

GHANA PORTS AND HARBOURS AUTHORITY

PORT OF TEMA AND TAKORADI



SCHEDULE OF LICENCE FEES, TOLLS AND FINES - 2016

#	DESCRIPTION	2016	REMARKS
A.	BUSINESS OPERATING LICENSE FEES	GH¢	
1	Shipping Companies/Agencies		Business Operating license for shipping companies/Agents extends to Tema and Takoradi
	- Existing	1,650.00	
	- New Entrants	3,300.00	
2	Freight Forwarders - Existing Operators		
	Clearing/Forwarding	275.00	
	Clearing/Forwarding and Consolidation	1,100.00	
	Clearing/Forwarding and Transportation	1,100.00	
	Clearing/Forwarding, Transportation & Consolidation	1,375.00	
3	Freight Forwarders - News Entrants		
	Clearing/Forwarding	1,650.00	
	Clearing/Forwarding and Consolidation	4,125.00	
	Clearing/Forwarding and Transportation	4,125.00	
	Clearing/Forwarding, Transportation & Consolidation	4,815.00	
4	Freight Consolidators/NVOCCs		
	- Existing	1,650.00	
	- New Entrants	3,300.00	
5	Diving/Salvaging Companies		
	- Existing	1,105.0	
	- New Entrants	1,650.00	
6	Marine/Cargo Surveyors		
	- Existing	1,105.00	
	- New Entrants	2,200.00	
7	Communication Equipment Repair Service Providers		
	- Existing	575.00	
	- New Entrants	1,650.00	

		2016	
A.	BUSINESS OPERATING LICENSE FEES	GH¢	REMARKS
8	Self-Declarants (Importers)		
	- Existing	520.00	
	- New Entrants	1,650.00	
9	Self-Declarants (Exporters)		
	- Existing	250.00	
	- New Entrants	415.00	
10	Restaurants/Catering Services		
	- Existing	370.00	
	- New Entrants	1,505.00	
11	Private Security Companies		
	- Existing	1,650.00	
	- New Entrants	2,750.00	
12	Communication/Business Centre Operators		
	- Existing	238.00	
	- New Entrants	528.00	
13	Telecom Companies		
	- Existing	1,130.00	
	- New Entrants	2,200.00	
14	Postal Companies		
	- Existing	430.00	
	- New Entrants	825.00	

		2016	
A.	BUSINESS OPERATING LICENSE FEES	GH¢	REMARKS
15	Shore Bunkering Companies		
	- Existing	2,750.00	
	- New Entrants	4,125.00	
16	Transport Associations - Local e.g. GPRTU		
	- Existing	1,604.00	
	- New Entrants	1,650.00	
17	Transport Unions and Associations - Foreign e.g. OTRAF		
	- Existing	1,604.00	
	- New Entrants	1,650.00	
18	Corporate Hauliers - e.g. Gelloq, Freight Links etc.		
	- Existing	1,606.00	
	- New Entrants	1,650.00	
19	Transport Brokers		
	- Existing	1,606.00	
	- New Entrants	1,650.00	
20	Tow Truck Operators		
	- Existing	370.00	
	- New Entrants	649.00	
21	Equipment Hiring Companies (Cranes, Forklifts, etc.)		
	- Existing	2,602.00	
	- New Entrants	3,300.00	
22	Fish Stevedores (NAFSA Members and others)		
	- Port of Tema	2,350.00	
	- Port of Takoradi	825.00	

		2016	
A.	BUSINESS OPERATING LICENSE FEES	GH¢	REMARKS
23	Ship Chandlers		
	- Existing	550.00	
	- New Entrants	1,100.00	
24	DVLA Agents		
	- Existing	1,793.00	
	- New Entrants	3,493.00	
25	Container Scanning Companies		
	- Existing	3,608.00	
	- New Entrants	6,325.00	
26	Destination Inspection Companies		
	- Existing	2,976.00	
	- New Entrants	5,575.00	
27	Sawn Timber Companies		
	- Existing	410.00	
	- New Entrants	650.00	
28	Fishing Companies		
	- Existing	540.00	
	- New Entrants	704.00	
29	Other Vessel Operators (Supply/Research Vessels, etc.)		
	- Existing	2,008.00	
	- New Entrants	4,125.00	
30	Janitorial Services Providers		
	- Existing	550.00	
	- New Entrants	650.00	

