



**Government of Ghana**  
**Right to Information Manual**

2022

## Table of Contents

<b>Table of Contents</b> .....	<b>ii</b>
<b>1. Overview</b> .....	<b>1</b>
<b>2. Directorates and Departments under Ministry of Finance (MOF)</b> .....	<b>2</b>
2.1 Description of Activities of each Directorate and Department .....	3
2.2 Ministry of Finance’s Organogram .....	1
2.3 Agencies under Ministry of Finance .....	1
2.4 Classes and Types of information.....	7
<b>3. Processing and Decision on Application – S. 23</b> .....	<b>9</b>
<b>4. Amendment of Personal Record</b> .....	<b>10</b>
4.1 How to apply for an Amendment.....	10
<b>5. Fees and Charges for Access to Information</b> .....	<b>11</b>
<b>6. Appendix A: Standard RTI Request Form</b> .....	<b>12</b>
<b>7. Appendix B: Contact Details of Ministry of Finance’s Information Unit</b> .....	<b>15</b>
<b>8. Appendix C: Acronyms</b> .....	<b>16</b>
<b>9. Appendix D: Glossary</b> .....	<b>17</b>

## 1. Overview

---

This Right to Information (RTI) Manual is pursuant to the provisions of the RTI Act, 2019 (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akufo - Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling the general public 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 Finance (MoF) and provide the types of information and classes of information available at MOF, including the location and contact details of its information officers and units.

## **2. Directorates and Departments under Ministry of Finance (MOF)**

This section describes the vision and mission and the list of names of all Directorates and Departments within the Ministry of Finance. It also outlines organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

### **VISION**

To be the lead Economic Management Institution for development and prosperity for all Ghanaians

### **MISSION**

To ensure effective Economic Policy Management for the attainment of macroeconomic stability and sustainable economic growth employing sound fiscal policy and efficient public financial management, competent staff and robust systems for the socio-economic development of Ghana

### **Directorates and Departments under Ministry of Finance (MOF)**

1. Budget Division
2. Treasury and Debt Management Division
3. Economic Strategy and Research Division
4. Financial Sector Division
5. Human Capital and General Administration Division
6. External Resource Mobilization and External Relations Division
7. Public Investment and Assets Division
8. Revenue Policy Division
9. Policy Coordination, Monitoring and Evaluation Division
10. Advisory - Legal Directorate, Internal Audit, Transformation Unit

### **Responsibilities of the Institution:**

Support the development of an efficient financial sector that supports structural transformation of the economy, promotes financial inclusion and is well integrated into the global financial system;ormulate, implement, monitor and evaluate macroeconomic, fiscal and financial policies for sustainable development;Ensure effective mobilization of domestic and external resources;Ensure efficient and effective allocation and prudent management and utilization of resources;Establish and disseminate performance-oriented guidelines and deploy efficient financial

management information systems; Ensure commitment to transparency, probity, and accountability in the management and utilization of financial resources; and

Ensure sustainable public debt levels

## 2.1 Description of Activities of Each Directorate and Department

Directorate/Department	Responsibilities/Activities
<p>i. Budget Division</p>	<p>The Budget Division is responsible for the development, implementation and coordination of the National Budget through:</p> <ul style="list-style-type: none"> <li>• The preparation of a well-formulated Government Budget, implemented appropriately according to plan, that meets the needs of the Ghanaian people;</li> <li>• The effective mobilization of revenues and allocation of expenditures, directed to the required sector and MDA needs, sufficient to achieve the fiscal and economic development goals and plans of the Ghanaian Government; and,</li> <li>• Financial management across the public sector that meets international standards of good practice and fiscal responsibility.</li> </ul> <p>The Budget Division falls under the Finance Branch of the Ministry of Finance.</p> <p>The functions and responsibilities of the Budget Division are to:</p> <ul style="list-style-type: none"> <li>• Contribute to the formulation and implementation of the Government of Ghana's financial and economic policies, through the provision of policy advice to the Minister and Government</li> <li>• Co-ordinate the formulation and preparation of the national medium-term and annual Budgets and assist the Minister to prepare</li> </ul>

