

GHANA PORTS AND HARBOURS AUTHORITY

PORT OF TEMA AND TAKORADI



SCHEDULE OF LICENCE FEES, TOLLS AND FINES - 2018

#	DESCRIPTION	2018	REMARKS
A.	BUSINESS OPERATING LICENSE FEES	GH¢	
1	Shipping Companies/Agencies		Business Operating license for shipping companies/Agents extends to Tema and Takoradi
	- Existing	1,997.00	
	- New Entrants	3,993.00	
2	Freight Forwarders - Existing Operators		
	Clearing/Forwarding	333.00	
	Clearing/Forwarding and Consolidation	1,331.00	
	Clearing/Forwarding and Transportation	1,331.00	
	Clearing/Forwarding, Transportation & Consolidation	1,664.00	
3	Freight Forwarders - News Entrants		
	Clearing/Forwarding	1,997.00	
	Clearing/Forwarding and Consolidation	4,991.00	
	Clearing/Forwarding and Transportation	4,991.00	
	Clearing/Forwarding, Transportation & Consolidation	5,826.00	
4	Freight Consolidators/NVOCCs		
	- Existing	1,997.00	
	- New Entrants	3,993.00	
5	Diving/Salvaging Companies		
	- Existing	1,337.00	
	- New Entrants	1,997.00	
6	Marine/Cargo Surveyors		
	- Existing	1,337.00	
	- New Entrants	2,662.00	
7	Communication Equipment Repair Service Providers		
	- Existing	696.00	
	- New Entrants	1,997.00	

		2018	
A.	BUSINESS OPERATING LICENSE FEES	GH¢	REMARKS
8	Self-Declarants (Importers)		
	- Existing	629.00	
	- New Entrants	1,997.00	
9	Self-Declarants (Exporters)		
	- Existing	303.00	
	- New Entrants	502.00	
10	Restaurants/Catering Services		
	- Existing	448.00	
	- New Entrants	1,821.00	
11	Private Security Companies		
	- Existing	1,997.00	
	- New Entrants	3,328.00	
12	Communication/Business Centre Operators		
	- Existing	288.00	
	- New Entrants	639.00	
13	Telecom Companies		
	- Existing	1,367.00	
	- New Entrants	2,662.00	
14	Postal Companies		
	- Existing	520.00	
	- New Entrants	998.00	

		2018	
A.	BUSINESS OPERATING LICENSE FEES	GH¢	REMARKS
15	Shore Bunkering Companies		
	- Existing	3,328.00	
	- New Entrants	4,991.00	
16	Transport Associations - Local e.g. GPRTU		
	- Existing	1,941.00	
	- New Entrants	1,997.00	
17	Transport Unions and Associations - Foreign e.g. OTRAF		
	- Existing	1,941.00	
	- New Entrants	1,997.00	
18	Corporate Hauliers - e.g. Gelloq, Freight Links etc.		
	- Existing	1,943.00	
	- New Entrants	1,997.00	
19	Transport Brokers		
	- Existing	1,943.00	
	- New Entrants	1,997.00	
20	Tow Truck Operators		
	- Existing	448.00	
	- New Entrants	785.00	
21	Equipment Hiring Companies (Cranes, Forklifts, etc.)		
	- Existing	3,148.00	
	- New Entrants	3,993.00	
22	Fish Stevedores (NAFSA Members and others)		
	- Port of Tema	2,844.00	
	- Port of Takoradi	998.00	

		2018	
A.	BUSINESS OPERATING LICENSE FEES	GH¢	REMARKS
23	Ship Chandlers		
	- Existing	666.00	
	- New Entrants	1,331.00	
24	DVLA Agents		
	- Existing	2,170.00	
	- New Entrants	4,227.00	
25	Container Scanning Companies		
	- Existing	4,366.00	
	- New Entrants	7,653.00	
26	Destination Inspection Companies		
	- Existing	3,601.00	
	- New Entrants	6,746.00	
27	Sawn Timber Companies		
	- Existing	496.00	
	- New Entrants	787.00	
28	Fishing Companies		
	- Existing	653.00	
	- New Entrants	852.00	
29	Other Vessel Operators (Supply/Research Vessels, etc.)		
	- Existing	2,430.00	
	- New Entrants	4,991.00	
30	Janitorial Services Providers		
	- Existing	666.00	
	- New Entrants	787.00	