		2016	
A.	BUSINESS OPERATING LICENSE FEES	GH¢	REMARKS
31	Tank Farm Operators		
	- Existing	1,100.00	
	- New Entrants	1,650.00	
32	Conservancy Service Providers		
	- Existing	352.00	
	- New Entrants	650.00	
33	Scrap Dealers		
	- Existing	913.00	
	- New Entrants	1,430.00	
34	Financial Services Providers		
	- Existing	2,087.00	
	- New Entrants	4,125.00	
35	Engineering Services Providers		
	- Existing	1,645.00	
	- New Entrants	3,570.00	
36	Bagging Machine Operators		
	- Existing	2,750.00	
	- New Entrants	6,105.00	
37	Duty Free Shop Operators		
	- Existing	US\$1,210.00	
	- New Entrants	US\$3,025.00	
38	Ship Reception Facility Operators		
	- Existing	US\$8,800.00	Based on the percentage share, payment would be as follows: \$8,800(100%), \$8,800(45%), \$6,600(20%) and \$3,300(5%)
	- New Entrants	US\$11,000.00	

Notes:

1. Apart from Shipping Companies/Agencies and Scanning Companies, registration in one Port does not qualify one to operate in both Ports and the Fishing Ports.

2. Businesses that provide multi services e.g. a Shipping Company/Agency providing Haulage and Freight Forwarding services in addition to the core Shipping services, must pay the fee for each of the services.

3. New Entrants are businesses registering to operate in the port for the first time

4. Business who fail to renew their permit for the previous year shall pay the full amount on the outstanding year's fee in addition to the current year's fee.

In the case of Fishing Harbour, failure to pay in the preceding year's outstanding bill will attract 50% in addition to the current year's full payment.

5. No free Personnel/Vehicle pass shall be issued to any operator

B. ENTRY TOLLS (PERSONNEL, VEHICLES, ETC)			
#	VEHICLE ENTRY TOLLS	GH ₵	REMARKS
1	Toll for Articulator	15.00	Per entry
2	Toll for Cargo Truck	13.00	Per entry
3	Toll for Tipper Truck	13.00	Per entry
4	Toll for Mini Truck	13.00	Per entry
5	Toll for Road Tanker	15.00	Per entry
6	Toll for Bulk Haulage (Wheat, Manganese, etc.)	32.00	Per truck per day
7	Tolls for Trucks Transferring Containers to/from ICDs	22.00	Per truck per day
15	Toll for Mobile Crane – Up to 10 Tonnes	28.00	Daily
16	Toll for Mobile Crane – Above 10 but Not More than 20 Tonnes	40.00	Daily
17	Toll for Mobile Crane – Above 20 Tonnes	55.00	Daily
18	Toll for Forklift Trucks - up to 5 Tonnes	17.00	Daily
19	Toll for Forklift Trucks - 6 to 10 Tonnes	28.00	Daily
20	Toll for Forklift Trucks - above 10 Tonnes	33.00	Daily
21	Toll for Front-end Loader/Reach stacker (25 Tonnes and above)	66.00	Daily
22	Toll for Tow Trucks	33.00	Per Entry
23	Toll for low Loader/pay loader	61.00	Per Entry

B. ENTRY TOLLS (PERSONNEL, VEHICLES, ETC)			
#	PERSONNEL PASSES AND CAR LABELS	GH ₵	REMARKS
24	Renewal of Personnel Pass for Registered Operators	45.00	Annual
25	New Personnel Pass for Registered Operators	45.00	Annual
26	Renewal of Personnel Passes for Fishing Companies	15.00	Annual
27	New Personnel Pass for Fishing Companies	26.00	Annual
28	Car Labels for Foreign Registered Cars	605.00	Annual
29	Car Labels - Concessional Rate for Registered Operators only	61.00	Annual
30	Car Label Cancellation/Transfer	40.00	Annual
31	Car Label for Fishing Companies	44.00	Annual
32	Car Label for Government Vehicles/Employee Operating in the Port	50.00	Annual
	PERSONNEL TOLL		
32	Personnel Toll for Members of the Public/Drivers Mate	5.00	Daily
	TEMPORARY PERSONNEL/VEHICLE PASS		
33	Personnel - up to 3 months	22.00	
34	Personnel - up to 6 months	44.00	
35	Vehicle - up to 3 months	28.00	
36	Vehicle - up to 6 months	50.00	

Note: All trucks transferring containers to/from the ICDs or hauling dry bulk from/to the port shall be registered to operate in the port.