	<p>the Economic and Financial Statement of Government</p> <ul style="list-style-type: none"> <li>• Implement the annual Budget, in conjunction with the Controller and Accountant General's Department</li> <li>• Contribute to the mobilization of internal and external resources</li> <li>• Allocate the Budget financial resources efficiently, effectively and rationally to sectors, MDAs and MMDAs</li> <li>• Account for all public revenues and expenditures under the Division's control or purview and undertake efficient and effective monitoring</li> <li>• Provide guidance to MDAs and MMDAs in the preparation, implementation and monitoring of budgets and revenues</li> <li>• Lead the development and implementation of designated Budget and financial management reforms</li> <li>• Maintain and improve the human resource, asset base and institutional management capacity of the Division.</li> </ul>
<p>ii. Treasury and Debt Management Division</p>	<p>The Division is responsible for the efficient and effective management of the nation's treasury and debts.</p> <p>The Division is set to:</p> <ul style="list-style-type: none"> <li>• Forecast and monitor debt and cash flows;</li> <li>• Administration of various government bank accounts and management of government assets flows;</li> <li>• Payment of guarantees not honored by debtors, and central bank reserves;</li> <li>• Reporting on GoG funding issues, cash buffer management, cash-related risks and market conditions;</li> <li>• Borrowing from domestic and external markets; and</li> </ul>

	<ul style="list-style-type: none"> <li>• Securitization of government receivables and public sector balance sheet restructuring and borrowing activities.</li> </ul>
<p>iii. Economic Strategy and Research Division</p>	<p>The Division is responsible for macroeconomic analysis, research and forecasting to inform economic policy formulation. It is also responsible for policy formulation and research on the real sector of the economy.</p> <p>The Division is one of the divisions under the Economic Strategy Branch (ESB) of the Ministry of Finance.</p> <p>The strategic role of the Division is to:</p> <ul style="list-style-type: none"> <li>• Undertake macro-fiscal policy analysis and forecast and provide advice for the effective management of the economy;</li> <li>• Conduct policy research on relevant socio-economic issues affecting the economy;</li> <li>• Provide robust fiscal risks analysis;</li> <li>• Undertake policy analysis and forecast on growth with a focus on employment, and income distribution; and</li> <li>• Provide economic analysis and advise on natural resources including petroleum, environment, and climate change</li> </ul>
<p>iv. Financial Sector Division</p>	<p>The Division is responsible for the formulation of policy-based and strategic analysis on Ghana's financial sector. It oversees the implementation of strategies to strengthen financial intermediation in Ghana. In doing so, the FSD plays a collaborative role with regulators and industry stakeholders in the formulation of policies and strategies as well as the implementation of projects in the financial sector.</p> <ul style="list-style-type: none"> <li>• Formulate policy and guidelines, and advise the Minister of Finance on issues relevant to financial stability, transparency and integrity, financial structure, development and soundness;</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate and enforce financial sector policies and activities of regulators and other national stakeholders to facilitate the attainment of objectives of financial sector initiatives in line with government policies and social contract across industry;</li> <li>• Monitor and evaluate to ensure that government economic policy is supported by a smooth and well-functioning financial system;</li> <li>• Examine vulnerabilities affecting the financial system and determine actions required to address them to effectively to promote confidence and maintain credibility in the financial sector; and</li> <li>• Promote and facilitate the education, public awareness and financial inclusion and literacy of the public and capacity building of regulatory bodies in the financial sector.</li> </ul>
<p>v. Human Capital and General Administration Division</p>	<p>The Division is responsible for the management of human capital, implementing the Ministry's Human Capital Strategy, advising Divisional Directors on human capital issues, championing the living of the Ministry's values, administrative, maintenance and accounting support services to the other Divisions.</p> <ul style="list-style-type: none"> <li>• Perform the central human capital management function of the Ministry;</li> <li>• Manage the general maintenance of the Ministry's properties;</li> <li>• Provide and manage ICT Services;</li> <li>• Run, maintain and repair official vehicles;</li> <li>• Manage the Ministry's Finances and ensure that expenditures are incurred in accordance with the Public Financial Management Act, 2016 (Act 921);</li> <li>• Develop, maintain and foster good working relation between the Ministry, our stakeholders and the general public; and</li> <li>• Perform specific welfare functions for the Ministry and the entire Civil Service</li> </ul>