		2018	
A.	BUSINESS OPERATING LICENSE FEES	GH¢	REMARKS
31	Tank Farm Operators		
	- Existing	1,331.00	
	- New Entrants	1,997.00	
32	Conservancy Service Providers		
	- Existing	426.00	
	- New Entrants	787.00	
33	Scrap Dealers		
	- Existing	1,105.00	
	- New Entrants	1,730.00	
34	Financial Services Providers		
	- Existing	2,525	
	- New Entrants	4,991.00	
35	Engineering Services Providers		
	- Existing	1,990.00	
	- New Entrants	4,320.00	
36	Bagging Machine Operators		
	- Existing	US\$10,500.00	
	- New Entrants	US\$10,500.00	
37	Duty Free Shop Operators		
	- Existing	US\$1,334.00	
	- New Entrants	US\$3,334.00	
38	Ship Crew Suppliers		
	- Existing	\$ 1,575.00	
	- New Entrants	\$ 2,625.00	

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)	2018	
#	VEHICLE ENTRY TOLLS	GH ₵	REMARKS
1	Toll for Articulator	18.00	Per entry
2	Toll for Cargo Truck	16.00	Per entry
3	Toll for Tipper Truck	16.00	Per entry
4	Toll for Mini Truck	16.00	Per entry
5	Toll for Road Tanker	18.00	Per entry
6	Toll for Bulk Haulage (Wheat, Manganese, etc.)	39.00	Per truck per day
7	Tolls for Trucks Transferring Containers to/from ICDs	27.00	Per truck per day
15	Toll for Mobile Crane – Up to 10 Tonnes	34.00	Daily
16	Toll for Mobile Crane – Above 10 but Not More than 20 Tonnes	48.00	Daily
17	Toll for Mobile Crane – Above 20 Tonnes	67.00	Daily
18	Toll for Forklift Trucks - up to 5 Tonnes	21.00	Daily
19	Toll for Forklift Trucks - 6 to 10 Tonnes	34.00	Daily
20	Toll for Forklift Trucks - above 10 Tonnes	40.00	Daily
21	Toll for Front-end Loader/Reach stacker (25 Tonnes and above)	80.00	Daily
22	Toll for Tow Trucks	40.00	Per Entry
23	Toll for low Loader/pay loader	74.00	Per Entry

B. ENTRY TOLLS (PERSONNEL, VEHICLES, ETC)			
#	PERSONNEL PASSES AND CAR LABELS	GH ₵	REMARKS
24	Renewal of Personnel Pass for Registered Operators	54.00	Annual
25	New Personnel Pass for Registered Operators	54.00	Annual
26	Renewal of Personnel Passes for Fishing Companies	18.00	Annual
27	New Personnel Pass for Fishing Companies	31.00	Annual
28	Car Labels for Foreign Registered Cars	732.00	Annual
29	Car Labels - Concessional Rate for Registered Operators only	74.00	Annual
30	Car Label Cancellation/Transfer	48.00	Annual
31	Car Label for Fishing Companies	53.00	Annual
32	Car Label for Government Vehicles/Employee Operating in the Port	61.00	Annual
	PERSONNEL TOLL		
33	Personnel Toll for Members of the Public/Drivers Mate	6.00	Daily
	TEMPORARY PERSONNEL/VEHICLE PASS		
34	Personnel - up to 3 months	27.00	
35	Personnel - up to 6 months	53.00	
36	Vehicle - up to 3 months	34.00	
37	Vehicle - up to 6 months	61.00	

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	87.00	
2	Loitering	87.00	
3	Unlawful Entry	173.00	
4	Hawking	87.00	
5	Hooking/Casting of Fishing Nets Within Breakwaters	346.00	
6	Over-speeding / Careless Driving	87.00	
7	Unauthorised Driving on Quay Apron / Pavement	173.00	
8	Taking Pictures in the Port Without Authority	173.00	In addition to seizure of film/camera
9	Stealing / Pilfering	346.00	
10	Buying and Selling within the Port	173.00	
11	Company Working in the Port Without a Valid GPHA Business Operating Licence	865.00	
12	Hiring Cars Operating in the Port Without Authority	520.00	
13	Entry the Port Without Pass / Permit (Personal)	173.00	Loss of pay to GPHA Staff
14	Entry the Port Without Pass / Permit (Vehicle)	173.00	Loss of pay to GPHA Staff
15	Excess/Undocumented Cargo Carried by Clearing/Ship Agent	173.00	Per Package/item. Identifiable items should be returned to terminals. Unidentifiable items to be confiscated and auctioned
16	Excess/Undocumented Cargo Carried by Drivers/Operators	173.00	
17	Drivers Found With Concealed Items on Vehicle	346.00	
18	Employment of Labour Without Authorisation	87.00	Per Man - To be paid by Employer. Employee to be fined for unlawful entry
19	Loss/Transfer of Security Disc	173.00	
20	Over stay at the Scan Park	399.00	Per day for staying at the Scan Park beyond 24 hours after completion of documentation
21	Persons working in the Port Without Authority:		
	- Individual/Worker	87.00	i.e. the unauthorised worker
	- Employer of Individual	865.00	i.e. the employer of the unauthorised worker
22	Transfer/Alteration of Pass/Permit	173.00	
23	Falsification/Forgery of GPHA CDI with the intention to defraud	2 Times	Amount defrauded times two in addition to banning of individual involved from operating a business in the Port
24	Falsification/ Forgery of Other GPHA Value Documents with the intention to defraud	1,730.00	

