

GNPC

THE RIGHT TO INFORMATION (RTI) MANUAL

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1.0 OVERVIEW

The Right to Information Act, 2019 (Act 989) hereinafter referred to as the (“RTI Act”), “provides for the implementation of the constitutional right of information held by a public institution, subject to the exemptions that are necessary and consistent with the protection of the public interest in a democratic society to foster a culture of transparency and accountability in public affairs and to provide for related matters”.

In accordance with Article 21 (1) (f) of the 1992 Constitution of Ghana, the RTI Act ensures that “all persons shall have the right to information, subject to such qualifications and laws as are necessary in a democratic society”.

1.1 PURPOSE OF THE MANUAL

In accordance with Section 3 of the RTI Act, the Ghana National Petroleum Corporation (“GNPC”) has drafted the institution’s Right to Information Manual (the “Manual”).

The Manual provides a list of the various divisions, departments, and structures within GNPC, including details of the activities of the structures within the Corporation. Also, the Manual outlines the process in which different categories of GNPC information can be made accessible to the public. In addition, the Manual provides a list of the various classes of information which are prepared by or under the control of GNPC.

2.0 THE GHANA NATIONAL PETROLEUM CORPORATION

2.1 MISSION

The mission of GNPC is to ***“Lead the sustainable exploration, development, production, and disposal of the petroleum resources of Ghana, by leveraging the right mix of domestic and foreign investment in partnership with the people of Ghana”.***

2.2 VISION

The vision of GNPC is ***“To be a leading global oil and gas company whose operations have a profound impact on the quality of life of the people of Ghana”.***

2.3 GNPC MANDATE

Under the Ghana National Petroleum Corporation, Act 1983 (P.N.D.C. Law 64) establishing the Corporation, GNPC is obliged to:

1. Promote the exploration and the orderly and planned development of the petroleum resources of Ghana.
2. Ensure that Ghana obtains the greatest possible benefits from the development of its petroleum resources.
3. Obtain the effective transfer to Ghana of appropriate technology relating to petroleum operations.
4. Ensure the training of citizens of Ghana and the development of national capabilities in all aspects of petroleum operations; and
5. Ensure that petroleum operations are conducted in such manner as to prevent adverse effects on the environment, resources, and people of Ghana.

3.0 DIVISIONS AND DEPARTMENTS OF GNPC

The Corporation is made up of thirteen (13) Divisions and one (1) Key Department as listed below:

1. Audit Division
2. Commercial Division
3. Corporate Affairs Division
4. Engineering Division
5. Finance Division
6. General Services Division
7. Health, Safety, Security and Environment Division
8. Human Resource Division
9. Legal and Compliance Division
10. Projects Division

11. Research and Technology Division
12. Supply chain and Local Content Development Department
13. Strategy Division
14. Subsurface Division

3.1 AUDIT DIVISION

The **Audit Division** is made up of the following three (3) departments:

1. The **Technical Audit Department** conducts all technical and related audits within and outside the Corporation. These include standard and specialized audits to be carried out on all the technical (petro-technical) divisions/departments/units within the Corporation, its subsidiaries, projects and related entities. The audit is to provide assurance over the functions of the divisions, departments, projects, processes and the responsibilities of related entities. Also, the audit conducted indicates whether key risks have been properly identified, assessed and mitigating controls implemented.
2. **Financial Audit Department** conducts all financial and related audits within the Corporation except for statutory audits which are conducted by an appointed external auditor. These include standard and specialized audits carried out on all the support (petro-business) divisions/departments/units within the Corporation, its subsidiaries and related entities. The audit provides assurance over these business areas, processes, and entities to determine whether key risks have been properly identified, assessed and mitigating controls implemented.
3. **Risk and Internal Control Department** facilitates the establishment and implementation of effective risk management practices and procedures within the Corporation, its subsidiaries and related entities in line with ISO 31000. This includes periodic risk assessments, risk monitoring and reporting on risks associated with both petro-technical and petro business operations to Management and the Audit Committee. The department is also required to

perform pre-audit activities including review of payroll, accountable imprest, and all other payments.

3.2 COMMERCIAL DIVISION

The **Commercial Division** is made up of the following three (3) departments:

1. **Gas Business Department** coordinates and manages GNPC's gas business operations.

a. Business Development & Contract Negotiations

- i. Identification of new markets and securing strategic opportunities to expand GNPC's customer base.
- ii. Leading negotiations on gas-related agreements across the upstream, midstream and downstream value chain, including Gas Sales Agreements (GSAs) and Gas Transportation Agreements (GTAs).
- iii. Sourcing and engaging credible financiers to support GNPC's gas purchases and service obligations.
- iv. Conducting market research intelligence on key regional and global trends to advise Management.

b. Gas Trading & Reporting

- i. Monitoring gas export and offtake activities upstream and downstream to assess GNPC's financial position in its gas operations.
- ii. Coordination of gas management, processing and transportation services with counterparties.
- iii. Analysing gas data and providing periodic inputs to PURC's quarterly price reviews.
- iv. Managing stakeholder engagements with Government, regulators, suppliers, sellers, transporters, customers etc.
- v. Preparing and delivering periodic reports on GNPC's gas trading activities to internal and external stakeholders.

c. Operations & Contract Management

- i. Implementing and enforcing GNPC's rights and obligations under various gas supply, management, transportation, and sales agreements.
- ii. Monitoring and ensuring compliance with operational, commercial and regulatory processes governing gas delivery to GNPC's customers.
- iii. Facilitating communication and liaison between GNPC'S internal and external stakeholders for efficient gas network management.
- iv. Collaborating with the contract management service provider to ensure effective contract administration.

2. Marketing Department manages the disposal of Ghana's petroleum resources.

- a. Manages the marketing and sale of crude oil cargoes from Ghana's producing fields through transparent and competitive processes, including the negotiation and administration of Crude Oil Sales and Purchase Agreements (COSPA), aimed at securing optimal value for the State.
- b. Brands and promotes Ghana's crude oil grades in the global market by engaging with international trading companies, refiners, and industry stakeholders.
- c. Disposal of Ghana's Crude Oil - the department is responsible for the marketing of crude oil at competitive prices in an environmentally safe, efficient, and cost-effective manner from the producing fields.
- d. Generating Crude Oil Lifting Agreements (COLA) with partners - liaise with JV partners and operators to coordinate crude oil lifting schedules and administer Crude Oil Lifting Agreements in line with international industry standards.
- e. Importation and Sale of Petroleum Products - where mandated, it supports national energy security by facilitating the importation and supply of crude oil and petroleum products to the domestic market.
- f. External Reporting – submits periodic reports to relevant government institutions and regulatory bodies.

3. **Investments Department:** provides economic and commercial advisory support to Management on the Corporation's investment and business opportunities. Key areas of responsibility include:
- a. Investment Appraisal and Valuation – Assessing the financial and economic viability of proposed investment opportunities,
 - b. Business Development and Due Diligence – Identifying and developing new investment opportunities and conducting comprehensive due diligence on proposed transactions,
 - c. Portfolio Management and Subsidiary Monitoring – Monitoring the performance of GNPC's investments and subsidiaries, and
 - d. Strategic Advisory and Risk Management – Providing investment advisory services and managing portfolio risks.

