



REPUBLIC OF GHANA

MINISTRY OF TRADE AND INDUSTRY

# Right to Information Manual

**MoTI**

**2022**

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# 1. Overview

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This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

**1.1 Purpose of Manual** – To inform/assist the public on the organizational structure, responsibilities and activities of the Ministry of Trade and Industry (MoTI) and provide the types of information and classes of information available at MoTI, including the location and contact details of its information officers and units.

## 2. Directorates and Departments under Ministry of Trade and Industry (MoTI)

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

### VISION

Establish Ghana as a globally competitive manufacturing and trading hub in Africa.

### MISSION

MoTI Promote a vibrant and competitive, technology-driven and sustainable economy through the development and implementation of innovative Trade and Industry policies and programmes to generate higher rates of growth, employment creation and spatial economic development.

### Directorates and Departments under <Ministry of Trade and Industry (MoTI)

#### 1. Departments

- Finance and Administration
- HR
- Policy, Planning, Monitoring & Evaluation (PPME)
- Research, Statistics & Information Management (RSIM)

#### 2. Directorates

- Multilateral, Bilateral, Regional Trade (MBRT) Directorate
- Trade Facilitation Directorate
- Export Trade Development Directorate
- Domestic Trade Directorate
- Strategic Industries Development Directorate
- District Industrial Development Directorate
- MSME Development Directorate
- Special Economic Zones Development Directorate
- Standards Directorate

#### 3. Specialized Units

- Internal Audit
- Legal Services
- Client Services
- Public Affairs and Communications
- Procurement
- Foreign Trade Offices (Refer to Appendix)
- Regional Trade and Industry Offices (Refer to Appendix)
- Business Regulatory Reforms

**Responsibilities of the Institution:** The Ministry's responsibilities are guided by Section 13 of the Civil Service Act, 1993 (PNDC 327) which states the following:

"A Ministry shall:

- (a) Initiate and formulate policies, taking into account the needs and aspirations of the people;
- (b) Undertake development planning in consultation with the National Development Planning Commission; and
- (c) Co-ordinate, monitor and evaluate the efficiency and effectiveness of the performance of the Sector"

Based on the above guidance, the Ministry of Trade and Industry performs the following functions:

- Formulates policies to enhance sectoral coordination in the implementation of Trade and Industry programmes;
- Designs programmes in collaboration with sector agencies to effectively implement Trade and Industry policies;
- Mobilizes technical, human and financial resources for the development of the Trade and Industry Sector;
- Improves the development of entrepreneurial skills, technological capability and accessibility to credit and markets;
- Develops relevant programmes and activities for institutional capacity building;
- Supports the growth and development of local industry through the stimulation of demand for locally produced goods and services;
- Facilitates access of Ghana's manufacturing sector to competitive factors of production, in order to enhance productivity and efficiency;
- Facilitates the development and promotion of non-traditional export products;
- Facilitates access to industrial lands and services for the establishment of industries; Facilitates trade and investment between Ghana and other countries and promote intra-African trade; and
- Maintains and enhances market access in both goods and services whilst limiting the negative impact on revenue and local industries.

## 2.1 Description of Activities of each Directorate and Department

Directorate/Department/Units	Responsibilities/Activities
Finance and General Administration	This Division ensures that approved personnel policies in the Ministry on employment, personnel records, training, and wages and salaries administration are translated into good management practices and effectively carried out.
Human Resource and Management	This Directorate develops sector-wide policy on HR Planning, Succession Planning, Training and Development and Performance Management. It also ensures that there is in place an effective and stable management framework consistent with the overall manpower needs of the Sector.
Policy Planning, Monitoring and Evaluation	This Directorate leads the technical processes for the development of policies, plans, programmes and budgets of all activities of the Ministry. It caters for the design and application of monitoring and evaluation systems for purposes of assessing the effectiveness of the Ministry's strategies and operational interventions
Research, Statistics and Information management	This Department conducts and commission's research into policy and strategy options, compiles and analyses data for the Ministry in particular and government as a

