

## **LICENSING REQUIREMENTS FOR E-MONEY ISSUERS**

### **1.0 Eligibility**

- a) Financial institutions regulated under the Banking Act, 2004 shall seek authorization instead of a license from the Banking Department, Bank of Ghana to issue e-money.
- b) There shall be no capital requirements for financial institutions regulated under the Banking Act.
- c) Other entities, not regulated under the Banking Act, 2004 seeking to issue e-money as dedicated e-money issuers (DEMI) shall apply for a license from the Banking Department, Bank of Ghana.
- d) Such entities in Sub-Paragraph (c) above, shall have a minimum paid up capital of GH¢5,000,000.00 (Five million Ghana cedis only). Bank of Ghana reserves the right to amend the minimum capital requirement at any time when necessary.

### **2.0 Pre-operating Conditions**

The Bank of Ghana may issue an authorisation to an EMI or a license to a DEMI applicant after satisfying itself that the following pre-conditions have been met:

#### **2.1 Requirements for Regulated Financial Institutions**

- a) Name of applicant institution
- b) A business case for issuing e-money as set out in 2.3 below
- c) Information Technology Systems, Security and Controls as set out in 2.5 below
- d) Dispute resolution/Consumer protection systems have been established
- e) Processing Fee: **GH¢3,000.00**

#### **2.2 Requirements for DEMIs**

##### **2.2.1 Background Information of Applicant Firm**

- a) Name of Applicant Firm
- b) Location of Head Office, Head Office Postal Address, Telephone Number, Fax Number, Website Address and Email Address
- c) Registered Office and Address if different from (b) above
- d) A copy of board resolution authorising the establishment of a subsidiary company for the issuance of e-money
- e) A certified true copy of the Certificate of Incorporation and Regulations of the company
- f) Product or trading name if different from (a) above
- g) Names, addresses, occupation of shareholders (direct or indirect) and the respective values of their holdings as well as their corporate affiliations, if any

### **2.2.2 Key Personnel**

- a) Completed personnel questionnaire (obtained from BoG) on the particulars of the directors and senior persons who will be in charge of the management of the business
- b) The educational and professional antecedents of the key management personnel

### **2.3 Business Plan**

The business plan must at minimum, cover the following:

- a) Objectives
- b) Information on capital and sources of funds
- c) Target market
- d) Financial projections and sensitivity analysis of the projections for the first three years
- e) Scope of products and services
- f) Branch and agent rollout plan
- g) Outsourcing arrangements, if any and why

### **2.4 Governance Arrangements**

A description of the governance structure must be provided. This should cover the following areas:

- a) Organisational structure showing span of control and lines of responsibility, decision making procedures, reporting and communication lines, systems for monitoring internal controls, and board oversight of the governance system
- b) Policy and mechanism for the identification, management, monitoring and reporting of risks in the business
- c) Description of policies, systems and procedures for dealing with money laundering and terrorism financing
- d) Policies, systems and procedures for safeguarding the resources of the organization against fraud and also ensuring proper records keeping and financial reporting
- e) External Auditors – details of the auditors and any relation to the directors, senior management or shareholders of the applicant
- f) Audit arrangements, internal controls and risk management

### **2.5 Information Technology (IT) Systems, Security and Controls**

The integrity and adequacy of IT and Security Systems should at minimum cover the following:

- a) Architecture of Information Technology to be deployed
- b) Security of IT systems
- c) Physical and logical access controls
- d) Business continuity arrangements

- e) Satisfactory report from a certifying body in respect of Information Security e.g. Standards ISO 27001 and PCI/DSS on Information Security Systems

## **2.6 Premises**

Information regarding the business premises should cover the following minimum criteria:

- a) Evidence of title deeds/lease agreements
- b) Permits/Approvals from relevant authorities
- c) Adequate business premises, staff operating area, ventilation, lighting, etc.
- d) Security of the premises, including adequacy of alarm systems, fire extinguishers, etc.
- e) Up-to-date insurance cover for fire, burglary, fidelity guarantee.

## **2.7 Administrative Preparedness**

Minimum administrative procedures including the following should be in place:

- a) Operational plans and policies approved by the Board
- b) Business operating manuals
- c) Accounting procedural manuals and the required IT systems
- d) Competent and well trained staff
- e) Dispute resolution/Consumer protection systems
- f) Any other conditions specified by the Bank of Ghana.

## **2.8 Fees**

An applicant shall pay the following fees:

- a) Processing fee: **GH¢5,000.00**
- b) License fee: **GH¢6,000.00**
- c) Annual license renewal fee: **GH¢3,000.00**

These fees may be reviewed by the Bank of Ghana from time to time

## **2.9 Local Participation**

There shall be at least a twenty-five percent (25%) equity participation of an indigenous Ghanaian company in the DEMI to qualify to acquire an E-Money Issuers license.

## **2.10 Bank of Ghana's Discretion**

The Bank of Ghana may request any other particulars from any applicant as it deems fit.

**All enquiries in respect of these Requirements may be addressed or directed to:**

**THE HEAD  
BANKING DEPARTMENT  
BANK OF GHANA**