C	FINES FOR OFFENCES	GH¢	REMARKS
1	Unauthorised Parking	72.00	
2	Loitering	72.00	
3	Unlawful Entry	143.00	
4	Falsification of Documents/Records	1,430.00	
5	Hawking	72.00	
6	Hooking/Casting of Fishing Nets Within Breakwaters	286.00	
7	Over-speeding / Careless Driving	72.00	
8	Unauthorised Driving on Quay Apron / Pavement	143.00	
9	Taking Pictures in the Port Without Authority	143.00	In addition to seizure of film/camera
10	Stealing / Pilfering	286.00	
11	Buying and Selling within the Port	143.00	
12	Company Working in the Port Without a Valid GPHA Business Operating Licence	715.00	
13	Hiring Cars Operating in the Port Without Authority	430.00	
14	Entry the Port Without Pass / Permit (Personal)	143.00	Loss of pay to GPHA Staff
15	Entry the Port Without Pass / Permit (Vehicle)	143.00	Loss of pay to GPHA Staff
16	Excess/Undocumented Cargo Carried by Clearing/Ship Agent	143.00	Per Package/item. Identifiable items should be returned to terminals. Unidentifiable items to be confiscated and auctioned
17	Excess/Undocumented Cargo Carried by Drivers/Operators	143.00	
18	Drivers Found With Concealed Items on Vehicle	286.00	
19	Employment of Labour Without Authorisation	72.00	Per Man - To be paid by Employer. Employee to be fined for unlawful entry
20	Loss/Transfer of Security Disc	143.00	
21	Over stay at the Scan Park	330.00	Per day for staying at the Scan Park beyond 24 hours after completion of documentation
22	Persons working in the Port Without Authority:		
	- Individual/Worker	72.00	i.e. the unauthorised worker
	- Employer of Individual	715.00	i.e. the employer of the unauthorised worker
23	Transfer/Alteration of Pass/Permit	143.00	

C	FINES FOR OFFENCES	GH¢	REMARKS
24	Using GPHA Car label for Commercial Purposes	430.00	
25	Obstructing Security Guard from Performing His/Her Duties	430.00	
26	Smoking Within the Port	72.00	
27	Swimming Within the Port	72.00	
28	Non-Renewal of Permit (Personnel)	72.00	In addition to applicable fees in arrears
29	Driving Without Head/Tail Lights Inside the Port in the Night	72.00	
30	Refuelling of Vehicles Inside the Port	72.00	
31	Delivery of Cargo at Unauthorised Place	286.00	To be paid by the Clearing Agent
32	Unauthorised Cancellation Of DTS/Waybills	143.00	
33	Drivers Loading Trucks Above Standard Height Of 4.8m	286.00	To be paid by the Truck Driver
34	Illegal Overnight Parking	143.00	To be paid by the Driver/Clearing Agent
35	Obstruction at Exit Gates / Quays / Container Depots	143.00	To be paid by the Truck Driver/Owner
36	Robbery and Other Illegal Acts at the Anchorage	1,375.00	Per Person
37	Conducting Customs Inspection/Sighting at Unauthorised Area in the Port	286.00	Fine to be paid by the Clearing Agent. Custom Officer to be reported to Assistant Commissioner for sanctioning
38	Indecent Exposure/Behaviour	72.00	E.g. Urinating openly in the Port/Bathing in the Port. Defecation at unapproved places
39	Fighting/Rowdy Behaviour in the Port	72.00	
40	Washing and Drying Of Clothes in the Port	72.00	
41	Polluting the Port Environment	72.00	E.g. throwing of objects into the harbour,
42	Smuggling Of Dutiable Goods/Items From Duty-Free Shop	72.00	
43	Failure to Wear Protective Clothing e.g. Reflective Jackets, Safety Boots, etc. at Operational Area	132.00	Per Incident Observed. Offender should be driven away from the operational area.
44	Wrongful Use of ID Card for Clearing Cargo	2,000.00	Pay fine or in default a 6-month ban from doing business with GPHA. A repeat will get 1 year ban and a third time a ban of 3 years.
45	Landing Un-Manifested Cargo	1,650.00	Per consignment