3.3 CORPORATE AFFAIRS DIVISION

The **Corporate Affairs Division** is made up of the following four (4) departments:

1. **Corporate Communication Department:** Supports corporate transformation and achievement of strategic goals through:
- a. Internal engagement
 - i. Shaping and embedding corporate culture.
 - ii. Driving employee engagement with corporate strategy.
 - iii. External engagement.
 - iv. Executing key stakeholder/community initiatives in pursuit of corporate strategic goals.
 - b. Reputation
 - i. Building brand visibility and affinity initiatives.
 - ii. Corporate Social Performance/Investment.
 - iii. Undertaking community relation activities and investing in projects that positively impact communities to secure our social licence.

2. **Social Performance Department:** Promote community acceptance which translates into attaining and managing the social license in the Corporation's petroleum business activity.
3. **Sustainability & Corporate Social Investments Department:** The department serves as GNPC's 'conscience', championing and developing the ethical, environmentally friendly, and community-minded side of its operations. This involves creating mutually beneficial partnerships between GNPC and its business-related stakeholders (especially, the Ghanaian society in general and the project frontline communities specifically) and raising positive awareness of the Corporation's commitment to sustainable social responsibility in its operations.

The function stated above is underpinned by the following responsibilities:

- a. Developing policies relating to GNPC's ethical, sustainable, and environmental responsibilities.
 - b. Writing and implementing GNPC's social responsibility strategy.
 - c. Ensuring that the Corporation has a positive impact on local communities and the environment, through targeted social, economic and environmental interventions.
 - d. Raising public awareness of the Corporation's social responsibility commitments through brand marketing activities and campaigns.
 - e. Conducting research into best practices.
 - f. Creating partnerships with clients, employees, suppliers, contractors, charities, and other groups.
 - g. Ensuring that the Corporation's policies meet legal and commercial needs.
 - h. Reporting on sustainability performance/corporate responsibility activities to both internal and external stakeholders.
4. **Protocol & Travel Services:** In charge of corporate travel and services such as event management, meet and greet, etc. Below are some of the functions of the department:

- a. Ensure that all travel arrangements adhere to GNPC's travel policy, guidelines, and budget restrictions.
- b. Establish and maintain relationships with travel agencies, airlines, hotels, and other travel service providers to negotiate favorable terms and rates.
- c. Generate travel-related reports and analytics to identify cost-saving opportunities, travel patterns, and areas for improvement.

3.4 ENGINEERING DIVISION

The **Engineering Division** is made up of the following four (4) departments:

1. The Reservoir Engineering Department

- a. Reservoir Analytical Modelling: building reservoir models of oil and gas reservoirs using data from drilling, production, and other sources.
- b. Reservoir Simulation: using reservoir simulations to predict the behavior of oil and gas reservoirs over time, including the flow of fluids and prediction of future production.
- c. Reservoir Management: monitoring and analyzing reservoir performance, developing strategies to optimize production, and ensuring the long-term viability of the reservoir.
- d. Well Testing and Evaluation: conducting tests on oil and gas wells to measure their production rates and evaluate their performance.
- e. Production Optimization: developing strategies to increase the efficiency and productivity of oil and gas production, including optimizing well placement and identification of completion zones.
- f. Enhanced Oil Recovery ("EOR"): researching and developing new technologies and processes to increase the recovery of oil and gas from reservoirs, including water flooding, gas injection, and chemical treatments.
- g. Reserves Estimation: estimating the amount of oil and gas reserves in a reservoir, which is important for investment decisions and reporting to regulatory agencies.
- h. Data Management: collecting, organizing, and analyzing data related to oil and gas reservoirs, including well logs, seismic data, and production data.

- i. Research and Development: conducting research on new technologies and processes to improve the efficiency and effectiveness of reservoir engineering.
- j. Performing reservoir engineering studies to support field development plans and participate in planning, evaluation, and execution of field development.
- k. Working with the exploration and appraisal team to accelerate the time-to-market of discoveries.
- l. Providing engineering support to internal and external stakeholders.
- m. Managing the competencies of personnel and providing the needed personnel to assess teams.

2. Production Engineering Department

- a. Health, Safety and Environment (“HSE”) - responsible for ensuring that all development and production activities are conducted safely and in compliance with relevant regulations and environmental standards.
- b. Drilling - responsible for drilling wells and installing equipment to extract oil and gas from underground reservoirs.
- c. Production - responsible for maintaining oil and gas production facilities, including pumps, pipelines, and storage tanks.
- d. Reservoir Management - responsible for modelling, monitoring, and analyzing the performance of oil and gas reservoirs, developing strategies to optimize production, and ensuring the long-term viability of the reservoir.
- e. Project Management - involves managing the overall planning, budgeting, and execution of oil and gas development projects within schedule, cost, safety, and high quality.
- f. Logistics - involves managing the transportation and storage of oil and gas products, including crude oil and natural gas.
- g. Supply Chain Management - responsible for managing the procurement of equipment, materials, and services necessary for oil and gas development and production.
- h. Asset Management - involves managing the life cycle of oil and gas assets, including maintenance, repairs, and replacement.

- i. Technology and Innovation - responsible for researching and developing new technologies and processes to improve oil and gas development and production efficiency and effectiveness.

3. Well Engineering Department

- a. Prepare and/or review existing policies, procedures, guidelines, and operations management documents.
- b. Supervise the well planning process, including the basis of design and drilling programs to ensure technical and operational accuracy.
- c. Develop a well operations model/template for well planning and monitoring, drilling and completions operations and post-well analysis.
- d. Supervise drilling/completion/workover operational preparedness activities, including mobilization of services, personnel, and equipment.
- e. Perform offshore rotational duties on the drilling rig as a wellsite engineer/supervisor as and when required.
- f. Perform detailed cost review of budgets and Authorization for Expenditures ("AFE's") submitted by partners.
- g. Participate in the planning, evaluation, and execution of field development projects.
- h. Provide engineering support to internal and external stakeholders.
- i. Prepare and monitor the department's budget as and when required.
- j. Manage the competencies of personnel and provide the personnel needed to assess teams.

4. Facilities Engineering Department

The Facilities Engineering Department plays a critical role in the upstream oil and gas industry by providing the linkage between the hydrocarbon resource and the end user.

- a. Field Development: handling the infrastructure construction to deliver oil and gas from reservoir to the surface. It encompasses concept identification and selection through the various stage gate processes (i.e., Engineering & Design, Procurement, Construction, Installation, Hook-up & Commissioning) to production start-up.

- b. Cost Estimation & Benchmarking: using third-party software or collated cost database to perform estimates or benchmark a green or brown project.
- c. Performs facilities engineering studies on project feasibility and concept definition to properly scope out projects.
- d. Monitor performance of equipment to ensure reliability and availability of the asset.
- e. Work with various operators to execute repairs and maintenance to ensure reliability of equipment for operations.
- f. Validate AFE on projects and track expenditure to ensure that projects are executed within budget.
- g. Validate scope of project to ensure conformance to the project execution plan.
- h. Review technical documentation from operators and third-party vendors to comply with industry standards.
- i. Perform facilities engineering studies to support field development plans and participate in planning, evaluation, and execution of field development.
- j. Perform decommissioning of the facilities to restore the location to its previous state or an environmentally acceptable state.
- k. Research into new and emerging technologies and processes to improve the commerciality of marginal fields and remote reserves for development.
- l. Provide facilities engineering support to internal and external stakeholders.
- m. Manage the competencies of personnel and provide the personnel needed to the asset teams.