<p>vi. External Resource Mobilization and Economic Relations Division</p>	<p>The Division liaises with multilateral and bilateral institutions to effectively and efficiently mobilize resources for government development programmes.</p> <p><b>A) External Resource Mobilization;</b></p> <ul style="list-style-type: none"> <li>• Negotiate on bilateral and multilateral Treaties and Agreements in line with national policies and legislations;</li> <li>• Formulate and update Development Cooperation policies that align external assistance to national priorities;</li> <li>• Develop and update policy and strategy papers to guide future development cooperation and government economic relations;</li> <li>• Coordinate Cooperation and Financing Agreements and Arrangements in the form of grants, loans, technical assistance, co-financing arrangements and other financing instruments to support the national budget;</li> <li>• Exercise oversight responsibilities in the effective utilization of Development Partner (DP) funds, project implementation and monitoring to achieve development outcomes;</li> <li>• Enhance operational efficiencies by developing/updating relevant systems, procedures and controls to guide engagement with DPs and MDAs;</li> <li>• Coordinate bilateral external economic relations with Ghana Investment Promotion Center (GIPC) and other MDAs in the area of trade, investments and private sector activities;</li> <li>• Arrange high level consultative meetings and missions with DPs and key strategic partners; and</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote satisfactory and improved client relations with DPs, MDAs, MMDAs, CSOs, academia, public and other stakeholders.</li> </ul> <p><b>B) Operational;</b></p> <ul style="list-style-type: none"> <li>• To formulate sound and effective policies and ensure efficient implementation to mobilize resources for sustainable economic development;</li> <li>• Enhance staff capacity in resource mobilization;</li> <li>• Undertake research on resource mobilization;</li> <li>• Participate in seminars, conferences, fora on resource mobilization and related issues; and</li> <li>• Any other function to be assigned by the Minister for Finance.</li> </ul>
vii. Public Investment and Assets Division	<p>The Division is responsible for Public Investment, Public Private Partnerships, and SOE oversight.</p> <p>The Division is responsible for executing the following functions:</p> <ul style="list-style-type: none"> <li>• Improve the enabling environment for efficient and effective development, implementation and regulation of Public Private Partnership (PPP) infrastructure and services;</li> <li>• Strengthen Public Investment Management System for efficient and effective delivery of public infrastructure and services; and</li> <li>• Strengthen the institutional, legal and regulatory framework for efficient and effective management of State interests in entities and utilization of public assets.</li> </ul>

<p>viii. Policy Coordination, Monitoring and Evaluation Division</p>	<p>The Policy Coordination Monitoring and Evaluation Division is specifically mandated to not only ensure policy coherence and consistency, but also monitor implementation of the Sector's Work Plans with a view to enhancing efficiency in the use of budgetary resources.</p> <p>The functions of the Policy Coordination Monitoring and Evaluation Division are to:</p> <ul style="list-style-type: none"> <li>• Facilitate the development and effective monitoring of Ministry of Finance (MoF) Medium Term Development Plan (MTDP);</li> <li>• Provide support to the Divisions and Agencies of the Ministry in the preparation of their respective Annual Work Plans and report on Implementation Progress;</li> <li>• Monitor/Track Implementation-Progress on Key Policy Initiatives outlined in Annual Budget Statements and Economic Policies;</li> <li>• Coordinate the conduct of physical monitoring exercises on development projects supported by Government of Ghana (GoG), Development Partners (DP) and Annual Budget Funding Amount (ABFA);</li> <li>• Coordinate and prepare the Ministry's Annual Budgets; and</li> <li>• Provide timely feedback on implementation challenges to Management.</li> </ul>
<p>ix. Revenue Policy Division</p>	<p>It is also responsible for the formulation of tax and non- tax revenue policies for revenue mobilization and financing government expenditure. The functions are as follows:</p> <ul style="list-style-type: none"> <li>• Propose revenue legislations that support improved revenue mobilization and management;</li> <li>• Develop and maintain revenue forecasting models for realistic revenue estimation and planning;</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake revenue policy sensitization programmes with relevant stakeholders to facilitate voluntary compliance;</li> <li>• Monitor the implementation and adherence to tax policy obligations under International Agreements and Conventions; and</li> <li>• Monitor compliance of non-tax laws and policy measures by MDAs.</li> </ul>
Advisory	<p><b>Legal Directorate</b></p> <p>The Legal Directorate provides in-house specialized legal advisory support and oversight to the Minister, the Ministry, its Department and Agencies. It also advises the government in the development and implementation of the Ministry's policy initiatives and in public financial management, to ensure compliance with good public financial management.</p> <p>The Directorate is responsible for executing the following functions:</p> <ul style="list-style-type: none"> <li>• Provide legal advice on issues relating to policy development and other matters involving the Ministry and other Ministry's Department and Agencies (MDA's);</li> <li>• Payment of judgment Debts and potential breaches of executed contracts;</li> <li>• Representing the Ministry in negotiations such as International Agreements with Development Partners, Bilateral Investment Treaties and Double Taxation Agreements;</li> <li>• Negotiations with lenders and sponsors for national projects and programs;</li> <li>• Renegotiation of onerous terms in sole sourced commercial contracts following Value for Money Assessments; and</li> <li>• Liaise with the Attorney General's Department in the resolution of potential</li> </ul>