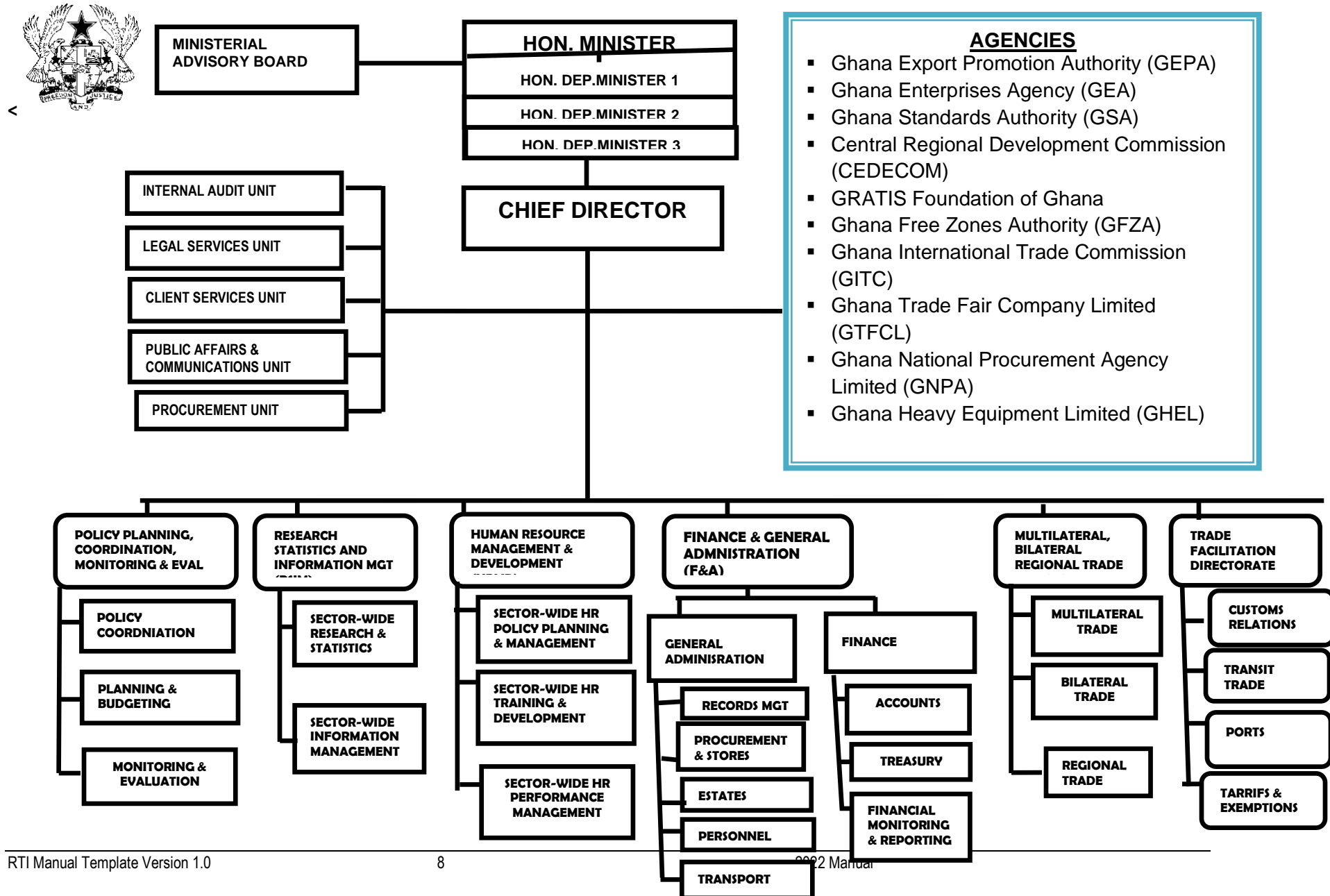
	whole. It maintains a data bank for effective and efficient decision-making.
Multilateral, Bilateral, Regional Trade (MBRT) Directorate	This Directorate is in charge of the Ministry's function of facilitating Multilateral, Bilateral, and Regional Trading activities.
Trade Facilitation Directorate	This Directorate handles matters relating Customs Relations, Transit Trade, Ports (Air, Sea, Land), Tariffs and Exemptions.
Export Trade Development Directorate	This Directorate deals with International Promotion (Fairs, Exhibitions and Expos), Export Development Support and Export Finance
Domestic Trade Directorate	This Directorate is responsible for regulating Local Trade, Market and Distribution Infrastructure development as well as internal trade Promotion
Strategic Industries Development Directorate	This Directorate is tasked with formulating and reviewing Industry Specific Policy and Regulations, Incentive Administration as well as Investment Facilitation.
District Industrial Development Directorate	This Directorate is responsible for Planning and Reporting on activities at the district level. It ensures Investments/District Coordination, Promotion and Facilitation of trade activities as well as Incentive Administration.
MSME Development Directorate	This Directorate ensures Policy Coordination and provides Regulatory Reliefs and Incentives as well as providing assistance to Micro, Small and Medium Scale Enterprises in areas of business financing.