3.5 FINANCE DIVISION

The **Finance Division** is made up of the following four (4) departments:

1. **Accounting and Reporting Department:** is a department within the Finance division with two main sub-units:
 - a. Financial Accounting Unit is tasked to:
 - i. Prepare and submit both quarterly and full-year GNPC stand-alone draft financial statements.

- ii. Prepare notes & schedules of the financial statements.
 - iii. Prepare & submit GNPC's consolidated financial statements.
 - iv. Provide financial statement analysis quarterly and annually.
 - v. Manage the statutory/annual external audit process and other assurance engagement activities.
- b. Management Accounting Unit is tasked to:
- i. Prepare management variance reports.
 - ii. Prepare corporate annual budgets and work programs for Board & Parliamentary approval.
 - iii. Quarterly budget versus actual report, using P&L format for SIGA.
 - iv. Quarterly financial report using the CAGD format.
 - v. Lead mid-year budget review for the Corporation.
 - vi. Quarterly budget versus actual cash basis special report for Parliament.

2. **Corporate Finance Department:** is a department within the Finance division responsible for:

a. **Treasury and Liquidity Management**

Manage the Corporation's cash resources, liquidity position, banking relationships, and financing arrangements to ensure operational and strategic objectives are adequately funded.

b. **Investment and Portfolio Management**

Provide strategic advice on investment opportunities, portfolio performance, refinancing options, and pension fund management to optimize returns while managing risk.

c. **Financial Planning and Performance Monitoring**

Develop cash flow forecasts, monitor financial performance, prepare variance analyses, and provide management with insights to support informed decision-making.

d. **Revenue, Receivables, and Working Capital Management**

Oversee revenue collection, debtor management, loan monitoring, and working capital optimization to safeguard the Corporation's financial position.

e. Payments and Financial Operations

Manage payment processes, accounts payable, cash operations, and related financial transactions while ensuring compliance with approved policies and controls.

f. Regulatory Compliance, Taxation, and Pension Administration

Ensure compliance with applicable tax, pension, and regulatory requirements, while managing staff pension schemes and maintaining relationships with regulatory authorities.

g. Payroll and Employee Financial Administration

Oversee payroll administration, staff-related financial benefits, reconciliations, and analyses to ensure accuracy, compliance, and timely payments.

h. Stakeholder Reporting and Corporate Support

Coordinate financial reporting to key stakeholders, including regulators and government agencies, and provide financial advisory support across the Corporation.

3. Project Finance Department: is a petro-business department with the mandate of:

- a. Monitoring and ensuring that Block Contractors comply with the tenets of Petroleum Agreements and relevant legislations governing the upstream petroleum industry of Ghana.
- b. Representing GNPC at JV Finance Sub-Committee (Fincomm) meetings and other meetings related to petroleum projects.
- c. Reviewing, analyzing, and recommending the approvals of annual JV work programs and budgets of petroleum blocks.
- d. Monitoring of actual spending against budgets for petroleum projects.
- e. Tracking petroleum costs and barrels of oil lifted, reviewing cost statements, production statements, and other petroleum agreements reports.
- f. Reviewing, processing, and ensuring the payment of GNPC's share of cash calls for the Petroleum projects.
- g. Providing monthly and quarterly reports on the performance of petroleum projects to Management.

- h. Providing financial services support (preparation of budgets, processing of invoices, reporting on actual costs, compensation payments, etc.) to operate petroleum projects such as Voltaian and Block One.
- i. Providing cost and other financial information to PIAC, Ghana Statistical Service, IMF, GRA, external auditors, and other bodies.
- j. Handling taxes including filing VAT returns, processing staff tax reliefs, and recommending tax optimization measures for GNPC.

4. **Insurance Department** conducts the following functions:

- a. Market survey – Collaborates with brokers to analyze the insurance market and research on the financial capacity and viability of insurance companies, considering their credit rating, financial statements, and the National Insurance Commission’s (“NIC”) annual reports, among others.
- b. Underwriting – Thoroughly review existing insurance policies and ensures that policy provisions and endorsements are tailored to suit the Corporation’s ever-evolving needs.
- c. Claims management – Ensures adherence to all condition’s precedent to liability under the insurance contract.

3.6 GENERAL SERVICES DIVISION

The **General Services Division** is made up of the following two (2) departments:

- 1. **Corporate Facilities Department** manages the processes and systems for the acquisition, use, improvement, maintenance, and disposal of properties, facilities, equipment, and fleets of the Corporation.
- 2. **Administration Department** serves as the backbone of the Corporation, playing a pivotal role in its daily operations. The department ensures the seamless execution of GNPC’s administrative activities by providing essential services and facilities that support the efficient performance of all departments. The department guarantees that every aspect of the Corporation functions smoothly and effectively.

There are four (4) units in the Administration Department. Below are their duties and responsibilities:

a. Transport Unit

- i. Ensure all vehicles are regularly maintained, inspected, and serviced to prevent breakdowns to ensure optimal productivity and safety.
- ii. Coordinate schedules for drivers to meet pick-up and delivery deadlines.
- iii. Implement and enforce safety protocols for drivers and vehicles to prevent accidents and injuries.
- iv. Maintain detailed records of all transport activities, including mileage, fuel consumption, maintenance logs, and incident reports.

b. Janitorial Unit

- i. Develop and enforce standardized cleaning protocols to ensure consistent cleanliness and hygiene across all properties and installations of GNPC.
- ii. Conduct regular inspections and perform preventive maintenance to prolong the life of fixtures, furnishings, and equipment.
- iii. Maintain detailed records of cleaning activities, incidents, and maintenance issues to support strategic planning and reporting.

c. Security Unit

- i. Ensure that there is always security on the premises.

d. Executive Assistant's Unit

- i. Provide personalized administrative and scheduling support to designated Executives.

3.7 HEALTH, SAFETY, SECURITY AND ENVIRONMENT DIVISION

The **Health, Safety, Security and Environment Division** is made up of the following three (3) departments:

1. Safety and Security Department
2. Environment Department
3. Occupational Health Department

This Division ensures that GNPC's operations are undertaken safely with minimal impact on people, the environment, assets, and reputation. The Division's objectives are to reduce incidents, minimize operational losses, monitor, and evaluate occupational health problems, assess environmental impact, and ensure compliance with applicable legislation and standards.

The roles and responsibilities of the Division include the following:

- a. Review and monitor partners' HSSE work programs and the enforcement of HSSE standards.
- b. Develop and implement GNPC's standards and procedures.
- c. Implement and promote HSSE awareness culture within the Corporation.
- d. Ensure operational safety.
- e. Continuously improve competency with the implementation of approved HSSE training plan.