claims against the Ministry and other MDAs.

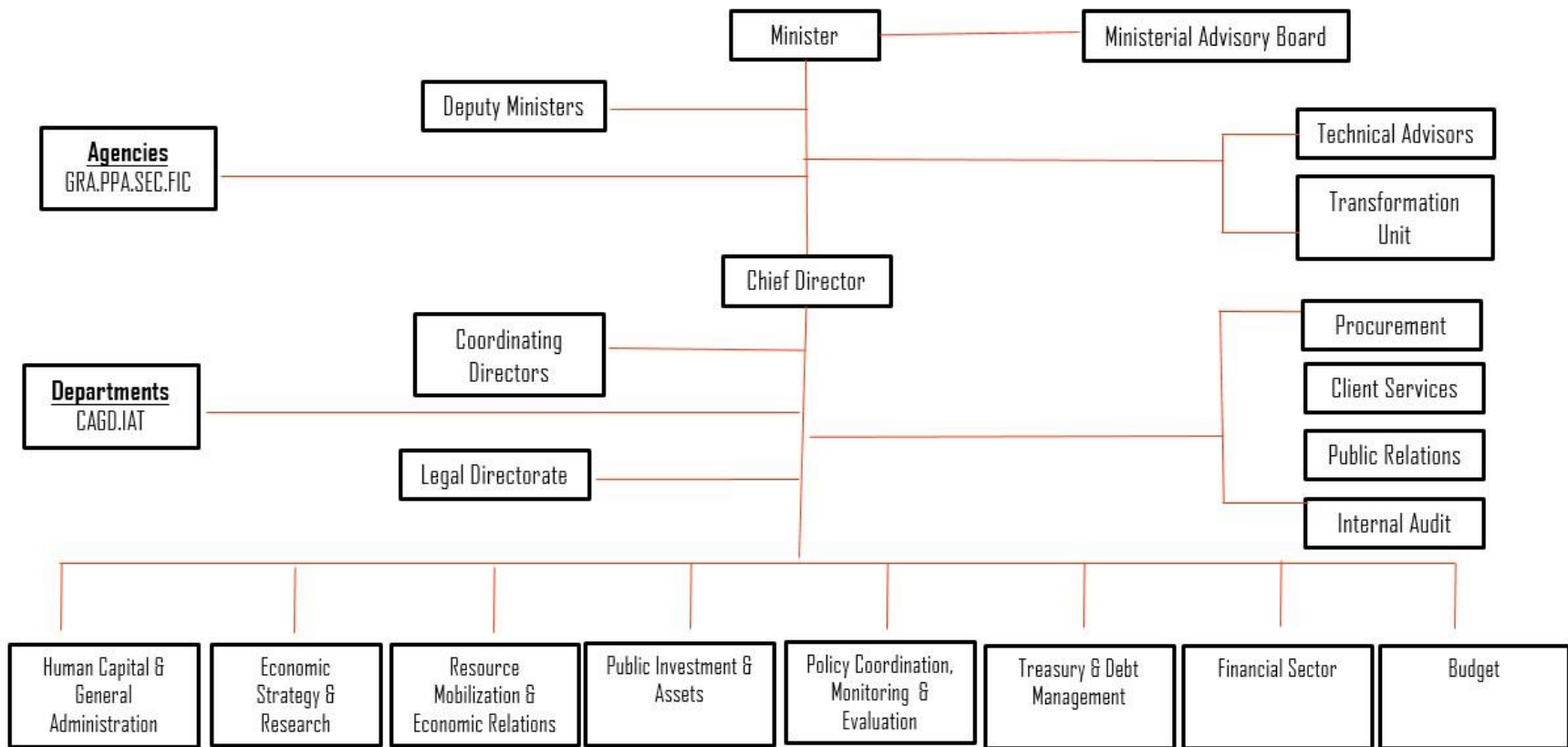
### **Internal Audit Unit**

The Internal Audit Unit provides independent, objective assurance and consulting services designed to add value and improve the Ministry's operations. It helps Ministry of Finance accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the adequacy and effectiveness of risk management, internal control and governance processes.

The Internal Audit Unit is responsible for executing the following functions:

- Appraise and report on the soundness and application of the system of controls operating in the Ministry;
- Evaluate the effectiveness of the risk management and governance process of the Ministry and contribute to the improvement of that risk management and governance process;
- Provide assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of the Ministry;
- Evaluate the Ministry's compliance with enactments, policies, standards, systems and, procedures; and
- Perform consulting and advisory services related to internal controls, risk management, compliance, and governance processes as appropriate for the Ministry

## 2.2 Ministry of Finance’s Organogram



## 2.3 Agencies under Ministry of Finance

<b>Agencies under Ministry of Finance</b>
<ol style="list-style-type: none"> <li>1. National Lotteries Authority (NLA)</li> <li>2. Public Procurement Authority (PPA)</li> <li>4. Institute of Accountancy Training</li> <li>5. Ghana Revenue Authority</li> <li>6. Financial Intelligence Centre</li> <li>7. Controller and Accountant General's Department</li> </ol>

National Lotteries Authority (NLA)	
<b>Responsibilities</b>	<b>Details of Activities:</b> <ul style="list-style-type: none"> <li>• regulates, supervises and directs xxx</li> </ul>

Controller and Accountant General's Department	
<b>Responsibilities:</b> Chief advisor to the Minister of Finance and the Government on finance and accounting matters	<b>Details of Activities:</b> The Controller and Accountant- General in his capacity as the Government's Chief Accounting Officer, is expected to: <ul style="list-style-type: none"> <li>• Have access at all reasonable times to all files, documents and other records relating to the accounts of every Government department.</li> <li>• Receive from Heads of Public Services such information, reports and explanations on all accounting matters necessary for the proper performance of his function.</li> </ul>

	<ul style="list-style-type: none"> <li>• Station in all Government departments his staff to enable him to more effectively carry out his statutory and other functions.</li> <li>• Approve all developmental accounting instructions.</li> <li>• Promote the development of efficient accounting system within all Government departments</li> </ul>