Special Economic Zones (SEZ) Development Directorate	The Directorate oversees Policy Coordination across the board, ensure the development of Regional Park/SEZ Infrastructure and facilitate SEZ Financing.
Standards Directorate	The Standards Directorate monitors and provide oversight to ensure adherence to best practices across the various components of the organization. It formulates Quality Policy and ensures Institutional Coordination.
Internal audit	The Unit ensures systematic, disciplined approach to evaluate and improve effectiveness of risk management, control and the administrative process at the Ministry. The unit advises management on how to better execute their responsibilities and duties.
Legal Services	The legal unit provides legal consultation and advice as well as reviewing the rules, contracts and agreements generated by other departments. Duties of the legal department include drafting resolutions, letters, memos and participating in balanced administrative decision-making.
Client Services	The Client Service Unit is set up to receive complaints and addresses them and also provides information on the nature of the operations of Ministry. It facilitates standardization of the services delivered by the Ministry and communicates to the public the exact services of the Ministry.
Public Affairs and Communications	The Unit develops implements and reviews communication strategies to market and communicate the Ministry's policies, programs, projects and activities to the public, receives and manage client responses and enquiries.
Procurement	This unit's core function is to procure all necessary materials needed for performance of daily operation of the institution and in doing so, ensure that materials are

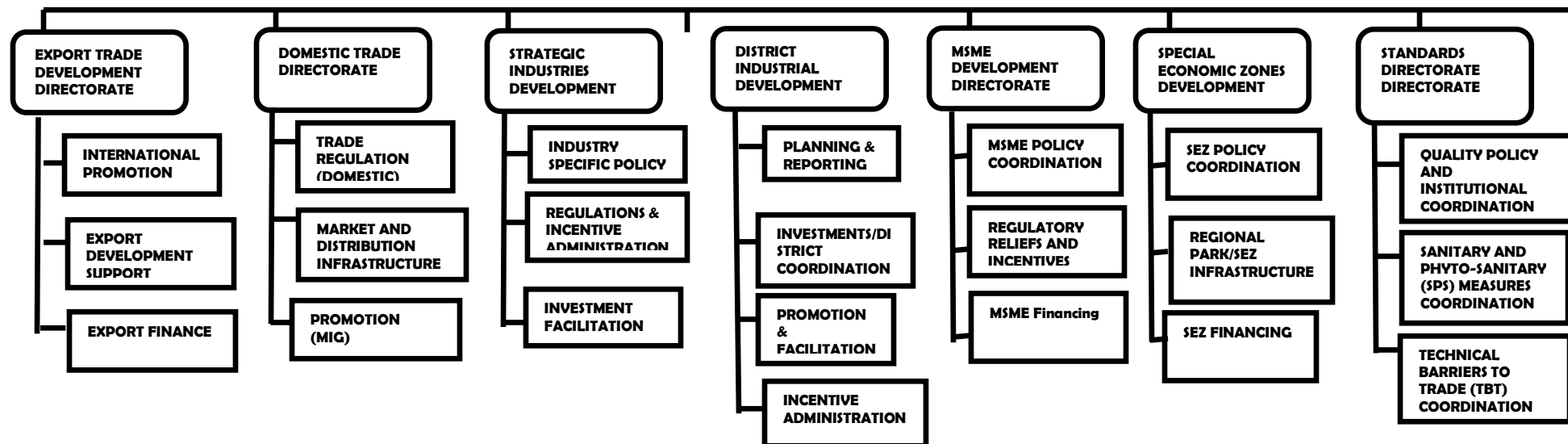


	purchased at the best possible prices while ensuring compliance to the purchasing policies of the ministry.
Foreign Trade Offices	The functions of the Foreign Trade Offices cover market intelligence, market penetration, import control information, quality requirement, market surveys, investment promotion and settlement of trade disputes, among others.
Regional Trade and Industry Offices	<p>Regional Offices constitute an effective institutional support structure for service delivery for the private sector at the regional and district levels and facilitate the development of their productive activities.</p> <p>The Regional Offices also undertake market intelligence activities to support the activities of the Ministry.</p>
Business Regulatory Reforms	The function of this unit is to make regulatory services more efficient and transparent by simplifying existing regulations, eliminate those which unnecessarily stifles business growth, improve the quality of new regulations and ensure effective enforcement of regimes.

## 2.2 Ministry of Trade and Industry's Organogram



## 1. 5.0 ESTABLISHMENT LEVELS OF THE MINISTRY OF TRADE AND INDUSTRY



## 2.3 AGENCIES UNDER MINISTRY OF TRADE AND INDUSTRY

< Agencies under Ministry of Trade and industry >
<ul style="list-style-type: none"> <li>▪ Ghana Export Promotion Authority (GEPA)</li> <li>▪ Ghana Enterprises Agency (GEA)</li> <li>▪ Ghana Standards Authority (GSA)</li> <li>▪ Central Regional Development Commission (CEDECOM)</li> <li>▪ GRATIS Foundation of Ghana</li> <li>▪ Ghana Free Zones Authority (GFZA)</li> <li>▪ Ghana International Trade Commission (GITC).</li> <li>▪ Ghana Trade Fair Company Limited (GTFCL),</li> <li>▪ Ghana National Procurement Agency Limited (GNPA),</li> <li>▪ Ghana Heavy Equipment Limited (GHEL),</li> </ul>

<Ghana Export Promotion Authority (GEPA)>	
<p><b>Responsibilities of the Agency:</b></p> <p>The Ghana Export Promotion Authority (GEPA) is the National Export Trade Support Institution of the Ministry of Trade and Industry (MOTI) responsible for the facilitation, development and promotion of Ghanaian exports. It was established by Act 396 in 1969 as an agency of the Ministry of Trade and Industry with the mandate to develop and promote Ghanaian exports. Their focus primarily is to diversify Ghana's export base from the traditional Gold and other unprocessed minerals, Cocoa Beans, Timber Logs and Lumber.</p>	<p><b>Details of Activities:</b></p> <p><b>Export Training:</b> GEPA trains businessmen in the area of export and international trade through their Export School. They do this by providing trade related courses in the area of export management, product and market development specialized workshops, tailored seminars for export companies, trade facilitators and businesses to make them more competitive on the international market.</p> <p><b>INTERNATIONAL MARKET RESEARCH:</b> They also undertake research and publishes up to date and value-added market reports and video</p>

