorization letter(s), agreement or documentation. The authorization documentation should support the relationship between your business and the stated OEM.

If you are not an authorized dealer, kindly leave the space blank

4.2 B. Vehicle Make(s)

List the make(s) of vehicles that your business imports.

Examples: Toyota, Honda, Mercedes Benz etc.

If you are a not an “OEM authorized distributor”, list some of the models your business typically imports

4.3 C. Vehicle Categories and Types

Provide the vehicle category and vehicle type for the vehicles you import.

Vehicle Category: Enter the applicable vehicle category, such as M1, M2, N1, N2 or N3. (If New)

Vehicle Type: State the specific type of vehicle, such as Saloon Car, Bus, Minibus, Pickup, Truck, Tractor head or Tipper truck.

Where your business imports several categories or types, list all applicable categories and types.

Apart from “OEM authorized distributors”, other business types may ignore vehicle categories and fill vehicle types only.

Find definition of vehicle categories in ANNEX

5 COUNTRIES OF ORIGIN

List the country or countries from which the vehicles are imported.

Examples: Japan; Germany; United States; China; United Kingdom, etc.

If vehicles are imported from more than one country, list the typical applicable countries.

6 AUTHORIZED REPRESENTATIVES**6.1 A. Primary Authorized Representative**

Provide the name of the person who is the main contact person authorized to represent the business for matters relating to the registration.

Enter:

Full name

Telephone number(s)

The person listed should be available to respond to official enquiries concerning the business.

6.2 B. Alternative Authorized Representative

Provide the details of a second authorized contact person who can be contacted when the primary representative is unavailable.

Enter:

Full name

Telephone number(s)

Ensure that the alternative representative is aware that their details have been provided.

7 DECLARATION

Before signing, carefully review all information entered on the form.

The applicant is required to declare that the information provided is correct and understands that a false declaration will make the application invalid.

Tick "I AGREE".

Enter the name of the applicant.

Sign the form.

Enter the date of signing.

Important: The person signing the form should be authorized to submit the application on behalf of the business.

8 DOCUMENTS TO ATTACH

Before submitting the form, check that the required supporting documents are attached:

- Copy of Business Registration Certificate
- OEM authorization letter(s), where applicable

Any other supporting documents specifically requested by GSA

9 FINAL CHECK BEFORE SUBMISSION

Before submitting your application, make sure that all sections are filled out correctly. Please provide complete, accurate and truthful information. Incomplete, inaccurate or false information may result in the application being considered invalid.

ANNEX

Used Vehicle: a motor vehicle that has been previously owned and registered and is more than twelve months from the date of manufacture of the vehicle and with a mileage exceeding 1 500 km

New Vehicle: Vehicles other than the above definition

Category M1

Vehicles used for the carriage of passengers and comprising not more than eight seats in addition to the driver's seat.

Category M2

Vehicles used for the carriage of passengers, comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding 5 tonnes.

Category M3

Vehicles used for the carriage of passengers, comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding 5 tonnes

Category N1

Vehicles used for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes.

Category N2

Vehicles used for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes.

Category N3

Vehicles used for the carriage of goods and having a maximum mass exceeding 12 tonnes.

Category O trailer

Trailers (including semi-trailers)

Category O1

Trailers with a maximum mass not exceeding 0.75 tonnes.

Category O2

Trailers with a maximum mass exceeding 0.75 tonnes, but not exceeding 3.5 tonnes.

Category O3

Trailers with a maximum mass exceeding 3.5 tonnes, but not exceeding 10 tonnes.

Category O4

trailers with a maximum mass exceeding 10 tonnes

Category L

Motor vehicles with less than four wheels

Category L1

A two-wheeled vehicle with an engine cylinder capacity in the case of a thermic engine not exceeding 50 cm³ and whatever the means of propulsion a maximum design speed not exceeding 50 km/h.

Category L2

A three-wheeled vehicle of any wheel arrangement with an engine cylinder capacity in the case of a thermic engine not exceeding 50 cm³ and whatever the means of propulsion a maximum design speed not exceeding 50 km/h.

Category L3

A two-wheeled vehicle with an engine cylinder capacity in the case of a thermic engine exceeding 50 cm³ or whatever the means of propulsion a maximum design speed exceeding 50 km/h.

Category L4

A vehicle with three wheels asymmetrically arranged in relation to the longitudinal median plane with an engine cylinder capacity in the case of a thermic engine exceeding 50 cm³ or whatever the means of propulsion a maximum design speed exceeding 50 km/h (motorcycles with sidecars).

Category L5

A vehicle with three wheels symmetrically arranged in relation to the longitudinal median plane with an engine cylinder capacity in the case of a thermic engine exceeding 50 cm³ or whatever the means of propulsion a maximum design speed exceeding 50 km/h.

Category L6

A vehicle with four wheels whose unladen mass is not more than 350 kg, not including the mass of the batteries in case of electric vehicles, whose maximum design speed is not more than 45 km/h, and whose engine cylinder capacity does not exceed 50 cm³ for spark (positive) ignition engines, or whose maximum net power output does not exceed 4 kW in the case of other internal combustion engines, or whose maximum continuous rated power does not exceed 4 kW in the case of electric engines.

Category L7

A vehicle with four wheels, other than that classified for the category L6, whose unladen mass is not more than 400 kg (550 kg for vehicles intended for carrying goods), not including the mass of batteries in the case of electric vehicles and whose maximum continuous rated power does not exceed 15 kW.