3.8 HUMAN RESOURCE DIVISION

The **Human Resource Division** is made up of three (3) departments:

1. Resourcing and Organizational Development Department

- a. Executes GNPC's manpower plan for the achievement of the Corporation's objectives, through the design of a structured recruitment strategy for sourcing, screening and selecting top candidates.
- b. Cascade HR strategy for all employees.
- c. Develop templates & guidelines for the manpower planning process.
- d. Coordinate with entities to identify their recruitment needs (annual and 5 year-plan) and support them to define the job description.
- e. Consolidate GNPC's needs into an annual recruitment plan.
- f. Manage and coordinate recruitment process in compliance with the national regulation and local content standards.

- g. Ensure sourcing of candidates (e.g., liaise with Universities in Ghana and abroad, post offers, contract with employment agencies and external headhunters, leverage GNPC website in conjunction with IT to post job openings).
- h. Ensure screening of candidates (match job openings with sourced candidates).
- i. Ensure selection of candidates (organize and coordinate interviews, review scoring and ranking, organize the medical check).
- j. Secure working conditions and onboarding of new recruits (liaise with IT and Facilities to ensure logistics and coordinate the induction day with other entities).
- k. Manage competencies and recruitment needs of the recruitment entity.

2. Learning and Competency Development Department

- a. Develop and implement policies and strategic plans to accelerate competency development of individuals in alignment with the needs of GNPC.
- b. Support departments to identify employees' training needs (both compulsory/linked to a job position and Ad hoc to meet individuals need), propose training options or review the entity proposal.
- c. Consolidate the resulting training plan to be validated with the management (including Board of Directors).
- d. Conduct cross-industry HR related surveys on competencies development to identify best practices and make appropriate recommendations.
- e. Launch, coordinate, monitor and consolidate employee's performance assessments (annual and mid-year).
- f. Develop and implement effective transition programs for employees being promoted or transferred.
- g. Develop and implement scholarships programs and a structured selection process.
- h. Develop, coordinate and interpret annual employee satisfaction survey.
- i. Manage competencies and recruitment needs of personnel relations entity.

3. Employee Relations

- a. Design attractive compensation & benefits packages to attract and retain the right mix of talent and ensure industrial harmony through efficient management of employee relations with Junior Staff, Senior Staff and Management to ensure a continuous and productive relationship.
- b. Track performance and managing the costs of a department in line with the annual budget.
- c. Implement proper execution of HR transactional tasks (e.g. compensation packages) for all employee categories.
- d. Liaise with the Corporate Finance Department to ensure that the payroll process is correctly implemented.
- e. Develop and implement appropriate tools and processes for vacation and leave management.
- f. Ensure travel documents (visas, work permits) are provided on time for staff or contractors.
- g. Ensure regular update of employees' data while guaranteeing their confidentiality.
- h. Ensure productive relationships with the Unions and the Senior Staff Association.
- i. Develop policy guidelines to handle employee grievances.
- j. Ensure individuals' safety and protection at work in conjunction with HSE.
- k. Track performance and managing the costs of the entity in line with the annual budget.

3.9 LEGAL AND COMPLIANCE DIVISION

The **Legal & Compliance Division** is made up of two (2) departments.

1. **The Legal Department** provides comprehensive legal, regulatory, and governance support to GNPC and its internal and external stakeholders. The Department plays a strategic role in safeguarding GNPC's legal interests and supporting GNPC's commercial and operational objectives across the petroleum value chain.
 - a. Drafting, reviewing, and negotiating contracts, memoranda of understanding ("MOUs"), petroleum agreements, joint operating agreements, industry agreements, service

agreements, financing documents, correspondence, and other legal instruments required for GNPC's operations.

- b. Managing GNPC's legal affairs, including coordinating and supervising external counsel in relation to litigation, arbitration, regulatory matters, and other legal proceedings involving GNPC.
- c. Providing legal and regulatory advisory services to Management, commercial teams, technical teams, and other departments on matters relating to exploration, development, production, marketing, transportation, and other upstream and midstream petroleum sector activities.
- d. Ensuring compliance with applicable laws, regulations, and regulatory requirements, including Ghana's petroleum, corporate governance, local content, procurement, and environmental laws and policies.
- e. Supporting negotiations and transactions involving GNPC and its partners, including international oil companies, contractors, financiers, government entities, and other stakeholders in the upstream petroleum sector.
- f. Providing corporate governance support, including advice on statutory obligations, board and management decisions, policies, and internal governance frameworks.
- g. Advising on risk management and dispute resolution, including the identification, mitigation, and management of legal and contractual risks associated with GNPC's activities.
- h. Liaising with regulatory authorities, government agencies, and other stakeholders on legal and regulatory matters affecting GNPC's operations.
- i. Providing legal support across GNPC's projects and initiatives, including strategic investments, joint ventures, commercial arrangements, and other corporate transactions.
- j. The Legal Department performs such other legal, regulatory, and advisory functions as may be required to support GNPC in achieving its mandate and operational objectives.

2. **The Compliance Department:** serves as GNPC's focal point for all matters related to regulatory and operational compliance. The Department's main objectives are to oversee and

implement GNPC's compliance strategy, ensuring that all corporate activities adhere to applicable laws, regulations, both internal and external policies and procedures while upholding the best international practices and standards in the upstream oil and gas industry. In addition, the Compliance Department is responsible for identifying potential risks, providing expected guidance and implementing controls to safeguard GNPC against those risks.

The **primary responsibilities** of the Compliance Department focus on ensuring that the organization conducts its operations in accordance with all relevant legal, regulatory, and ethical standards. The department's core functions typically include the following areas:

a. Regulatory Compliance

- i. Monitor laws and regulations: Stay up to date with applicable local, national, and international laws and industry-specific regulations.
- ii. Implement controls: Develop and maintain systems, policies, and procedures to ensure compliance.

b. Internal Policies and Procedures

- i. Develop compliance policies: Create internal policies that align with laws, regulations, and best practices.
- ii. Review and update compliance policies: Regularly revise policies to reflect changes in regulations or business practices.
- iii. Disseminate policies: Ensure employees understand and have access to compliance-related policies.

c. Training and Education

- i. Employee training: Conduct regular training sessions to educate employees on compliance requirements, such as data protection, anti-corruption and anti-bribery, or code of conduct and business ethics awareness.
- ii. Awareness campaigns: Promote a culture of compliance and ethical behavior throughout the organization.

d. Monitoring and Auditing

- i. Conduct audits: Regularly assess business processes and transactions to ensure compliance with policies and regulations.
- ii. Monitor activities: Use tools and systems to track compliance-related issues in real-time.

- iii. Identify gaps: Detect and address deficiencies or non-compliant practices.
- e. Reporting and Documentation
 - i. Internal reporting: Provide reports to Senior Management and the Board on compliance status and risks.
 - ii. Regulatory reporting: Work with relevant departments to submit necessary reports to regulatory bodies (e.g., right to information reports, compliance certifications).
 - iii. Maintain records: Keep detailed documentation of compliance activities, investigations, and decisions.
- f. Risk Management
 - i. Assess compliance risks: Identify areas of regulatory and reputational risk.
 - ii. Mitigate risks: Implement controls to reduce or manage identified risks.
 - iii. Collaborate with other departments: Work with legal, risk, audit, and operations teams to address risks comprehensively.
- g. Incident Management and Investigations
 - i. Handle breaches: Investigate allegations of non-compliance or ethical violations.
 - ii. Implement corrective actions: Recommend and oversee remedial measures for confirmed violations.
 - iii. Whistleblower systems: Manage confidential channels for reporting compliance concerns.