	<p>animations. This is to guide businesses to the right market and support them in making decisions.</p> <p><b>TRADE FAIRS AND MARKET MISSIONS:</b> GEPA coordinates the participation of Ghanaian businesses in international trade shows and exhibitions in more than 20 different markets across the globe. This this enables businesses to establish sustainable business contacts between Ghanaian exporters and foreign buyers. GEPA facilitates:</p> <ul style="list-style-type: none"> <li>Tailored matchmaking</li> <li>Assistance in negotiations</li> <li>Tastings and sampling</li> <li>Country branding &amp; promotion</li> <li>Coaching in effective trade fair participation</li> <li>Follow-up and evaluation</li> </ul> <p><b>PERSONAL ADVISORY SERVICES:</b> GEPA delivers over 50 personal advices on a daily basis on export related matters. The areas covered by these services include:</p> <ul style="list-style-type: none"> <li>market information</li> <li>market requirements</li> <li>product quality</li> <li>standards issues and certification</li> <li>referral services.</li> </ul> <p><b>DRIVING INTERNATIONAL EXPORT AWARENESS:</b> GEPA stimulates awareness among the business community to get involved in international trade to boost revenues generation for national development.</p>
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<b>&lt;Ghana Enterprises Agency (GEA)&gt;</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>It is tasked with coordinating the micro, small and medium enterprise (MSME) sector to ensure efficiency and promote the development and growth of MSMEs in the country.</p>	<p><b>Details of Activities:</b></p> <p><b>DATA COLLECTION:</b> GEA collects data on the MSME space and use that data to design intervention policies for small businesses.</p> <p><b>ADVISORY SERVICES:</b> They support small business owners with regular business advice based on sound market research.</p>

<b>&lt;Ghana Standards Authority (GSA)&gt;</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>Established in August, 1967, the Ghana Standards Authority (GSA) is the National Statutory Body responsible for the management of the nation's quality infrastructure embracing the three (3) pillars of Metrology, Standardization and Conformity Assessment</p>	<p><b>Details of Activities:</b></p> <p><b>DEVELOPMENT, ADOPTION AND ENFORCEMENT OF LOCAL AND INTERNATIONAL TRADE AND METROLOGY STANDARDS.</b></p> <p>Activities include:</p> <ul style="list-style-type: none"> <li>• National Standards development and dissemination</li> <li>• Testing Services</li> <li>• Inspection Activities</li> <li>• Product certification scheme</li> <li>• Calibration, Verification and Inspection of Weights, Measures and Weighing and Measuring Instruments</li> <li>• Pattern approval of new weighing and measuring instruments</li> <li>• Destination Inspection of imported High Risk goods</li> <li>• Promoting Quality Management Systems in Industry</li> <li>• Advise the Ministry of Trade and Industry on standards and related issues</li> </ul>

<b>&lt;Central Regional Development Commission (CEDECOM)&gt;</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>CEDECOM seeks to facilitate the sustainable development of the Central Region through the creation of an enabling environment for tourism promotion and enterprise development, investment promotion, environmental improvement, agriculture improvement, information and research and good governance. CEDECOM serves as the regional Development Secretariat in charge of managing and implementing a UNDP assisted integrated development programme in the Central Region.</p>	<p><b>Details of Activities:</b></p> <p><b>BUSINESS PROMOTION AND DEVELOPMENT</b></p> <p>CEDECOM's activities include micro, small and medium enterprise development through micro-finance delivery, technology transfer; investment and trade expositions, business management training and marketing.</p> <p><b>SKILLS TRAINING AND EMPOWERMENT</b></p> <p>It currently runs a USAID sponsored community learning centre, which is involved in enhancing the efficiency of the private sector through the use of information communication technology. It also provides small business owners and Entrepreneurs with proposal writing support as well as project survey and feasibility studies.</p>