--	--

<b>Public Procurement Authority (PPA)</b>	
<p><b>Responsibilities:</b></p> <p>It is a regulatory body responsible for the effective implementation of the Public Procurement Law in Ghana. The Authority seeks to ensure fairness, transparency and non-discrimination in public procurement in order to promote a competitive local industry and increase the confidence of our varied stakeholders in public procurement processes in the country and beyond</p>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Make proposals for the formulation of policies on procurement</li> <li>• Ensure policy implementation and human resource development for public procurement</li> <li>• Develop rules, instructions, other regulatory documentation on public procurement and formats for public procurement documentation</li> <li>• Monitor and supervise public procurement and ensure compliance with statutory requirements</li> <li>• Have the right to obtain information concerning public procurement from contracting authorities</li> <li>• Establish and implement an information system relating to public procurement</li> <li>• Publish by the end of each month a public procurement Bulletin which shall contain information germane to public procurement, including proposed</li> </ul>



	<p>procurement notices of invitation to tender and contract award information</p> <ul style="list-style-type: none"><li>• Assess the operations of the public procurement process and submit proposals to the Board for improvement of the processes</li><li>• Present annual reports to the Minister on the procurement processes</li><li>• Facilitate the training of public officials involved in public procurement at various levels</li><li>• Develop, promote and support training and professional development of persons engaged in public procurement, and ensure adherence by trained persons to ethical standards</li><li>• Advise Government including Metropolitan, Municipal and District Assemblies on issues relating to public procurement</li><li>• Organize and participate in the complaints and administrative review procedures in Part Seven</li><li>• Plan and co-ordinate technical assistance in the field of public procurement</li><li>• Maintain a register of procurement entities and members of and secretaries to tender committees of public procurement entities</li><li>• Maintain a data base of suppliers, contractors and consultants and a record of prices to assist in the work of procurement entities</li></ul>
--	--

