** **

**PETROLEUM COMMISSION**

**SUBMISSION OF LOCAL CONTENT PERFORMANCE REPORT**

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# INTRODUCTION

The request for Local Content Performance Report is enshrined in Regulation 34 of the Petroleum (Local Content and Local Participation) Regulations, 2013 (LI2204). The law stipulates that:

1. A contractor, subcontractor, licensee or other allied entity shall within forty-five days of the beginning of each year after commencement of petroleum activities submit to the Commission an Annual Local Content Performance Report covering all projects and activities for the year under review.

This document provides the format and the procedure for submitting Local Content Documents to the Petroleum Commission for approval in accordance with the LI2204.

# SUBMISSION OF DOCUMENTS

The documents upon completion should be duly signed together with all relevant supporting documents, comb-bound and submitted to the Commission in both soft and hard copies. Documents should be submitted with a cover letter stating the contents of the submitted documents.

The Local Content LI stipulates sanctions for providing false information to the Commission. Regulation 46 (1) and (6) specifically stipulates that:

1. (1): A person who submits a plan, returns, report or other document and knowingly makes a false statement commits an offence and is liable on summary conviction to a fine or a term of imprisonment or both
2. (6): A citizen who acts as a front or connives with a foreign citizen or company to deceive the Commission as representing an indigenous Ghanaian company to achieve local content requirement commits an offense

# PART ONE: COMPANY DETAILS

Registered Name of Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Registration Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Identification Number (TIN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Incorporation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Commencement of Business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Petroleum Commission Registration Permit Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Shareholder(s) of the company with Percentage Ownership\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided (as stated on PC Permit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office address and location**

Postal Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website address (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House/Plot Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town/City\_\_\_\_\_\_\_\_\_\_\_\_\_ Region\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of Entity *(This person should have the authority to endorse this document)***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person *(Person responsible for answering questions on data provided)***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*All sections of the documents should be duly completed, and reasons provided for any omissions.***

# PART TWO: LOCAL CONTENT PERFORMANCE REPORT

## PURPOSE

The Local Content Performance Report in accordance with Regulation 34 of LI2204 seeks to ensure measurable and continuous growth in local content in all petroleum activities. The Report provides an indication of local content achievements made by the company for the year under review.

### SECTION A: LOCALISATION

This section shows the employment achievements made by the company in-terms of man-hours worked by Ghanaians and expatriates as well as their job positions and remunerations.

The following should be submitted:

1. **Employee Profiling.** This is a detailed profile of employees including their job description and remuneration as shown below;
2. Ghanaian Employees

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Job Description (Responsibilities)** | **Qualification(s)/**  **Certification(s)** | **Years of Working Experience** | **Man-hour (s) spent** | **Remuneration/year (USD)** | **Training Undertaken** | **Remarks** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. Expatriate Employees

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Job Description (Responsibilities)** | **Qualification(s)/ Certification(s)** | **Years of Working Experience** | **Man-hour(s) spent** | **Remuneration/year (USD)** | **Training Undertaken** | **Remarks** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **Employment Achievements Reports**. This should include positions nationalized, career progression/promotions and total spend on employees during the period as shown below:
2. Positions Nationalized (these are positions previously occupied by expatriates but currently occupied by Ghanaians)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Name of Ghanaian** | **Duration of Succession (Years)** | **Name of Expatriate Who Previously Occupied the Position** | **How Long Was Position Occupied by Expatriate** | **Remarks /**  **Comments** |
|  |  |  |  | Eg: 2016-2018 |  |
|  |  |  |  |  |  |

1. Career Progression/Promotions
2. Ghanaian Employee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position Held Previously** | **How Long Has Employee Held This Position** | **Current Position** | **Remarks /**  **Comments** |
|  |  | Eg: 2016-2018 |  |  |
|  |  |  |  |  |

1. Expatriate Employee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position held previously** | **How Long Has Employee Held This Position** | **Current Position** | **Remarks /**  **Comments** |
|  |  | Eg: 2016-2018 |  |  |
|  |  |  |  |  |