<b>&lt;GRATIS Foundation of Ghana&gt;</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>They are tasked with research, design, development, manufacturing and marketing of appropriate technology-based products and services for micro, small and medium enterprises so as to facilitate socio- economic and industrial development in Ghana and other African countries.</p>	<p><b>Details of Activities:</b></p> <p><b>MANUFACTURING:</b></p> <p>GRATIS specialized equipment/plants, tools and spare parts to support agriculture/agro processing, environment, health, sanitation, textiles and industrial sectors.</p> <p><b>TRAINING SERVICES:</b></p> <p>GRATIS's training programs are aimed at equipping both men and women with the requisite technical, vocational and entrepreneurial skills for self-employment. Extension training programs are also held to support the development of rural Industries for increased employment opportunities and income generation. Training programs are held in-house, that is, at the GRATIS Head Office and at the Regional/District centers. Extension training is</p>

	also provided in communities and at production workshops/centers.
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<b>&lt;Ghana Free Zones Authority (GFZA) &gt;</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>Their mandate is to transform Ghana into the Gateway to West Africa by creating an attractive and conducive business environment through the provision of competitive free zone incentives and operation of an efficient “one-stop-shop” for the promotion and enhancement of domestic and foreign investment.</p>	<p><b>Details of Activities:</b></p> <p>Their activities and efforts are focused on:</p> <ul style="list-style-type: none"> <li>• An attraction of foreign direct investment.</li> <li>• Creation of employment opportunities.</li> <li>• Increase in foreign exchange earnings.</li> <li>• Provision of business opportunities for foreign and local investors to undertake joint-ventures.</li> <li>• Enhancement of technical and managerial skills/expertise of Ghanaians.</li> <li>• Transfer of technology.</li> <li>• Diversification of exports.</li> </ul>

<b>&lt;Ghana International Trade Commission (GITC)&gt;</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>They are responsible for ensuring fair competition for persons engaged in domestic production and international trade; overseeing Ghana’s compliance with international trade practices and ensuring transparency,</p>	<p><b>Details of Activities:</b></p> <p>Investigations: The commission may initiate investigations upon request by a corporate or individual petitioner. Proceedings are to be conducted expeditiously and at the conclusion of</p>



<p>fairness, efficiency and objectivity in the application of measures affecting international trade and the use of world trade measures.</p>	<p>hearings, record its decisions in writing, providing reasons for that decision.</p> <p>Introduction of Safeguard measures: The commission will consider the rate and amount of increase in imported products in absolute and relative terms. The world Trade Organization is notified anytime such measures are introduced.</p> <p>Countervailing Measures: these measures may be applied specifically to individuals, companies, industries, regions if per the commission’s investigations, subsidized imports are likely to cause injury to domestic industries.</p> <p>Anti-Dumping Duties: such duties shall be imposed for a period to counteract the effects of dumping if found investigations indicate that dumping has taken place.</p> <p>Tariff Review and Dispute: GITC, when petitioned and satisfied with the available evidence can grant a customs duty rebate or drawback to enhance the competitiveness of a producer. Also the commission has the power to settle disputes emanating as a result of classification, valuation or origin determination by the Customs Division of the Ghana Revenue Authority (GRA)</p>
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<p><b>&lt;Ghana Trade Fair Company Limited (GTFCL)&gt;</b></p>	
<p><b>Responsibilities of the Agency:</b></p> <p>The GTFCL is responsible for the organization of fairs, both local and international. The company manages the Ghana International Trade Fair Centre, Ghana’s premier and only International Expo Centre owned by the government of Ghana.</p>	<p><b>Details of Activities:</b></p> <p>Their activities include;</p> <ul style="list-style-type: none"> <li>• Organization of sales bazaars and other specialized fair.</li> <li>• They also manage and rent facilities such as exhibition and seminars halls and equipment to other event organizers.</li> </ul>