Institute of Accountancy Training	
<p><b>Responsibilities of the Agency:</b></p> <p>To provide general and financial management training programme for the civil and public services</p>	<p><b>Details of Activities:</b></p> <ol style="list-style-type: none"> <li>1. Specialized training for specialized needs – (public services) but their quality makes them attractive to private sector employees as well.</li> <li>2. Provides a platform for constructive comments in public finance and administrative issues.</li> <li>3. Active involvement in training public and private sector accounting/auditing staff</li> <li>4. Continuous training needs assessment and development of training programmes to suit public private sector reforms.</li> <li>5. Continuous Professional Development</li> <li>6. Continuous international affiliation (CPD)</li> </ol>

Securities and Exchange Commission	
<p><b>Responsibilities of the Agency:</b></p> <p>To promote the orderly growth and development of an efficient, fair and transparent securities market in which investors and the integrity of the market are protected</p>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Advise the Minister on matters relating to the securities industry.</li> <li>• Maintain surveillance over activities in securities to ensure orderly, fair and equitable dealings in securities.</li> <li>• Register, license, authorize or regulate, in accordance with the Act or the Regulations, the establishment of securities exchanges, commodities and futures exchanges, securities</li> </ul>

	<p>depositories, clearing and settlement institutions, credit rating agencies, fund managers, investment advisers, unit trusts, mutual funds, hedge funds, private equity funds, venture capital funds, nominees, underwriters, issuing houses, registrars, custodians, trustees, primary dealers, broker-dealers the mode of conduct of securities businesses, issues concerning Accounts and Audits, the establishment of fidelity funds and trading in securities.</p> <ul style="list-style-type: none"> <li>• Formulate principles for the guidance of the industry.</li> <li>• Monitor the solvency of license holders and take measures to protect the interest of customers where the solvency of a license holder is in doubt.</li> </ul>
--	--

Ghana Revenue Authority	
<p><b>Responsibilities of the Agency:</b></p> <p>To ensure maximum compliance with all relevant laws in order to ensure a sustainable revenue stream for government, trade facilitation and a controlled and safe flow of goods across the country's borders</p>	<p><b>Details of Activities:</b></p> <p><b>Domestic Tax Revenue Division (DTRD)</b></p> <p>DTRD is responsible for the collection of both domestic direct and indirect taxes. The Division's core functions are to identify all taxpayers, assess the taxpayer for tax and levies, collect the taxes and levies such as Income Tax, Excise Tax Stamp, Mineral Royalties, Value Added Tax (VAT), National Health Insurance Levy (NHIL), Ghana Education Trust Fund (GETFund), Communications Service Tax (CST) and pay all amounts collected into the Consolidated Fund.</p>

**Taxpayer Segmentation**

We have segmented our varied domestic taxpayers into:

**Large Taxpayers** – These are large and complex organizations and businesses whose annual turnover is over GH¢ 5 million. These businesses are managed by the Large Taxpayer Office (LTO).

**Medium Taxpayers** – These are businesses with an annual turnover of between GH¢ 5 million and GH¢ 90,000. These businesses are managed by fifteen (15) Medium Taxpayer Offices (MTOs) spread across the country.

**Small Taxpayers** – These are small and micro businesses with annual turnover below GH¢ 90,000. There are fifty (50) Small Taxpayer Offices (STOs) spread across the country that cater for the special needs of these businesses to ensure that they comply with tax laws at minimal cost.

**Customs Division (CD)**

The Customs Division is responsible for the collection of taxes at the ports, borders and entry points. These include Import Duty, Import VAT, Export Duty, Petroleum Taxes and Import Excise. These taxes and levies are collected on general goods as well as vehicles. The Division also performs a preventive function by patrolling the country's borders and other strategic locations.

The Customs Division also performs agency duties on behalf of Ministries, Departments and Agencies. These duties relate to enforcing laws on prohibitions and restrictions of imports and exports, facilitation of international trade, foreign exchange control, public health, security and safety among others.

