

INTRODUCTION

The Parliament of Ghana passed the Right to Information Act, 2019 (ACT 989) in 2019, and it was assented to by President Nana Akufo-Addo that same year to give constitutional right to access to information that is held by public institutions.

The University of Ghana Medical Centre Ltd (UGMC) recognizes the immense importance of the Act since provides citizens with the freedom to seek access to critical information in times of need and promotes accountability and transparency by giving ordinary citizens the power to question public authorities and their work.

In accordance to the provisions of the law, the Right to Information Officer of the UGMC can be located at the first floor of the Administration building at the Public Relations Department of the Centre with Ms. Barbara Owusu- Hemeng as the first contact to such cause. The UGMC further advises applicants seeking information under this law to fill and complete the RTI form. Click [here](#) to download the form and forward the filled-out form to rti@ghs.gov.gh.

APPLICATION

In accordance with Section 18 of the RTI Act, 2019, application to access information within the UGMC can be made either in writing or orally.

Application in writing must satisfy the following:

- Addressed to the Information Officer of University of Ghana Medical Centre Ltd
- Indicate the form and manner of access required.
- State the capacity of the applicant to the satisfaction of the information officer to whom the application is made, if the application is made on behalf of another person.
- Contain sufficient description or particulars to enable the information to be easily identified.
- State the name of the applicant, an address to which a communication or notice can be sent.
- Provide identification of the applicant.
- To be signed by the applicant.

OR

Click on the link below to download the [RTI Standard Application Form](#), fill it out and submit to rti@ghs.gov.gh.

FEES AND CHARGES (MISCELLANEOUS PROVISION), ACT, 2022, (ACT 1080) ASSOCIATED WITH ACCESS TO INFORMATION

Pursuant to Section 75(1) of the Right to Information Act, 2019(Act 989), the general public is hereby notified that, Parliament has approved the fees and charges related to the cost associated with access to information.

The fees and charges approved by Parliament can be found in the Fees and Charges (Miscellaneous Provision), Act, 2022, (Act 1080).

Kindly find below the details of the approved fees to cover the cost associated with application for, or access to information.

APPROVED FEES AND CHARGES (GHS)

- For every photocopy of an A4 size page or part thereof **0.27 pesewas**
- For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form **0.38 pesewas**
- For a copy in a computer-readable form on external storage device **0.29 pesewas**
- For a transcription of visual images, for an A4 size page or part thereof **GHS1.28**
- For a copy of visual images **GHS 3.50**
- For a transcription of an audio record, for an A4 size page or part thereof **0.70 pesewas**
- For a copy of audio record **GHS 1.00**

All applicants are to be guided by this directive.

CONTACT DETAILS

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