<b>&lt; Ghana National Procurement Agency Limited (GNPA) &gt;</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>Its primary purpose is to serve as the procurer for government departments and agencies and to hold buffer stocks for national food security. It is also tasked with import some selected consumer products in large quantities for sale to the Ghanaian population at “affordable prices.</p>	<p><b>Details of Activities:</b></p> <p><b>PURCHASE OF LOCAL FOOD ITEMS TO STABILIZE PRICE</b></p> <p>Price stabilisation on basic food commodities is key to current government policy of affordable food, in sufficient quantities to all. GNPA works closely with the smallholder farmers to offer marketing services at the rural level, to link them with end-buyers of their produce. Target market are consumers, SMEs in agro-processing, etc.</p> <p><b>DISTRIBUTION OF FAST MOVING CONSUMER GOODS (FMCG)</b></p> <p>One major programme GNPA will pursue vigorously is to procure and distribute selected food commodities such as rice, sugar, cooking oil, to government agencies and other public/private institutions at affordable prices.</p> <p>Under this project GNPA Limited offer an incentive package to identifiable Government institutions such as the Military, Police, Hospitals, Schools and Prisons.</p> <p><b>EXPORT TRADE HOUSE OPERATIONS</b></p> <p>In line with government policy of adding value to non-traditional products (e.g Shea and cashew), GNPA will operationalize the Export Trade House concept by putting in place a system that will link producers of non-traditional export goods with buyers abroad, especially the Americas. Their focus is on the Small-scale producers of non-traditional exports; including agro-products. GNPA will act as aggregators and eventually export these products to designated markets.</p> <p><b>STRATEGIC ALLIANCES FOR LOCAL RICE PRODUCTION</b></p> <p>GNPA will link-up with other companies operating in the sector in strategic alliances to market the locally produced rice, and also supply logistics to the farmers to increase their output, as an Import substitution strategy.</p>

<b>&lt; Ghana Heavy Equipment Limited &gt;</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>The company's core business is the sale and servicing of earth-moving equipment and agricultural machinery.</p>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Importation of Heavy Duty Equipment</li> <li>• Maintenance and Repairs support</li> <li>• Machine operations skills training and workshops for clients</li> </ul>

## 2.4 Classes and Types of information

### List of various classes of information in the custody of the institution:

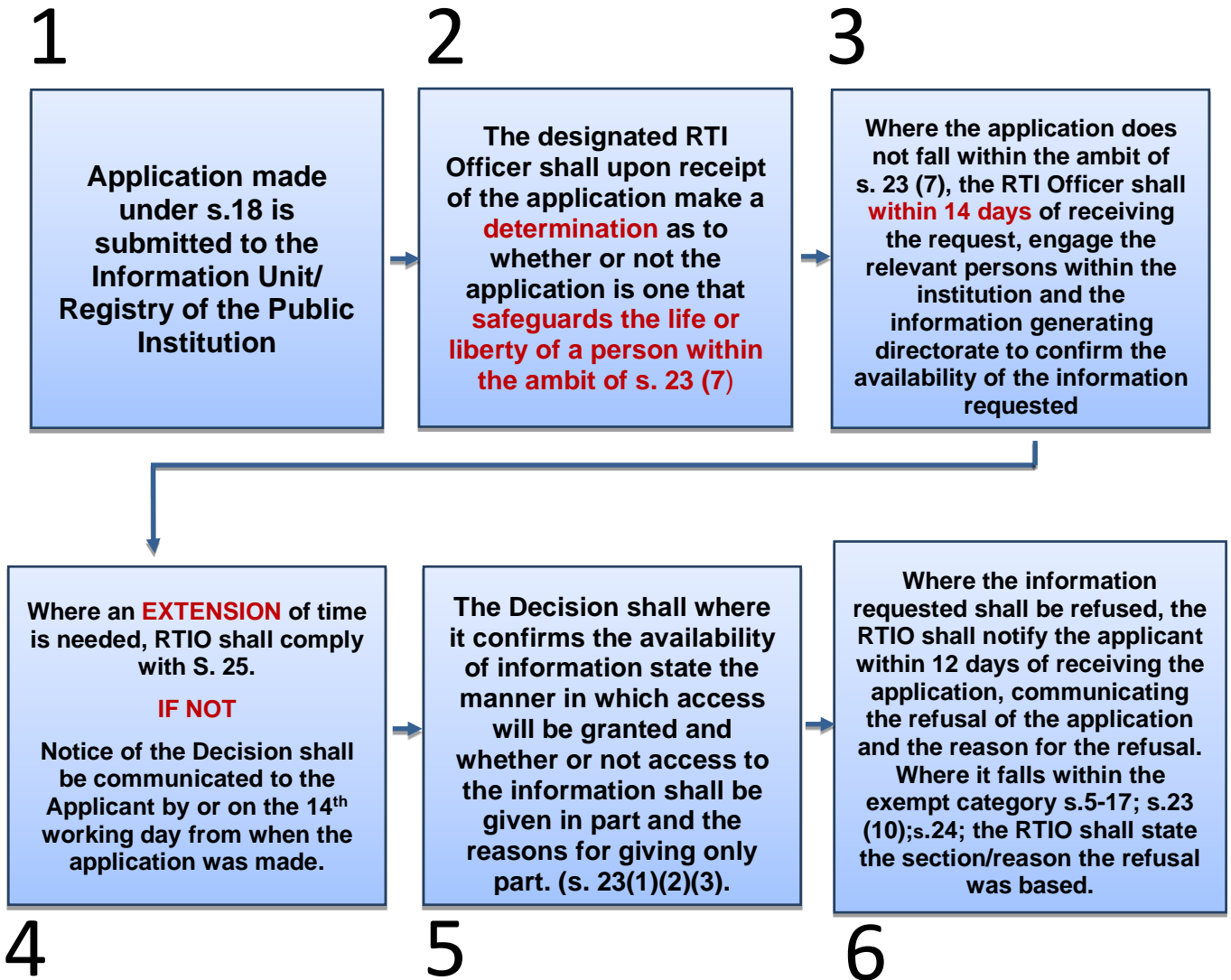
1. Financial records
2. Human Resource/Administrative records
3. Cabinet information
4. Trade Agreements
5. Programmes and Projects
6. Procurements and Contracts
7. Policy, planning, budgeting, monitoring and evaluation
8. Internal Audit
9. Research, Statistics and Information management