C	FINES FOR OFFENCES	GH¢	REMARKS
46	Entering Port With Craft Without Permission	265.00	
47	Bunkering Without GPHA Firemen in Attendance	715.00	
48	Loading Transit Cargo Without Loading Note	715.00	
49	Overstayed Vehicles in the Port	198.00	Per day overstayed
50	Driving in the Port Without a Valid Driver's Licence	198.00	
51	Sleeping/Resting Under Packed Vehicles	132.00	
52	Overnight Sleeping in the Port	132.00	
53	Riding of Motor Bikes Without Helmet	198.00	
54	Clearing of Cargo Without A Valid ID Card	200.00	
55	Failure to Return Vehicle Keys After Inspection/Preliminary Examination	198.00	
56	Attempting to Bribe a GPHA Official	100 Times	100 Times the Amount Offered
	Notes:		
	1. Multiple offences shall attract multiple fines		
	2. Operators who persistently infringe port rules and regulations shall have their business operating licences withdrawn or request for renewal rejected.		

D	FINES FOR INFRACTION OF STANDARD PORT OPERATING PROCEDURES AND REGULATIONS		
#	DESCRIPTION	GH ₵	REMARKS
1.0	Abandoning of Cargo on Quay Aprons*		Per day or part thereof. Applicable to cargo left at quay after work. Offenders to move container, vehicle, etc to designated storage/holding area
1.1	20' Empty Container	132.00	
1.2	40' Empty Container	198.00	
1.3	20' Full Container	198.00	
1.4	40' Full Container	198.00	
1.5	Unpacked Car	132.00	
1.6	Unpacked Mini Vehicle	132.00	
1.7	Unpacked Utility Vehicle	132.00	
1.8	Unpacked Trailer Unit	264.00	
1.9	Machinery and Equipment	650.00	e.g. Earth moving machines, mobile cranes, drilling machines etc.
1.10	Other Cargoes	132.00	Per package/set
1.11	Stevedore Gears	264.00	Per item/set
2.0	Storage of Cargoes at Unauthorised Places		Stevedore, RDS Providers, Shipping Lines as the case may be
2.1	20' Container	132.00	
2.2	40' Container	198.00	
2.3	Unpacked Car	198.00	
2.4	Unpacked Mini Vehicle	132.00	
2.5	Unpacked Utility Vehicle	198.00	
2.6	Unpacked Trailer Unit	264.00	
2.7	Machinery And Equipment	650.00	
2.8	Other Cargoes	132.00	Per package/set

Note: * Cargoes not evacuated from the Terminal to storage facilities after completion of vessel operations.

D	FINES FOR INFRACTION OF STANDARD PORT OPERATING PROCEDURES AND REGULATIONS		
	Description	GH ₵	REMARKS
3.0	Failure to Issue Prescribed Cargo Documents		
3.1	Cargo Interchange Reports (Conventional and Containers)	325.00	Per event
3.2	Transfer Tally Sheets	325.00	Per event
3.3	Vehicle Condition Report	325.00	Per event
4.0	Late Evacuation of Unpacked Vehicles/ Containers to ICDs		
4.1	Car	13.00	Per day for each vehicle/container meant for the ICDs and left in the port after 72 hours of completion of discharge
4.2	Mini Vehicle	13.00	
4.3	Utility vehicle	13.00	
4.4	Trailer Unit	26.00	
4.5	Container	66.00	
5.0	Infraction of Health, Safety and Environment Regulations and Procedures		
5.1	Employment of Persons Not Wearing Basic Personal Protective Clothing to Work	132.00	Person per event
5.2	Oil Spillage and Contamination of Port Environment	650.00	Person event. In addition to cost of cleaning
5.3	Failure to Clean Quay Apron After Work	1,298.00	Per event. Thereafter cleaning
5.4	Using Equipment/Vehicles That Leak Oil in the Port	650.00	Per event. In addition to cost of cleaning
5.5	Using Equipment /Vehicles That Emit Excessive Smoke/Fumes	550.00	Per event. In addition to withdrawal of equipment
6.0	Late Submission of Operational Documents		
6.1	Cargo And Passenger Manifest*	6,490.00	Including inward, outward, and supplementary manifests
6.2	Dangerous Goods Notification Form	5,225.00	DG notification forms submitted later than 72 hours of vessel's arrival
6.3	Other Operational/Working Documents	650.00	Including stevedore time sheets, landing and loading tallies, transfer tallies, outturn reports, damage reports etc.