3.10 PROJECTS DIVISION

The Projects Division is responsible for the end-to-end stewardship of maturing and delivering upstream petroleum opportunities and projects from exploration through appraisal, field development, production operations/optimization, and new ventures to secure the greatest possible national benefit consistent with GNPC's objects and Ghana's petroleum laws.

The Division is responsible for the planning, development, execution, and delivery of upstream petroleum projects across the full asset lifecycle from exploration through appraisal, field development, production optimization, and new business growth.

The Division also ensures that all upstream projects are executed in a safe, cost-effective, technically sound, environmentally responsible, and value-maximizing manner, in alignment with national energy objectives, government policies, and corporate strategy.

The Projects Division is made up of the following four (4) departments, each acting as a technical authority within its lifecycle phase, under a single governance framework:

1. Field Development Department
2. Production Operations Department
3. Exploration & Appraisal Department
4. New Ventures Department

1. Field Development Department

The Field Development Department (“FDD”) is responsible for planning, evaluating, approving, and overseeing the optimal development of petroleum fields in which GNPC holds an interest, ensuring that the developments are:

- a. Technically sound
- b. Commercially robust
- c. Value-maximising for the State
- d. Aligned with national energy policy and GNPC’s corporate strategy

The Department serves as GNPC’s technical authority for field development across the exploration-to-production transition and in producing assets.

2. Production Operations Department

The Production Operations Department (“POD”) is responsible for managing, supervising, and optimizing the operation of petroleum assets in which GNPC holds an interest, ensuring that the operations are:

- a. Safe and compliant with all regulatory requirements
- b. Reliable, minimizing downtime and operational disruptions

- c. Efficient, optimizing production and expenditure
- d. Aligned with reservoir management strategies and long-term asset value
- e. Environmentally responsible, preventing adverse impacts

The Department serves as GNPC's operational authority for producing assets, safeguarding production performance, asset integrity, and long-term value creation in line with national energy objectives and GNPC's corporate strategy.

3. Exploration & Appraisal Department

The Exploration & Appraisal Department shall be responsible for identifying, maturing, and appraising petroleum resources in areas where the Ghana National Petroleum Corporation holds, or seeks to acquire, petroleum rights. The Department serves as GNPC's technical authority for exploration and appraisal, from opportunity screening through commercial discovery and development readiness.

The Department shall ensure that exploration and appraisal activities are:

- a. Geologically sound and technically rigorous
- b. Commercially focused and value-driven
- c. Risk-balanced and capital-disciplined
- d. Aligned with national energy policy and GNPC's corporate strategy

4. New Ventures Department

The New Ventures Department is responsible for identifying, evaluating, and maturing new upstream growth opportunities for the Corporation, in furtherance of GNPC's statutory mandate to secure optimal national benefit from petroleum resources. The Department ensures that new venture activities are:

- a. Strategically aligned with GNPC's upstream growth objectives.
- b. Commercially robust and value accretive.
- c. Risk-balanced and capital-disciplined.
- d. Fully compliant with Ghana's petroleum legal, fiscal, and regulatory framework.
- e. Supportive of national policy objectives, including local content and capacity development.

The Department serves as GNPC's strategic and commercial authority for upstream opportunity origination and transaction maturation, from initial identification through transaction close and handover to Exploration & Appraisal, Field Development, or Operations, as applicable.

3.11 RESEARCH AND TECHNOLOGY DIVISION

The Research and Technology (RAT) Division is GNPC's integrated centre for scientific excellence, digital innovation, data governance, and analytical laboratory services. Its purpose is to convert knowledge into operational and commercial value that strengthens performance, protect assets, drives innovation, and supports Ghana's sustainable energy future. Four specialist departments deliver this mandate: Information Technology, Data, Research, and Laboratories. A Division-level Business Development function binds them together by identifying strategic partnerships and commercialization pathways across all four pillars. The Division's work is guided by four core values: Innovation, Integrity, Safety, and Collaboration.

1. Information Technology Department

Provides GNPC with secure, reliable IT services and infrastructure. Four units deliver this mandate: Service Delivery and Asset Management establishes SLAs, manages incidents, and drives continuous service improvement; Applications and Database Management oversees the full application lifecycle; IT Operations manages the Corporation's networks, data centres, security controls, and disaster recovery; and Cybersecurity, a legally independent unit under Ghana's Cybersecurity Act 2020 (Act 1038) protects GNPC's Critical Information Infrastructure through policy enforcement, risk assessment, and breach response.

2. Data Department

Provides GNPC with secure, reliable IT services and infrastructure. Four units deliver this mandate: Service Delivery and Asset Management establishes SLAs, manages incidents, and drives continuous service improvement; Applications and Database Management oversees the full application lifecycle; IT Operations manages the Corporation's networks, data centres, security controls, and disaster recovery; and Cybersecurity, a legally independent unit under Ghana's Cybersecurity Act 2020 (Act 1038) protects GNPC's Critical Information Infrastructure through policy enforcement, risk assessment, and breach response.

3. Research Department

Delivers applied research across three focused units. Exploration and Production Research that advances subsurface characterization, reservoir simulation, enhanced oil recovery, and carbon capture. Technology Research identifies and develops emerging technologies like AI, automation, IoT, and blockchain for deployment across operations. New Energies Research develops transition roadmaps and evaluates solar, wind, hydrogen, and storage solutions aligned with national decarbonization goals. Partnerships are structured to yield patentable technologies and commercially viable ventures.

4. Laboratory Department

Replaces external dependence with in-house analytical capability, reducing costs and protecting data confidentiality. The Geological Laboratories Group: -Petrography, Core Analysis, Geochemistry, and Biostratigraphy examines rock and fluid properties to support exploration and reservoir evaluation. The Engineering Laboratories Group: - covering EOR, PVT, Drilling Fluid, Geo-mechanics, and Production Analytics focuses on fluid behaviour and production optimisation. The Department is additionally mandated to generate third-party revenue and build national analytical capacity.

3.12 SUPPLY CHAIN AND LOCAL CONTENT DEVELOPMENT DEPARTMENT

The **Supply Chain and Local Content Development Department** is responsible for the planning, sourcing, acquisition, movement, storage, and stewardship of goods, works, and services required to support the Corporation's operational and administrative functions. The Department also promotes the participation and capacity development of Ghanaian companies and citizens in the petroleum value chain.

The Department comprises the following four (4) operational units:

1. Procurement Unit
2. Logistics Unit
3. Stores (Warehouse) Unit
4. Local Content Development Unit

1. Procurement Unit

The **Procurement Unit** is responsible for the acquisition of goods, works, and services required by GNPC to support its operational and corporate activities. The Unit operates strictly in accordance with the provisions of the Public Procurement Act, 2003 (Act 663) as amended and relevant regulations as well as the Public Financial Management Act, 2016 (Act 921), which establishes the financial management framework for public procurement in Ghana. The laws aim to ensure fairness, transparency, competitiveness, and value for money in the use of public funds.