### Types of Information Accessible at a fee:

1. For a copy of Audio material: GHS1.00
2. For a copy of images: GHS3.50
3. For every copy of an A4 sheet or part thereof: GHS0.27
4. For every printed copy of an A4 page or part thereof held on a computer or in electronic or machine-readable form: GHS0.38

5. For a copy in a computer readable form on external storage device: GHS0.29
6. For a transcription of visual images, for an A4 size page or part thereof: GHS1.28
7. For a transcription of an audio record, for an A4 size page or part: GHS0.70

## 2. Processing and Decision on Application – S. 23



### **3. Amendment of Personal Record**

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A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

#### **4.1 How to apply for an Amendment**

- a. The application should be in writing indicating;
  - Name and proof of identity.
  - Particulars that will enable the records of the public institution identify the applicant
  - The incorrect, misleading, incomplete or the out of date information in the record.
  - Signature of the applicant
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution

## **4. Fees and Charges for Access to Information**

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The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, a reasonable transcription cost may be requested by the Information Officer. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

**Under Section 75 (2), fees are not payable for:**

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant-General.

## **5. Appendix A: Standard RTI Request Form**

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[Reference No.: .....]

# **APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)**





1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	<b>Manner of Access:</b>	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	<b>Form of Access:</b>	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	<b>Contact Details:</b>	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	<b>Applicant's signature/thumbprint:</b>	
13.	<b>Signature of Witness (where applicable)</b>  <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

## 6. Appendix B: Contact Details of MoTI's Information Unit

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### Name of Information/Designated Officer:

THEODORE CARL NTEM

### Telephone/Mobile number of Information Unit:

+233303942337

### Postal Address of the institution:

MINISTRY OF TRADE AND INDUSTRY

## 7. Appendix C: Acronyms

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Table 1 Acronyms

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>MoTI</i>	<i>Ministry of Trade and Industry</i>

## 8. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an information officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
Information officer	<i>The information officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>