C	FINES FOR OFFENCES	GH¢	REMARKS
25	Using GPHA Car label for Commercial Purposes	520.00	
26	Obstructing Security Guard from Performing His/Her Duties	520.00	
27	Smoking Within the Port	87.00	
28	Swimming Within the Port	87.00	
29	Non-Renewal of Permit (Personnel)	87.00	In addition to applicable fees in arrears
30	Driving Without Head/Tail Lights Inside the Port in the Night	87.00	
31	Refuelling of Vehicles Inside the Port	87.00	
32	Delivery of Cargo at Unauthorised Place	346.00	To be paid by the Clearing Agent
33	Unauthorised Cancellation Of DTS/Waybills	173.00	
34	Drivers Loading Trucks Above Standard Height Of 4.8m	346.00	To be paid by the Truck Driver
35	Illegal Overnight Parking	173.00	To be paid by the Driver/Clearing Agent
36	Obstruction at Exit Gates / Quays / Container Depots	173.00	To be paid by the Truck Driver/Owner
37	Robbery and Other Illegal Acts at the Anchorage	5,500	Per Person
38	Conducting Customs Inspection/Sighting at Unauthorised Area in the Port	346.00	Fine to be paid by the Clearing Agent. Custom Officer to be reported to Assistant Commissioner for sanctioning
39	Indecent Exposure/Behaviour	87.00	E.g. Urinating openly in the Port/Bathing in the Port. Defecation at unapproved places
40	Fighting/Rowdy Behaviour in the Port	87.00	
41	Washing and Drying Of Clothes in the Port	87.00	
42	Smuggling Of Dutiable Goods/Items From Duty-Free Shop	87.00	
43	Failure to Wear Protective Clothing (PPE) at Operations Area e.g. Reflective Jackets, Safety Boots, etc.	160.00	Per Incident Observed. Offender should be driven away from the operational area.
44	Wrongful Use of ID Card for Clearing Cargo	2,420.00	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	1,997.00	Per consignment

C	FINES FOR OFFENCES	GH¢	REMARKS
46	Bunkering Without GPHA Firemen in Attendance	865.00	
47	Sleeping/Resting Under Packed Vehicles	160.00	
48	Entering Port With Craft Without Permission	321.00	
49	Loading Transit Cargo Without Loading Note	865.00	
50	Overstayed Vehicles in the Port	240.00	Per day overstayed
51	Driving in the Port Without a Valid Driver's Licence	240.00	
52	Overnight Sleeping in the Port	160.00	
53	Riding of Motor Bikes Without Helmet	240.00	
54	Clearing of Cargo Without A Valid ID Card	242.00	
55	Failure to Return Vehicle Keys After Inspection/Preliminary Examination	240.00	
56	Attempting to Bribe a GPHA Official		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	Empty Container up to 20' in Length	160.00	
1.2	Empty Container Above 20' and Up to 40' in Length	240.00	
1.3	Empty Container Above 40' in Length	299.00	
1.4	Full Container to 20' in Length	240.00	
1.5	Full Container Above 20' and Up to 40' in Length	264.00	
1.6	Full Container Above 40' in Length	329.00	
1.7	Unpacked Car	160.00	
1.8	Unpacked Mini Vehicle	160.00	
1.9	Unpacked Utility Vehicle	160.00	
1.10	Unpacked Trailer Unit	319.00	
1.11	Machinery and Equipment	787.00	e.g. Earth moving machines, mobile cranes, drilling machines etc.
1.12	Other Cargoes	160.00	Per package/set
1.13	Stevedore Gears	319.00	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	160.00	
2.2	40' Container	240.00	
2.3	Unpacked Car	240.00	
2.4	Unpacked Mini Vehicle	160.00	
2.5	Unpacked Utility Vehicle	240.00	
2.6	Unpacked Trailer Unit	319.00	
2.7	Machinery And Equipment	787.00	
2.8	Other Cargoes	160.00	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)	393.00	Per event
3.2	Transfer Tally Sheets	393.00	Per event
3.3	Vehicle Condition Report	393.00	Per event
4.0	Late Evacuation of Unpacked Vehicles/ Containers to ICDs		
4.1	Car	16.00	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	16.00	
4.3	Utility vehicle	16.00	
4.4	Trailer Unit	31.00	
4.5	Container	80.00	Per TEU discharged
5.0	Infraction of Health, Safety and Environment Regulations and Procedures		
5.1	Employment of Persons Not Wearing Basic Personal Protective Clothing to Work	220.00	Person per event
5.2	Oil Spillage and Contamination of Port Environment by Vessels	\$	Person event. In addition to cost of cleaning
	- Tier 1		Fine to be determined on the basis of a technical assessment of the economic and environmental damage caused. Polluter to pay for cost of cleaning in addition to the fine
	- Diesel		
	Heavy Flow	1,000,000.00	
	Light Flow	300,000.00	
	- Heavy Oil		
	Heavy Flow	1,000,000.00	
	Light Flow	300,000.00	
	- Tier 2		
	- Diesel		
	Heavy Flow	300,000.00	
	Light Flow	200,000.00	
	- Heavy Oil		
	Heavy Flow	300,000.00	
	Light Flow	200,000.00	