Key Functions

The key responsibilities of the Procurement Unit include:

- a. Procurement Planning - Preparation and coordination of the Corporation's annual procurement plans in line with GNPC's operational requirements and approved budgets.
- b. Tendering and Solicitation - Conducting procurement processes including open competitive tendering, restricted tendering, request for quotations, and single-source procurement in accordance with Act 663 and its amendments.
- c. Tender Evaluation and Contract Award - Facilitating the evaluation of bids and recommendations for contract award through appropriate procurement committees.
- d. Contract Administration - Ensuring the proper documentation, execution, and monitoring of procurement contracts to ensure compliance with contractual obligations.
- e. Regulatory Compliance - Ensuring adherence to procurement laws, regulations, and guidelines issued by the Public Procurement Authority.
- f. Record Keeping and Reporting - Maintaining procurement records and providing reports for regulatory, audit, and transparency purposes in accordance with statutory requirements.
- g. Disposal - The unit is responsible for the disposal of obsolete items in accordance with PPA regulations and Board policies.

2. Logistics Unit

The **Logistics Unit** is responsible for coordinating the movement, delivery, and regulatory facilitation of goods, equipment, and materials required for GNPC's operational activities.

Key Functions

The functions of the Logistics Unit include:

- a. Transportation and Distribution - Coordinating the movement and delivery of procured goods, equipment, and materials to GNPC offices, operational sites, and project locations.
Inbound Logistics: Coordination of materials from suppliers to internal destinations.
Outbound Logistics: Movement of goods, assets, and equipment to projects or partner sites.
- b. Import and Export Facilitation - Managing import and export logistics, including shipping documentation, customs clearance, and compliance with applicable regulatory requirements.
- c. Customs and Tax Exemption Applications - Facilitating applications for tax and customs duty exemptions relating to petroleum operations in accordance with Section 22 of the Petroleum (Exploration and Production) Law, 1984 (PNDC Law 64). Reviewing and approving tax exemption applications submitted by International Oil Companies (IOCs) operating under petroleum agreements, where applicable under the legal framework governing petroleum operations.
- d. Re-export Facilitation - Reviewing requests from International Oil Companies for the re-export of equipment and materials used in petroleum operations and making recommendations to Management for approval.
- e. Regulatory Compliance - Ensuring that all logistics and customs-related processes comply with applicable petroleum sector regulations and national customs requirements.
- f. Coordination with Regulatory Institutions - Liaising with relevant regulatory bodies such as the Ghana Revenue Authority, the Petroleum Commission, and other government agencies to ensure compliance with fiscal and regulatory provisions governing petroleum sector logistics.
- g. Maintain Asset Register for all approved exemptions.

- h. Undertake period audit/inspection of E&P equipment imported in the country under exemptions by our partners and their contractors.

3. **Stores (Warehouse) Unit**

The **Stores Unit** is responsible for the custody, storage, and inventory management of materials, equipment, and consumables procured by GNPC.

The Unit ensures that all items received are properly documented, stored, safeguarded, and issued to user departments in accordance with approved procedures and internal control systems.

Key Functions

The key responsibilities of the Stores Unit include:

- a. Receiving and inspecting goods supplied to GNPC to ensure compliance with purchase specifications.
- b. Maintaining accurate inventory records and stock control systems.
- c. Safeguarding GNPC assets through proper warehouse management and security controls.
- d. Issuing materials and equipment to user departments based on approved requisitions.
- e. Conducting periodic stock taking, verification and reconciliation.
- f. Supporting audit and regulatory reviews by maintaining proper documentation and records.

4. **Local Content Development Unit**

The **Local Content Development Unit** is mandated to advance the Corporation's obligations under the Petroleum (Local Content and Local Participation) Regulations, 2013 (LI 2204) to support the development of local businesses to be adequately empowered to participate in the upstream petroleum business.

Key Functions

The responsibilities of the Local Content Development Unit include:

- a. Promoting Ghanaian participation in procurement opportunities within GNPC's supply chain activities.

- b. Ensuring compliance with local content requirements in procurement processes.
- c. Supporting the capacity development and competitiveness of Indigenous Ghanaian Companies in the upstream petroleum sector.
- d. Monitoring and reporting on local content performance in GNPC projects and procurement activities.
- e. Facilitating technology transfer, enterprise development, and supplier development initiatives.
- f. Liaising with regulatory bodies such as the Petroleum Commission on local content compliance, monitoring, and reporting requirements.

3.13 STRATEGY DIVISION

The **Strategy Division** is made up of the following two (2) departments:

1. **Strategy Department:** The core functions of the Strategy department are to lead the formulation, monitoring, evaluation, communication, and execution of effective corporate strategies and to report on strategic performance to key stakeholders.

The department does this in the following broad ways:

- a. Supporting senior management in strategic decision-making and organizational alignment.
- b. Formulating and coordinating the execution of GNPC's Corporate Plan.
- c. Setting of Annual Corporate objectives and Key Performance Indicators ("KPI's"), as well as the Major Focus Areas and Strategy Outlook.
- d. Leading the monitoring and evaluation of the corporate strategy and performance on monthly, semi-annual and annual reporting cycles.
- e. Interfacing with a range of internal & external stakeholders, not limited to GNPC's Executive body, in-house Project Teams, Parliament Select Committees, Ministry of Energy and Green Transition, partner International Oil Companies, Civil Society Organizations and the Media.

- f. The department is also involved in the coordination and submission of various monitoring reports and information to various stakeholders upon request and in fulfilment of the Corporation's key statutory reporting obligations such as performance requirements laid out in the Annual Performance Contract agreed with the State Interest and Governance Authority (SIGA).

The department's major areas of work span the following strategic core roles:

- a. Strategic planning
- b. Corporate objective and key performance indicator (KPI) setting
- c. Strategy and performance review
- d. Strategy communication
- e. Organizational and departmental alignment
- f. Strategy coordination
- g. Annual corporate work program and budget coordination (jointly)
- h. Sharing best practices
- i. Stakeholder engagement
- j. Annual Performance Contract preparation and monitoring

2. **Institutional Reporting Department:** spearheads GNPC's internal and external stakeholder management and reporting requirements. The department functions as the nexus of information between GNPC and key stakeholders which is critical to building a transparent and accountable organisation, maintaining the corporate brand and safeguarding GNPC's reputation.

3.14 SUBSURFACE DIVISION

The **Subsurface Division** is made up of the following three (3) departments:

1. **Geology Department:**

The Department undertakes geological studies of data collected under petroleum agreements and other agreements. It also ensures the execution of the work programs outlined under the budgets of the petroleum agreements.

2. **Geophysics/Geochem Department:**

Undertakes all geophysical/geochemical related activities on behalf of the Corporation. These activities cut across the Exploration and Production (“E&P”) activities from survey planning, data acquisition, processing through to interpretation and reservoir and field development.

3. **Geomatic Department**

Engages in acquiring products, services and tools involved in the collection, integration and management of geographic (geospatial) data.