**Support Services Division (SSD)**

The Support Services Division (SSD) provides administrative and managerial support to DTRD and Customs Division to enable them perform their operational functions efficiently.

	The Support Service Division includes departments such as Finance, Administration, Human Resource, Training and Information Technology (IT).
--	--

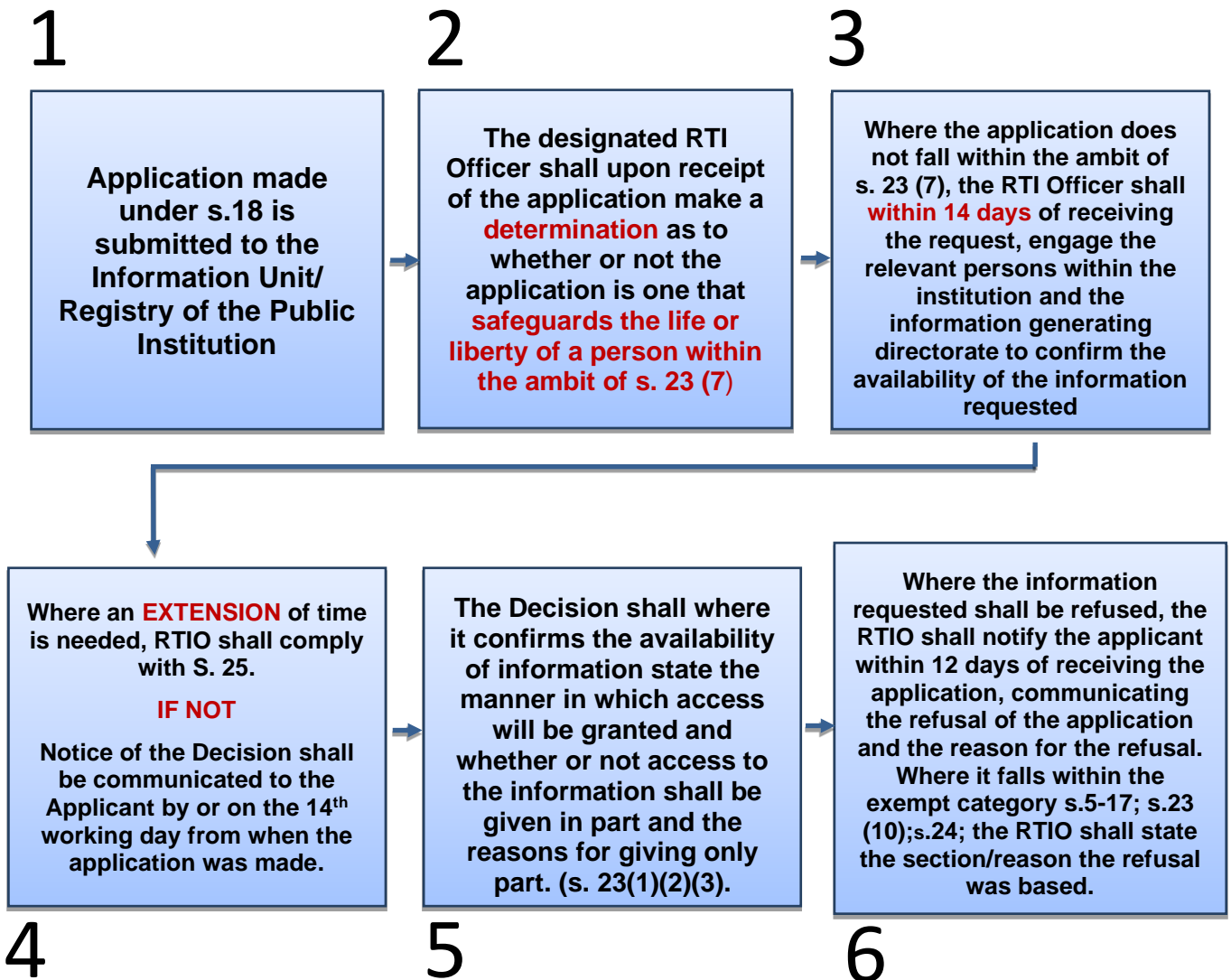
Financial Intelligence Centre	
<p><b>Responsibilities of the Agency:</b></p> <p>The National Centre for the receipt and analysis of suspicious transaction reports and other information relevant to predicate offences of Money Laundering/ Terrorist Financing and Proliferation Financing (ML/TF&amp;P) and to disseminate actionable intelligence to competent authorities.</p>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Improving Ghana's Anti-Money laundering and combating the Financing of Terrorism (AML/CFT) regime.</li> <li>• Taking profit out of crime</li> <li>• Request for information from Accountable Institutions and Designated Non-Financial Businesses and Professions (DNFBPs) in Ghana. The DNFBPs include lawyers, accountants, notaries, auctioneers, religious bodies, non-governmental organizations, real estate developers or agents, gaming sector, dealers in precious metals and precious stones and dealers in motor vehicles.</li> </ul>

