

# GROUP C GHANA LIMITED

[www.groupcgh.com](http://www.groupcgh.com)

E-mail: [info@groupcgh.com](mailto:info@groupcgh.com)

Head Office: Takoradi

Date: ...../...../2021

**Our reference: GCG/TDI/ /21**



P.O.BOX 6, Takoradi

031 - 2004649 / 0552988644

Location: 1<sup>ST</sup> Floor Anaji Christ the King

Credit Union on Anaji Westline Road

**Your reference: .....**

RECEIPT NO.....

## CONSTRUCTION AND ENGINEERING FORMS

### FOR COMPANY/BUSINESS/ORGANIZATION

Company/Business/Organization Name.....

Name of Rep: ..... Position: .....

Company Tel: ..... Rep. Tel .....

Email Address: .....

Postal/Digital Address: .....

.....

Region..... District .....

Is your Business registered? Yes  No  in Progress

Company Registration No. /TIN.....

### FOR INDIVIDUALS ONLY

Name .....

Nationality .....Occupation: .....

Email Address: .....

Postal/Digital Address: .....

Tel: ..... Emergency Tel: .....

Region..... District .....

Gender: Male  Female

Marital Status: Married  Single  W

ID Type: ..... ID No. ....TIN: .....

Next of Kin: ..... Tel: .....

Postal/Digital Address: .....

**OUR SERVICES**

**Tick service needed**

- I. Architectural Designs
- II. Renovation of building
- III. Land Surveying
- IV. Quantity Surveying
- V. Electrical Work & Distribution System (Maintenance and repairs of major and minor electrical faults including Fixing of burnt fuses, Meter changing, phases adjustments, rewiring and wiring of New buildings, changing of faulty Bulbs, General inspections)
- VI. Plumbing and Sewer (Installations, maintenance and repairs of major and minor plumbing works – fixing broken taps, showers, leakages, toilets WC, baths as well as installation of new water supply systems to a new building).
- VII. Carpentry (Installations, maintenance and repairs of major and minor carpentry works including; the fixing of broken doors, furniture, locks and roof leakages. Roofing and installation of doors on windows on new buildings)
- VIII. Air Conditioning Services (We install service and repair Air Conditioners for homes, Offices, Hotels and other facilities).
- IX. Project Management
- X. Tile works
- XI. Selling of uncompleted house (land inclusive)
- XII. Architecture Consultancy
- XIII. Mechanical Engineering and Civil Engineering
- XIV. Selling of land
- XV. Structural Engineering
- XVI. Topographical Survey
- XVII. Cadastral Survey
- XVIII. House Renovation and Renting (Self- supported by client)
- XIX. House Renovation and Renting (Group C Ghana funded)
- XX. Construction of borehole
- XXI. Construction of swimming pool
- XXII. Construction of three (3) storey house
- XXIII. Group C Ghana Limited Funds the building project

**TYPE OF CONSTRUCTION / ENGINEERING WORKS**

General Construction  Engineering Works  Others

Brief Description of Service needed (If Others):

.....  
.....

Location(s) of Facility.....  
 Postal/Digital Address of the Facility: .....  
 Tel: ..... Emergency Tel: .....  
 Region..... District ..... City .....  
 How long will service be required (e.g. 12 Months)? .....  
 Service Period: From ..... To .....

**AGREEMENT ON PAYMENT**

Payment Schedule by Client: Weekly  Monthly   
 Payment mode: Cash  Bank  Cheque   
 If Bank, Name of the Bank .....  
 Bank A/C No.: .....Branch.....  
 Name on Bank Account: .....  
 Account Type.....  
 Amount to pay .....

**TERMS & CONDITIONS**

- i. I/we ..... Declare that the information provided is true and therefore Group C Ghana Ltd cannot be blamed or held liable for acting upon them.
- ii. I/We.....at..... Agreed to pay an amount of **GHC 500.00** to Group C Ghana limited for the collection of my/our property estimate/ Bill of Quantity fee, and I /we agree to the non-refundable payment.
- iii. I/we agree that transportation of Group C officials to and from my site, is my/our responsibility till I get my bill of quantity (estimate)
- iv. The cost of maintenance works shall be borne by the owner of the property
- v. Under the area of construction where the person wants us to build without company funds, the form is free.
- vi. Before the project commence, the client is expected to provide the following documents;  
 (a) Building Permit (b) Building drawing (c) Soil Test- for three storey buildings only (d) Statistics declaration (e) Land Registration document (f) Land Payment Receipt.
- vii. Any renovation or construction work which Group C finances, the clients is expected to pay 20% of the total cost before the project commences.

- viii. Any renovation or construction works which Group C Ghana limited finance that exceeds the amount of fifty thousand Ghana Cedis (**GHC 50,000.00**), ownership of the property will be transferred into the name of the company (Group C Ghana Ltd) until total payment is done.
- ix. The client is expected to pay 20% to 60% if the project falls under institution or organization like school project or church project.
- x. Both the client and the guarantors must swear an affidavit and attach it to their signed document on any project that Group C Ghana limited finances.
- xi. Every project financed by Group C limited should pass through our various sectors before approval.

Name: .....

Signature: .....

Date: ..... Tel: .....

OIC: .....

ID TYPE: .....

ID NUMBER: .....

**OIC OBSERVATION AND INVESTIGATION NOTE**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**OFFICE USE ONLY**

**Engineer's Recommendation**

.....  
.....  
.....

**Name:** .....

STAMP

**Staff ID:** .....

**Date:** .....

**General Manager's Recommendation**

.....  
.....  
.....

**Name:** .....

STAMP

**Staff ID:** .....

**Date:** .....

**Board of Director's Recommendation**

**Decision:** Approved       Declined:       Return to Sender (RTS)

**RTS Reason:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....