4.0 GNPC SUBSIDIARIES

GNPC has the following four (4) subsidiaries:

1. GNPC Exploration and Production Company (“Explorco”)
2. GNPC Foundation
3. Mole Motel Company Limited
4. Prestea Sankofa Limited

4.1 GNPC EXPLORATION AND PRODUCTION COMPANY

The **GNPC Exploration and Production Company (Explorco)**, an exploration and production subsidiary of GNPC, is fully owned by GNPC (100%), at the forefront of a consolidation drive. Through Explorco, the Corporation will invest in more blocks and holdings in relevant fields. The investment boosts GNPC's hydrocarbon reserves and secures commercial interests in assets, positioning Explorco to eventually acquire the requisite standby operatorship capabilities and financial resources to oversee exploration and production activities in Ghana.

4.2 GNPC FOUNDATION

The **GNPC Foundation** is the arm of the Sustainability and Stakeholder Relations Division of GNPC. It spearheads the Corporate Social Responsibility (“CSR”) function of GNPC. The previous GNPC Oil and Gas Learning Foundation instituted in 2013 was modified in scope and mandate in 2017, to re-emphasize the role and function of Corporate Social Investment within the corporate agenda at GNPC.

4.3 MOLE MOTEL LIMITED

The **Mole Motel Limited (“Mole”)** is part of a wildlife reserve and safari located in Mole National Park, and the Mole Motel serves as one of GNPC’s key flagship “green” projects. Mole is a limited liability company incorporated on 18th March 1997 and was issued a certificate to commence business on 30th October of the same year. Prior to that, it was operated as a partnership between GNPC, and the Wildlife Division of the Forestry Commission in which an agreement was signed on 15th March 1994. GNPC owned 60% interest in the Mole, and the Forestry Commission assumed the remaining 40% interest.

4.4 PRESTEA SANKOFA GOLD LIMITED

Prestea **Sankofa Gold Limited (“PSGL”)** is a subsidiary of GNPC, established in 1994. PSGL is 90% owned by GNPC. In November 2016, the plant was shut down completely because of financial and technical constraints, which impeded smooth operations of the plant and the company. The plant was revamped, restored, and restarted in February 2021, following capital injection. The restoration was in three (3) phases. Currently, the first phase is fully complete, allowing for optimization and testing of the plant.

5.0 TYPES AND CLASSES OF INFORMATION

5.1 TYPES OF INFORMATION

1. Public Disclosure
2. Non-public Disclosure: - This is information exempted from public access.
 - a. Information for the President or Vice President.
 - b. Information relating to Cabinet.
 - c. Information relating to law enforcement and public safety.
 - d. Information affecting international relations.
 - e. Information that affects the security of the state.
 - f. Economic information of third parties.
 - g. Information relating to tax.
 - h. Internal working information of public institutions.

- i. Parliamentary privilege, fair trial, contempt of court.
- j. Privileged information.
- k. Disclosure of personal matters.

5.2 CLASSES OF INFORMATION

1. Class A – Development Projects (Public Disclosure)
 - a. Petroleum House refurbishment works
 - b. Research & Technology Centre
 - c. Operational Head Office, Takoradi
 - d. Corporate Head Office, Accra
 - e. Beach Road Guest House and Apartment Blocks
 - f. Corporate Social responsibility Projects
 - g. Western Corridor Gas Enclave Road Projects

2. Class B – Legal Documents (Non-Public Disclosure)
 - a. Petroleum Agreements
 - b. Gas Sales and Purchase Agreements
 - c. Agreements between GNPC and other counterparts

3. Class C – Oil and Gas (Public Disclosure)
 - a. Petroleum Blocks
 - b. Gas Off-take
 - c. Gas Production Data
 - d. Independent Power Producers (IPPs)

4. Class D – Oil Discoveries
 - a. Oil and Gas Projects
 - Jubilee
 - Greater Jubilee

- Tweneboa Enyera Ntomme (TEN)
 - Sankofa Gye Nyame
 - Voltaian Basin
 - GH-WB-01
 - Saltpond Field Decommissioning
 - Pecan Project
- b. Oil Production Data
 - c. Oil Liftings

Non-Public Disclosure of GNPC Data

1. Employee
2. Scheme of Service and Organizational Policies
3. Payments made on behalf of Government and its Agencies
4. Revenue Utilization Report
5. Subsidiary Information
6. Procurement Data
7. Supplier's Database
8. Personal Records
9. Reports Relating to Exploration & Production Activities
10. Correspondence between GNPC and Stakeholders

5.3 TYPES OF INFORMATION ACCESSIBLE AT A FEE

1. Geological & Geophysical Data
2. Engineering Data

6.0 AMENDMENT OF PERSONAL RECORD

In accordance with Section 29 of the RTI Act, "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 opinion of that person, the information is incorrect, misleading, incomplete, or out of date".

6.1 HOW TO APPLY FOR AN AMENDMENT TO THE APPLICATION

- a. The application should be addressed in writing to the Chief Executive of GNPC including:
 - Name and proof of identity.
 - Particulars that will enable GNPC to 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 by 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 GNPC.
- e. A statutory declaration must be attached.

7.0 FEES AND CHARGES FOR ACCESS TO INFORMATION

The RTI Act mandates Parliament under Section 75 (1) that “an applicant seeking access to information under this Act shall pay the fee or charge approved by Parliament in accordance with the Fees and Charges (Miscellaneous Provisions) Act, 2009 (Act 793)”.

Section 75 (2), Fees are not payable for:

- a. the reproduction of personal information of the applicant;
- b. the reproduction of personal information of a person on whose behalf an application is made;
- c. the reproduction of information which is in the public interest;
- d. information that should have been provided within the stipulated time under this Act;
- e. information to an applicant who is indigent;
- f. information to a person with disability;
- g. time spent by an information officer or information reviewing officer in reviewing the information requested;

- h. time spent by an information officer or information reviewing officer in examining whether the information requested is exempt information; or
- i. preparing the information for which access is to be provided.

Section 75 (3) - Where a request is made for information to be provided in a language other than the language in which the information is held, the information officer may request the applicant to pay the reasonable costs for translating the information into the language requested by the applicant.

Section 75 (4) - Where a request is made for a written transcript of the information held by a public institution, the information officer may request the applicant to pay the reasonable cost of the transcription.

Section 75 (5) Where a request is made for information to be provided in a medium or format in which the information is held, the information officer may request the applicant to pay the reasonable cost of media conversion or reformatting.

8.0 APPENDICES

8.1 APPENDIX A: STANDARD RTI REQUEST FORM

Pursuant to RTI 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	Organization	
6.	Tin Number			
7.	If Represented, Name of Representative			
7a.	Capacity of Representative			
8.	Type of Identification	<input type="radio"/> National ID Card <input type="radio"/> Passport <input type="radio"/> Voter's ID <input type="radio"/> Driver's License		
8a.	Identification Number			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill in a separate application for each request).			
10.	Manner of Access:	<input type="radio"/> Inspection of Information <input type="radio"/> Copy of Information <input type="radio"/> Information Viewing <input type="radio"/> Listen <input type="radio"/> Written Transcript <input type="radio"/> Translated (Specify Language)		
10a.	Form of Access	<input type="radio"/> Hard copy <input type="radio"/> Electronic copy <input type="radio"/> Braille		

11.	Contact Details	E-mail Address _____ Postal Address _____ Telephone _____
12.	Applicant's Signature/thumbprint	
13.	Signature of Witness (where applicable). 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.	