D FINES FOR INFRACTION OF STANDARD PORT OPERATING PROCEDURES AND REGULATIONS			
7.0	Poor House Keeping		REMARKS
7.1	Dirty/Unkempt Transit Sheds/Open Storage Areas	650.00	
7.2	Stacking Cargo Against The Shed Wall I.E. Without Safety Perimeter	650.00	
7.3	Littering Of Port Environment (I.E. Dumping/Throwing Of Waste Materials Around The Port Area	650.00	Per incident
7.4	Throwing/Dumping of Objects, Refuse Etc. into The Harbour Basin	6,490.00	Per incident. By individuals
7.5	Moving Heavy Duty Equipment With Metal Tracks on Pavement	6,490.00	Use of mooring ropes to move heavy duty equipment on pavements is not allowed. Such equipment should be moved on low trailers.
7.6	Moving Hoppers With Metal Wheels on Pavement	6,490.00	
7.7	Failure to Use Prescribed Dress Code For Vehicle Handling	132.00	Including sending off of offending worker
7.8	Towing Of Vehicles With Another Import Vehicle	650.00	Per incident. Fine to be paid by employer
7.9	Failure to Report Accident/Damage to Property	650.00	In addition to full cost of damage
7.1	Damage to Port Property	full cost	Cost to be assessed by Port Civil/Electrical Engineer
8.0	Infraction Of Health And Safety Regulations		
8.1	Failure by Dock Workers To Wear Prescribed PPE on The Job	132.00	Dock workers includes, Gang members, clerks, equipment operators, supervisors, officers, managers etc.
8.2	Employer of Offending Dock Worker	132.00	
8.3	Offending Employee (Dock Worker)	132.00	GPHA permanent staff shall be sanctioned according to internal GPHA administrative procedures
8.4	Failure To Wear Appropriate PPE By Truck Drivers and Mats, Clearing Agents, Employee of Shipping Companies, Consignee etc.	132.00	E.g. Reflective jackets, safety boots, when working/visiting delivery terminals, sheds, quay aprons and other operational areas
<p>Note * Late Submission of manifests: Inward manifests shall be submitted within 72 hours ahead of berthing of vessel. Outward manifests shall be submitted 72 hours after departure of vessel. Supplementary manifests shall be submitted within 24 hours of vessel's berthing. Submitting of hard copies of the manifest outside these hours constitute late submission.</p>			

FINES FOR INFRACTION OF STANDARD PORT OPERATING PROCEDURES AND REGULATIONS			
		US\$	REMARKS
9.0	MISCELLANEOUS OFFENCES		
9.1	Performing Chipping or Hot Works in the Harbour Without Permission	7,139.00	
9.2	Immobilisation of Vessel in Port Without Permission	6,490.00	
9.3	Refusing Orders to Shift/Move Vessel	6,490.00	Shifting of vessels at port convenience
9.4	Vessel in Port Without Full Complement of Crew for Movement	6,490.00	May be towed out of port
9.5	Wrongful Declaration of Vessel Characteristics	6,490.00	E.g. Draught , Length, Beam, Gears, etc.
9.6	Improper/Unsafe Access Way to Vessel	2,000.00	In addition to stopping operations pending correction
9.7	Failure to Hoist/Lower National Flags on Vessels	500.00	Vessel will pay fine and then effect courtesy arrangement
9.8	Failure to Provide Safety Nets for Gangway on Vessels	1,000.00	In addition to stopping operations pending correction
9.9	Failure to provide rat guards on mooring ropes	500	
9.10	Discharge of Oil/Effluent, Waste Material Into The Harbour Basin	12,980.00	Discharge from ships, factories, road tankers etc.
9.11	Infraction of Dangerous Goods Regulations	7,139.00	Storage of DGs in Stacks in violation of segregation requirements,
9.12	Use of the Anchorage by a Vessel Without Submission of Application by Agent	2,310.00	Fine to be paid by the Agent of the Vessel
9.13	Departing the Anchorage by a Vessel Without Notifying the Signal Station	2,310.00	Fine to be paid by the Agent of the Vessel