



GHANA PORTS AND HARBOURS AUTHORITY

PORT OF TEMA

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NOTICE TO ALL CUSTOMERS RENEWAL OF PORT BUSINESS OPERATING PERMIT

Dear Valued Customer,

We have received concerns from some customers regarding the **rejection of invoices due to expired Port Business Operating Permits**. We wish to take this opportunity to clarify the requirements and procedures concerning the renewal process.

The **Ghana Ports and Harbours Authority (GPHA)** issues Business Operating Permits annually. These permits expire at the end of each calendar year. Customers are required to renew their permits at the beginning of each year. A **three-month grace period** is granted, ending on **31st March** of the following year.

As part of efforts to enhance operational security and efficiency, GPHA has implemented a **new software system** to manage Business Permit issuance and validation. From **1st April 2025**, the system **automatically restricts access** for customers without a valid permit.

Customers Affected by the Restriction

- Will be required to **pay a penalty** for late renewal.
- Will be allowed to proceed with registration.
- If facing challenges with certain required documents, a **conditional grace period** will be granted to allow time for rectification while the permit is being processed.

We strongly encourage all customers who have not yet renewed their Business Operating Permits to take immediate steps to do so to avoid disruptions to their operations.

For further information or assistance, please contact us through Mr. Samuel Q. Odai on 024 879 3665.

CAPT. EBENEZER GAKPEY

AG. GENERAL MANAGER – OPERATIONS.

FOR: AG. DIRECTOR OF PORT, TEMA

CC: Port Monitoring Manager

Port Internal auditor

Finance Manager

Marketing & Public Affairs Manager

Port Security Manager