

Note: All tenders and quotations are done via our eProcurement system.

The information given below is an extract of the scope of work. **To access/open the full set of tender documentation, you must be registered on CSD.**

If you have a MAAA CSD registration number and receiving email notifications from PetroSA Procurement you are already registered, please login as indicated below:

Username: MAAA...

User Code: MAAA...

Password: newuser

Contact the call center on **012 663 8815** or email: **support@intenda.net** if you are having problems with your login.

If **you do not have a MAAA** CSD registration number, please click on **“Not Registered Yet”** and register. Click on the link below to download a “how to” guide to assist you.

<http://www.procurement.petrosa.com/Downloads/Documents/SupplierSelfRegistration.pdf>

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SCOPE OF WORK

LOCAL REPRESENTATION SERVICES IN GHANA

1. INTRODUCTION

The LOCAL REPRESENTATIVE shall represent PetroSA Ghana Limited in the Republic of Ghana as Local Manager of the external company registration in terms of Section 303 of the Companies Code, 1963, registration number EXT.1226, registered in the Republic of Ghana on 5 February 2009, which shall include, but not be limited to the following:

A. STATUTORY DUTIES/SERVICES

- Provide physical and postal address to accept service of process and other documents on behalf of PetroSA Ghana Limited (the external company).
- Report the receipt of any notices (legal or otherwise) at PetroSA Ghana Limited's (the external company) address without delay.
- Making available identified premises as a legal domicile address in Ghana.
- Submit application to and obtain applicable permits from the Petroleum Commission.

- Sign off of any statutory returns for submission to the Ghanaian authorities including our tax returns and quarterly tax returns (Petroleum Tax), Customs returns and VAT refund claims.
- Minimum of 8 hours to attend to matters a month before charging agreed rates.
- Invoicing will take place in accordance with the Agreement on the basis of charge at US\$ 250 (United States Dollars two hundred and fifty) per hour with approve or directed engagements with Ghanaian entities.
- Keep a record of receipts of the received or submitted letters or documents to the Ghanaian authorities.
- Treasury/banking functions with the banks in Ghana

B. RELATIONSHIP MANAGEMENT DUTIES

- Build and maintain healthy relationships with the Ministry of Energy, the Petroleum Commission, and GNPC in Ghana - at least one visit meeting per calendar month with each of these institutions.
- Build and maintain healthy relationships with the Ministry of Finance.
- Build and maintain healthy relationships with Bank of Ghana.
- Seek permission from PetroSA Regional Manager / PetroSA Asset Manager / PetroSA Ghana General Manager to attend civilian information sessions and seminars about upstream oil and gas business in Ghana.
- Provide monthly reports regarding Ghanaian newspaper reports/articles relating to the oil and gas industry in Ghana.
- Immediate notification to PetroSA Ghana Limited of any Government notices relating to the oil and gas industry in Ghana.
- Provide PetroSA Ghana Limited with monthly reports regarding stakeholder relationship management as per the attached template to this Scope of Work.
- Assistance with visas, in country travel and accommodation for PetroSA Ghana Limited staff planning to visit to Ghana.
- Maintain an established relationship with the Ghana Revenue Authority (GRA) that includes representation of PetroSA Ghana Limited at JV partner meetings with the GRA, one-on-one engagements with GRA auditors in relation to requests for information, meetings with GRA and tax audit correspondence.
- Assistance with the physical delivery of documentation and information as prepared by PetroSA Ghana Limited in response to GRA enquiries.

C. FILINGS

- Lodge customs declarations (GNET) or latest operating system (including clearing documents) with the Ghana Tax Authorities ("GRA") - PetroSA Ghana Limited will promptly and timeously furnish the documents (invoices/statements/bills of lading) required to complete the customs declarations;

- Prompt and timeous lodgement of all customs declarations to the GRA – within 30 days after uplift on condition that PetroSA Ghana Limited has furnished all the documents to enable REPRESENTATIVE to complete the customs declarations;
- Submit to PetroSA Ghana Limited copies of all completed customs declarations submitted to the GRA for PetroSA Ghana Limited's record keeping; and
- Invoicing will take place in accordance with the Agreement on the basis of charge at US\$ 250 (United States Dollars two hundred and fifty) per completed and successfully lodged customs declaration.
- Assist in the collation of original invoices from Ghanaian service providers as are required for Ghanaian VAT refund claims from the GRA (in the absence of VPRO exemption).
- Prepare and lodge Ghanaian VAT refund claims with the GRA based on schedules provided by PetroSA Ghana Limited.

D. CUSTOM CLEARANCE

The Representative shall:

- Provide suitable qualified staff with all controls necessary to lodge the clearing documents with the Ghana Tax Authorities ('GRA') provided by the recipient, PetroSA Ghana Limited;
- Acknowledge receipt of the shipping documentation and sales invoices from the recipient via electronic communication;
- Verify the correctness of the shipping documentation provided by the recipient and if insufficient, advise which documents are still required for submission;
- Ensure prompt submission of the shipping documents to the GRA within 30 days after uplift;
- Provide the recipient with a copy of the completed customs declaration submitted to the GRA for record keeping;
- Retain the original customs declaration, shipping documents and sales invoices for record keeping for a period of seven years as per the Customs regulations in Ghana; and
- At month end, produce a detailed statement together with the invoices for the services provided.

3. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Caroline Widmer** in the Tender Office at telephone no. **(021) 929-3006**, or e-mail address caroline.widmer@petrosa.co.za .

MONTHLY REPORTS

(Regarding stakeholder relationship management as per the template)

TEMPLATE

Date	Meeting With Person and institution	Topic of discussion	Discussion Notes/ Outcome/ Actions arising from discussion	Due Date	Results	Time spent