D	FINES FOR INFRACTION OF STANDARD PORT OPERATING PROCEDURES AND REGULATIONS		
	Description	GH ₵	REMARKS
5.3	Discharging/Spillage of Effluent and other waste materials into the Harbour Basin by Vessels or Factories	US\$5,250.00	In addition to cost of cleaning
5.4	Dumping of Waste in the Port and its Environs by Individuals or companies	1,100.00	Offender to collect waste dumped
5.5	Throwing of Objects into the Harbour Basin by Individuals	110.00	
5.6	Failure Of Stevedore Company to Clean Quay Apron After Work	1,571.00	Per event. Thereafter cleaning
5.7	Using Equipment/Vehicles That Leak Oil in the Port	5,500.00	Per event. In addition to cost of cleaning
5.8	Using Equipment /Vehicles That Emit Excessive Smoke/Fumes	666.00	Per event. In addition to withdrawal of equipment
5.9	Failure by Dock Workers to Wear Prescribed PPE on the job		Dock workers includes, Gang members, clerks, equipment operators, supervisors, officers, managers etc.
	- Employer of Offending Dock Worker	160.00	
	- Offending Employee(Dock Worker)	160.00	GPHA permanent staff shall be sanctioned according to internal GPHA administrative procedures
5.10	Failure to Wear Appropriate PPE By Port Users- e.g. Truck Drives, Driver Assistant, Clearing Agents, Shipping Agent Staff, Consignee etc.	160.00	E.g. Reflective jackets, safety boots, when working/vising delivery terminals, sheds, quay aprons and other operational areas
6.0	Late Submission of Operational Documents		
6.1	Cargo And Passenger Manifest*	US\$52,500.00	Including inward, outward, and supplementary manifests
6.2	Dangerous Goods Notification Form	US\$52,500.00	DG notification forms submitted later than 72 hours of vessel's arrival
6.3	Other Operational/Working Documents	US\$525.00	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	GH¢	REMARKS
7.1	Dirty/Unkempt Transit Sheds/Open Storage Areas	787.00	
7.2	Stacking Cargo Against The Shed Wall I.E. Without Safety Perimeter	787.00	
7.3	Moving Heavy Duty Equipment With Metal Tracks on Pavement	11,000.00	
7.4	Moving Hoppers With Metal Wheels on Pavement	11,000.00	
7.5	Failure to Use Prescribed Dress Code For Vehicle Handling	160.00	Including sending off of offending worker
7.6	Towing Of Vehicles With Another Import Vehicle	1100.00	Per incident. Fine to be paid by employer
7.7	Failure to Report Accident/Damage to Property	2750.00	In addition to full cost of damage
7.8	Damage to Port Property	full cost	Cost to be assessed by Port Civil/Electrical Engineer
8.0	MISCELLANEOUS OFFENCES	US \$	
8.1	Performing Chipping or Hot Works in the Harbour Without Permission	7,852.90	
8.2	Immobilisation of Vessel in Port Without Permission	7,139.00	
8.3	Refusing Orders to Shift/Move Vessel	7,139.00	Shifting of vessels at port convenience
8.4	Vessel in Port Without Full Complement of Crew for Movement	7,139.00	May be towed out of port
8.5	Wrongful Declaration of Vessel Characteristics	7,139.00	E.g. Draught , Length, Beam, Gears, etc.
8.6	Improper/Unsafe Access Way to Vessel	2,200.00	In addition to stopping operations pending correction
8.7	Failure to Hoist/Lower National Flags on Vessels	550.00	Vessel will pay fine and then effect courtesy arrangement
8.8	Failure to Provide Safety Nets for Gangway on Vessels	1,100.00	In addition to stopping operations pending correction
8.9	Failure to provide rat guards on mooring ropes	550.00	
8.10	Infraction of Dangerous Goods Regulations	7,852.90	Storage of DGs in Stacks in violation of segregation requirements,
8.11	Use of the Anchorage by a Vessel Without Submission of Application by Agent	2,541.00	Fine to be paid by the Agent of the Vessel
8.12	Departing the Anchorage by a Vessel Without Notifying the Signal Station	2,541.00	Fine to be paid by the Agent of the Vessel
	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.		