## 2.4 Classes and Types of information

<b>List of various classes of information in the custody of the institution:</b>
<p>Classes of Information</p> <p>Primary Information: Original material that has not been interpreted or analyzed. Examples: National Statistical Data, Research articles, Blogs, Websites.</p> <p>Secondary Material: Created from primary material, interpreting original material. Examples: National Budget Statements, Review articles, Financial and Economic Data, Publications.</p> <p>Tertiary Material: Acts as a tool in understanding and locating information. Examples: Databases, Subject Gateways, Bibliographies.</p>

<b>Types of Information Accessible at a fee:</b>
N/A

**3. Processing and Decision on Application – S. 23**



## **4. Amendment of Personal Record**

---

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



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

---

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.

**6. Appendix A: Standard RTI Request Form**

**[Reference No.: .....]**

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



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

<p>10.</p>	<p><b>Manner of Access:</b></p>	<p><input type="checkbox"/> Inspection of Information</p> <p><input type="checkbox"/> Copy of Information</p> <p><input type="checkbox"/> Viewing / Listen</p> <p><input type="checkbox"/> Written Transcript</p> <p><input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/></p>
<p>10 (a).</p>	<p><b>Form of Access:</b></p>	<p><input type="checkbox"/> Hard copy    <input type="checkbox"/> Electronic    <input type="checkbox"/> copy Braille</p>
<p>11.</p>	<p><b>Contact Details:</b></p>	<p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Postal Address _____</p> <p><input type="checkbox"/> Tel: _____</p>
<p>12.</p>	<p><b>Applicant's signature/thumbprint:</b></p>	
<p>13.</p>	<p><b>Signature of Witness (where applicable)</b></p> <p><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></p>	

**7. Appendix B: Contact Details of Ministry of Finance's Information Unit**

**Name of Information/Designated Officer:**

**MRS. LOVERIDGE AMPRATWUM OKYERE**

**Telephone/ Mobile Number of Information Unit:**

**+233 302 747 197**

Email: [rti@mofep.gov.gh](mailto:rti@mofep.gov.gh)

**Postal Address of the Institution:**

**28TH FEBRUARY ROAD, FINANCE DRIVE  
P.O.BOX MB40  
MINISTRY OF FINANCE**

**NEW BLOC  
ROOM 6**

**GA-144-2024  
OSU-ACCRA**

## 8. Appendix C: Acronyms

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>MOF</i>	<i>Ministry of Finance</i>
<i>ESB</i>	<i>Economic Strategy Branch</i>
<i>IMF</i>	<i>International Monetary Fund</i>
<i>AfDB</i>	<i>African Development Bank</i>
<i>ECOWAS</i>	<i>Economic Community of West African States</i>
<i>WAMI</i>	<i>West African Monetary Institute</i>
<i>GOG</i>	<i>Government of Ghana</i>
<i>M&amp;E</i>	<i>Monitoring and Evaluation</i>
<i>BOG</i>	<i>Bank of Ghana</i>
<i>NLA</i>	<i>National Lotteries Authority</i>
<i>PPA</i>	<i>Public Procurement Authority</i>
<i>GCB</i>	<i>Ghana Cocoa Board</i>
<i>GRA</i>	<i>Ghana Revenue Authority</i>
<i>ML/TF&amp;P</i>	<i>Money Laundering/ Terrorist Financing and Proliferation Financing</i>
<i>AML/CFT</i>	<i>Anti-Money laundering and combating the Financing of Terrorism</i>

## 9. 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>