



## **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 registered user, he/she will perform the following steps:-

1: Launch a web browser and enter Ghana Trade hub portal [www.ghanatradinghub.gov.gh](http://www.ghanatradinghub.gov.gh) Click on register link on the home page of the portal as shown below.

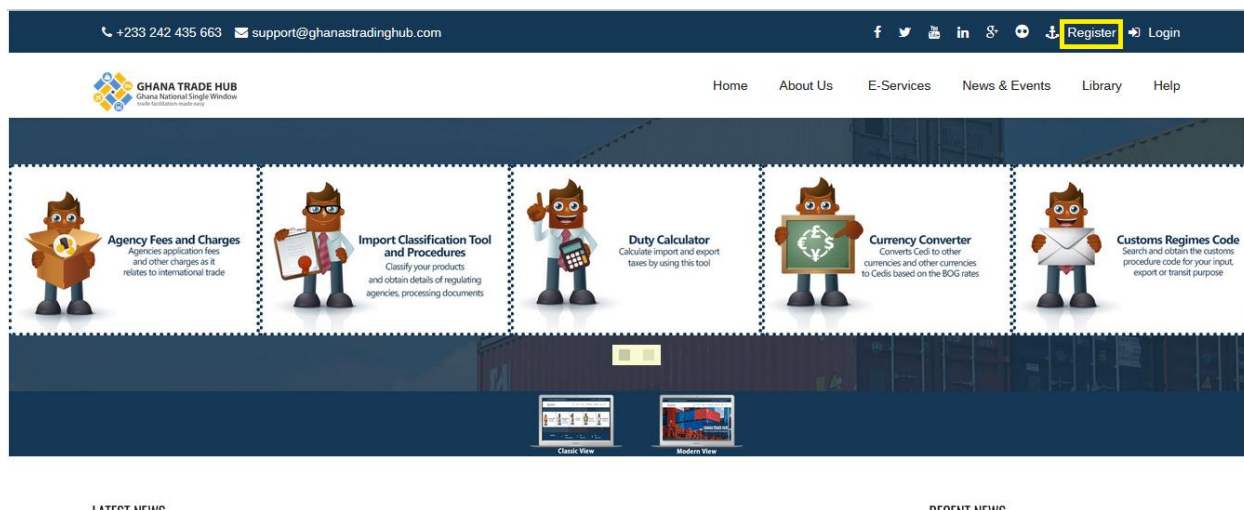
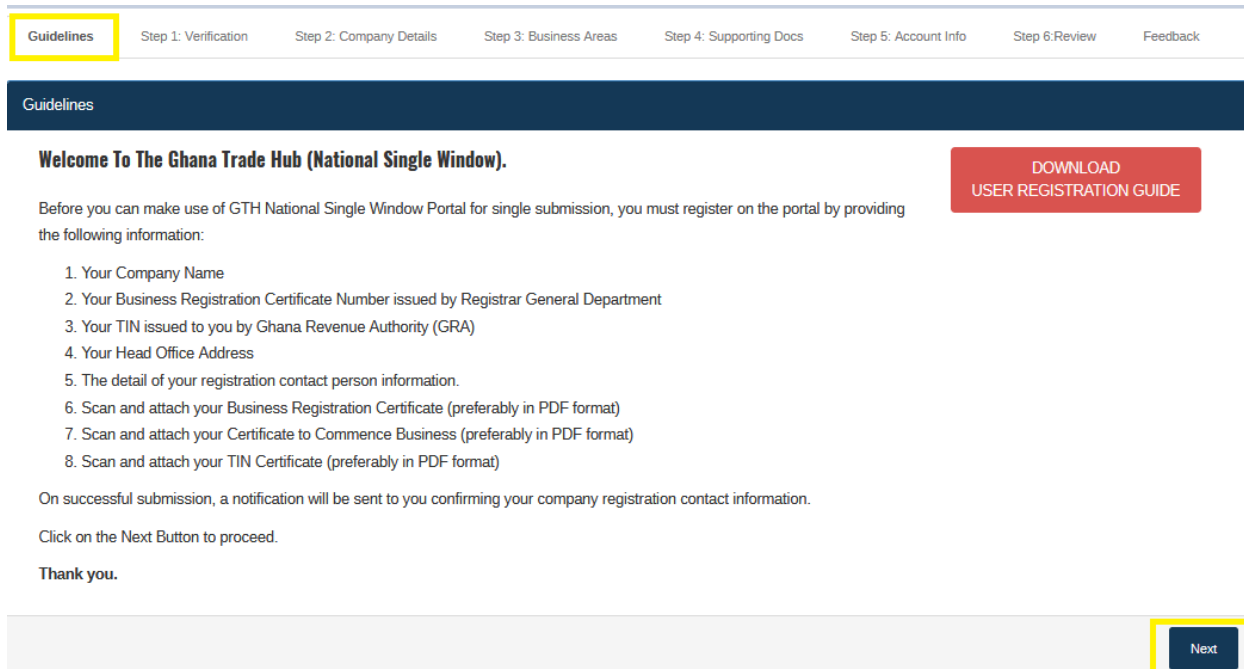


Figure 1 (Home Page)

System displays stakeholder registration page

## 2: - Registration Guidelines

Carefully read the instruction and click on the **Next** button to continue with the registration as shown below.