8.2 APPENDIX B: CONTACT DETAILS OF GNPC'S RTI DESK

Name of Designated Office	Compliance Department
Telephone/Mobile Number of Information Unit	0275600275
Email	compliance@gnpcghana.com
Postal Address of the institution	Ghana National Petroleum Corporation PMB, Petroleum House, Harbour Road Tema

8.3 APPENDIX C: ACRONYMS

Instructions: Provide a list of acronyms and associated literal translations used in the manual. List the acronyms in alphabetical order using the table below.

Table 1 Acronyms

Acronym	Meaning
GNPC	Ghana National Petroleum Corporation
MDA	Ministries, Departments and Agencies
MMDAs	Metropolitan, Municipal and District Assemblies
RTI	Right to Information

8.4 APPENDIX D: GLOSSARY

This glossary lists some definitions of the terms used in this RTI manual pursuant to Section 84 of the RTI Act.

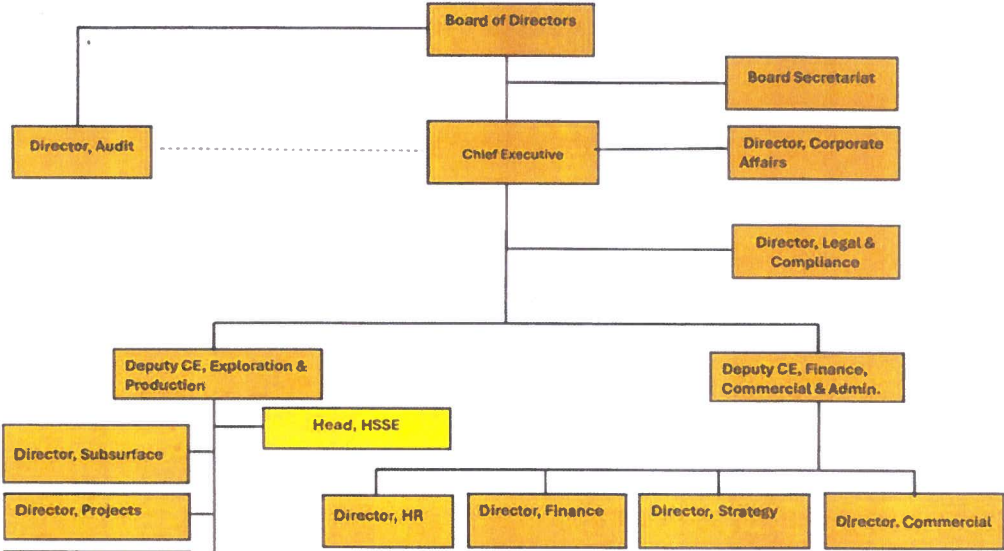
Table 2 Glossary

Terms	Definition
Access	Right to Informat ion
Access to Information	Right to obtain information from a public institution.
Contact details	Information by which an applicant and an information officer may be contacted or the purposes of obtaining or providing access to information under this Act
Court	A court of competent jurisdiction
Designated Officer	An officer designated for the purposes of this Act.
Exempt information	Information which falls within any of the exemptions specified in Sections 5 to 16 of the Act.
Function	Includes powers and duties

Government	Any authority by which the executive authority of the Republic of Ghana is duly exercised.
Information	Includes recorded matter or material, (a) regardless of form or medium, (b) in the possession or under the control or custody of a public institution, and (c) whether or not it was created or made by a public institution and, in the case of a private institution
Information Officer	The information officer of the public institution or the officer designated as an information officer to whom an application is made.
Public Institution	Includes a private institution or organization that receives public resources or provides a public function.
Right to Information	The right assigned to access information

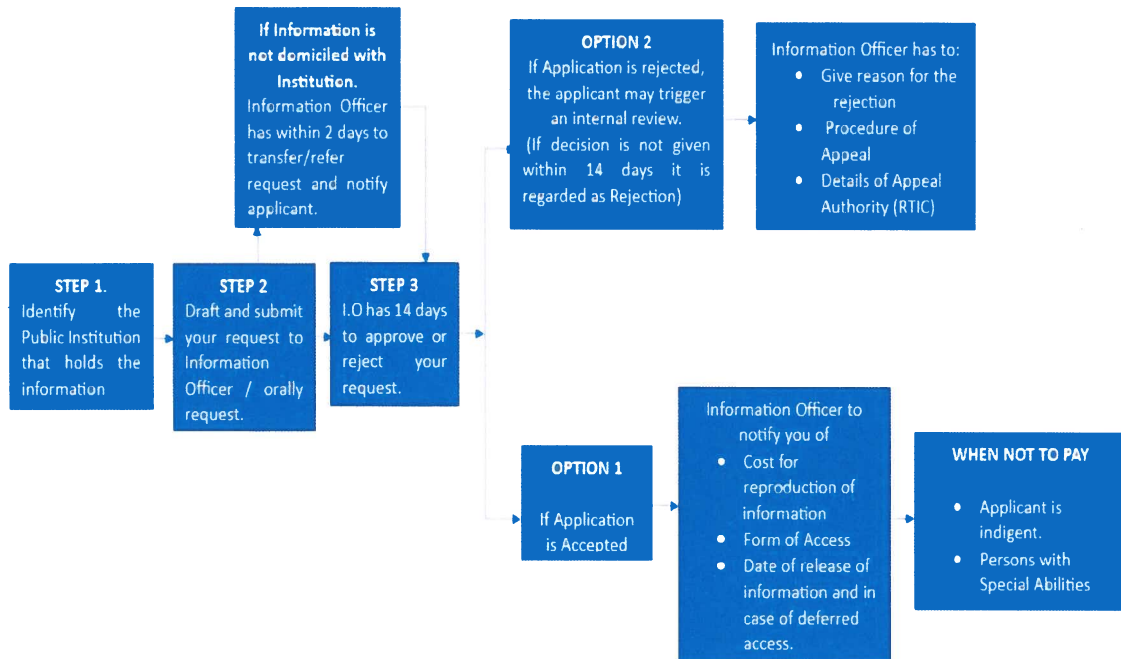
8.5 GHANA NATIONAL PETROLEUM CORPORATION'S ORGANOGRAM

Organogram - Board and Executive Committee



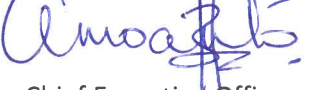
Kwame Ntow Amoah
 KWAME NTOW AMOAH
 AG. CHIEF EXECUTIVE
 DATE: 01/09/2025

8.6 PROCESSING AND DECISION ON APPLICATION



Signed for and on behalf of GNPC

Name: Kwame Ntow Amoah

Signature: 

Designation: Chief Executive Officer

Date: 1/04/26

Witnessed by:

Name: Korshie Gavor

Signature: 

Designation: Director, Legal and Compliance Division

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