1. Employment Achievements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Total Number** | **Total Man-hour (s) spent** | **Total Remuneration/year (USD)** | **Remarks /**  **Comments** |
| Ghanaian |  |  |  |  |
| Expatriate |  |  |  |  |

1. **Quarterly Appraisal Report and Assessment Report:** Quarterly Appraisal Reports for all locals under succession, detailing the training given, KPI achievements, successes, failures and promotions, challenges etc. should be submitted by the company to the Commission. A form to show consent of both the expatriate and local employee should be attached to the appraisal report as shown below:

|  |  |
| --- | --- |
| NAME OF EXPATRIATE |  |
| TELEPHONE NO. |  |
| E-MAIL ADDRESS |  |
| SIGNATURE |  |
| DATE |  |
| REMARKS |  |
|  | |
| NAME OF GHANAIAN SUCCESSOR |  |
| TELEPHONE NO. |  |
| E-MAIL ADDRESS |  |
| SIGNATURE |  |
| DATE |  |
| REMARKS |  |
|  | |
| AUTHORITY (HUMAN RESOURCE MANAGER OR RELEVANT POSITION) | |
| NAME |  |
| POSITION |  |
| TELEPHONE NO. |  |
| E-MAIL ADDRESS |  |
| SIGNATURE |  |
| DATE |  |
| REMARKS |  |

*NOTE: This should be duly signed and completed Appraisal Report (Succession Plan) Consent Form for each Ghanaian successor.*

### SECTION B: SUPPLY CHAIN AND SUPPLIER DEVELOPMENT

This section outlines the various contracts and purchase orders issued by the company for the year under review and the supplier development programmes undertaken by the company to support the development of Ghanaian companies through sub-contracting, training, etc.

#### CONTRACTS EXECUTED / PURCHASE ORDERS OBTAINED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Company Awarding the Project / Contract / Purchase Order** | **Project / Contract / Purchase Order Description** | **Date of Contract Award** | **Total Contract Sum (USD)** | **Payments Received for the Year Under Review (USD)** | **Remarks / Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*NOTE: In the case of JV companies, company should provide the following as an attachment to the document*

1. *Roles and responsibilities of the indigenous Ghanaian company in the contracts undertaken;*
2. *Training, skills or technology acquired by the indigenous Ghanaian company in the execution of the contract*.

#### CONTRACTS SUB-CONTRACTED / PURCHASE ORDERS ISSUED BY THE COMPANY

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contract Number /PO Number | Description  (Contract Subject) | Vendor Name | Date of Contract Award | Contract Start date | Contract End date | Total Contract Sum (USD) | Payments Made in the Year (USD) | Type of Supplier (JV, Indigenous, Foreign) | Share Structure | Remarks / Comments |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

#### SUPPLIER DEVELOPMENT PROGRAMME

The company should outline the following:

1. Capacity building programmes undertaken by the company to support the development of Ghanaian indigenous companies. This may include financial support, training programmes undertaken, technology and know-how transfer, etc.;
2. Total expenditure in US dollars;
3. Evidence of support programmes undertaken attached as appendix to the document.

#### INVESTMENTS

The company should outline any investments made towards its operations or local content achievements. This should include the following:

1. Description of the investment;
2. Total cost or expenditure incurred on the investment;
3. Evidence of investment undertaken as appendix to the document.

#### LOCAL CONTENT SPEND

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Spend Type** | **Quarter 1 (USD)** | **Quarter 2 (USD)** | **Quarter 3**  **(USD)** | **Quarter 4**  **(USD)** | **Total Spend (USD)** | **Remarks / Comments** |
| Spend on Ghanaian Employees |  |  |  |  |  |  |
| Spend on Ghanaian Services |  |  |  |  |  |  |
| Spend on Goods and Materials |  |  |  |  |  |  |

# PART THREE: APPENDIX

Attach all relevant supporting documents to show evidence of information provided in this document.

# PART FOUR: DECLARATION

I/We declare that the information provided, and documents submitted with this application are true and authentic. I/We am/are aware that the Local Content LI2204 provides penal sanctions for providing false or inaccurate statements in my/our submissions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Name of Head of Entity Position Signature Date