The screenshot shows a web interface for registration. At the top, there is a navigation bar with steps: Step 1: Verification, Step 2: Company Details, Step 3: Business Areas, Step 4: Supporting Docs, Step 5: Account Info, Step 6: Review, and Feedback. The 'Guidelines' step is highlighted with a yellow box. Below the navigation bar, the page title is 'Guidelines'. The main content area has a dark blue header with the text 'Guidelines'. Below this, there is a section titled 'Welcome To The Ghana Trade Hub (National Single Window)'. To the right of this section is a red button labeled 'DOWNLOAD USER REGISTRATION GUIDE'. The main text explains that before using the GTH National Single Window Portal, users must register 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 contact information.

Click on the Next Button to proceed.

Thank you.

At the bottom right of the page, there is a blue button labeled 'Next' highlighted with a yellow box.

**Figure 2- Registration Guideline**

Please note that you must provide the above information in the guideline before you can proceed with the registration.

### 3: Verification tab

Enter the company Name, Company Registration Number, Company TIN and select the appropriate District Tax Office

Guidelines **Step 1: Verification** Step 2: Company Details Step 3: Business Areas Step 4: Supporting Docs Step 5: Account Info Step 6: Review Feedback

**Verification**

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

**Registration Number\***  
Enter Company Registration Number.

**Company TIN\***  
Enter your Company TIN

**Old IDF Application TIN**  
Enter old Company TIN. This is Optional

**District Tax Office\***  
Please select your Tax Office

Back Next

Figure 3 – Verification Page

Click on the **Next** button to continue with the registration and a shown below would display.



## 4: Company Details

- 1) Company Details – enter the company details (physical Business Address, Region, District, Telephone, Email, and Contact Person).
- 2) All fields with the red asterisk must be completed.
- 3) Once the page above has been filled, click on the Next button to continue with the registration.

Guidelines Step 1: Verification **Step 2: Company Details** Step 3: Business Areas Step 4: Supporting Docs Step 5: Account Info Step 6: Review Feedback

Company Details

| Company Details   | Company Contact Person   |
|---|--|
| <p><b>Company Name*</b></p> <input type="text" value="SWIFT MARINE"/>                                     | <p><b>First Name*</b></p> <input type="text" value="Enter First Name of contact person."/>       |
| <p><b>Physical Business Address*</b></p> <input type="text" value="Enter the Physical Business Address"/> | <p><b>Last Name*</b></p> <input type="text" value="Enter Last Name of contact person."/>         |
| <p><b>Region*</b></p> <input type="text" value="Please Select a Region"/>                                 | <p><b>Phone Number*</b></p> <input type="text" value="Enter Mobile Number of contact person."/>  |
| <p><b>District*</b></p> <input type="text" value="Please Select a district"/>                             | <p><b>Email Address*</b></p> <input type="text" value="Enter Email Address of contact person."/> |
| <p><b>Email Address*</b></p> <input type="text" value="Enter Company Email Address"/>                     |  |
| <p><b>Phone Number*</b></p> <input type="text" value="Enter the Phone Number"/>                           |  |

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Figure 4 Company Details



## 5: Company Business Areas

Please Note:

- 1) In order to access PAARS platform, select Customs House Agent/Self Declarant.
- 2) You can select more than one Area.
- 3) If Inland Transporter, Shipping Line/Agent, or Consolidator is selected, you must select the association you below and provide association before you can proceed with the registration

Guidelines Step 1: Verification Step 2: Company Details **Step 3: Business Areas** Step 4: Supporting Docs Step 5: Account Info Step 6: Review Feedback

### Business Areas

**Business Category**

- Importer
- Exporter
- Manufacturer
- Trader
- Terminal Operator
- Customs House Agent/Self Declarant
- Freight Forwarder
- Inland Transporter
- Shipping Line/Agent
- Producer
- Consolidator

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Figure 5 Business Areas

## 6: Company Business Areas (Professional Membership)

**Please note:**

- If **Inland Transporter** is selected, that means you must belong to one of the following association. Ghana Institute of Freight Forwarders, Customs Brokers Association of Ghana, Ghana Freight Forwarders Association, or Association of Customs House Agent and you will be expected to provide membership number.
- If **Shipping Line/Agent** is selected, that mean you must belong to Shipping Agent GPHA and you will be expected to provide membership number.
- If **Consolidator** is selected, that means you must belong to Consolidator GPHA Code and you will be expected to provide membership number.

Guidelines Step 1: Verification Step 2: Company Details **Step 3: Business Areas** Step 4: Supporting Docs Step 5: Account Info Step 6: Review Feedback

### Business Areas

| Business Category  | Professional Membership |
|--|-------------------------|
| <input type="checkbox"/> Importer                                      |                         |
| <input type="checkbox"/> Exporter                                      |                         |
| <input type="checkbox"/> Manufacturer                                  |                         |
| <input type="checkbox"/> Trader  |                         |
| <input type="checkbox"/> Terminal Operator                             |                         |
| <input checked="" type="checkbox"/> Customs House Agent/Self Declarant |                         |
| <input type="checkbox"/> Freight Forwarder                             |                         |
| <input type="checkbox"/> Inland Transporter                            |                         |
| <input type="checkbox"/> Shipping Line/Agent                           |                         |
| <input type="checkbox"/> Producer                                      |                         |
| <input checked="" type="checkbox"/> Consolidator                       |                         |

Consolidator GPHA Code

Please enter Membership Number

**Figure 6 Business Areas (Professional Membership)**

## 7: Documents Upload

The page below allows you to upload supporting documents. Before uploading, kindly read the instruction. Click on the browse button to locate a document from your computer and click on the upload button.

Guidelines Step 1: Verification Step 2: Company Details Step 3: Business Areas **Step 4: Supporting Docs** Step 5: Account Info Step 6: Review Feedback

Supporting Documents

### Documents to upload

**Certificate of Incorporation**  
 No file selected.

**Certificate to Commence Business**  
 No file selected.

### 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.

**Uploaded Documents**

| NO.                  | Document Name | Action |
|----------------------|---------------|--------|
| No Records Found!... |               |        |

Figure 7 Document Upload

The documents has been added successfully. Please click the Next button below to continue. ✕

Guidelines Step 1: Verification Step 2: Company Details Step 3: Business Areas **Step 4: Supporting Docs** Step 5: Account Info Step 6: Review Feedback

Supporting Documents

### Documents to upload

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**Uploaded Documents**

| NO. | Document Name                    | Action                                  |
|-----|----------------------------------|---|
| 1   | Certificate of Incorporation     | <input type="button" value="Remove"/> ↓ |
| 2   | Certificate to Commence Business | <input type="button" value="Remove"/> ↓ |

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Figure 8 Uploaded Documents





## 8 Account Information

The page below allows you to create a password by display your company tin as the username. Enter your password and confirm password and click on the Next button. Please note that both password must be same.

Guidelines Step 1: Verification Step 2: Company Details Step 3: Business Areas Step 4: Supporting Docs **Step 5: Account Info** Step 6: Review Feedback

Account Information

### Login Details

Username\*

Password\*

Confirm password\*

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Figure 9 Account Information



## 9 Information Review

The page below allow you to review the information you have provided during the registration. You can always click on the back button to edit your information. Otherwise click on the submit registration button to proceed.

Guidelines Step 1: Verification Step 2: Company Details Step 3: Business Areas Step 4: Supporting Docs Step 5: Account Info **Step 6: Review** Feedback

### Review Registration

COMPANY INFORMATION

| Name         | TIN         | Registration No | Tax Office     |
|--------------|-------------|-----------------|----------------|
| SWIFT MARINE | C0005196841 | C00051968411    | DEN - DENU STO |

COMPANY ADDRESS

| S/N | Type   | Address  | Email                 | Phone No   |
|-----|--------|--|-----------------------|------------|
| 1   | Office | No 12 New Area 5 building Accra, Ga Central , Greater Accra Region | swiftmarine@yahoo.com | 0560823093 |

COMPANY CONTACT PERSON

| S/N | First Name | Last Name | Email                 | Phone No   |
|-----|------------|-----------|-----------------------|------------|
| 1   | Ababa      | Amanu     | swiftmarine@yahoo.com | 0560823093 |

DOCUMENT

| NO. | Document Name                    | Action            |
|-----|----------------------------------|-------------------|
| 1   | Certificate of Incorporation     | <a href="#">↓</a> |
| 2   | Certificate to Commence Business | <a href="#">↓</a> |

USER ACCOUNT

| Username    | Password |
|-------------|----------|
| C0005196841 | *****    |

AREA OF BUSINESS

| S/N | Name                               |
|-----|------------------------------------|
| 1   | Customs House Agent/Self Declarant |
| 2   | Consolidator                       |

PROFESSIONAL MEMBERSHIP

| S/N | Association            | Membership Number |
|-----|------------------------|-------------------|
| 1   | Consolidator GPHA Code | 00123456          |

[Back](#) [Submit Registration](#)

## 10. Review


## 10 Feedback



Once you see this page, then your registration has been successful. You can click on the Finish button.

Guidelines   Step 1: Verification   Step 2: Company Details   Step 3: Business Areas   Step 4: Supporting Docs   Step 5: Account Info   Step 6: Review   **Feedback**

**Feedback**

Dear 

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.

**Finish**