BEREKUM EAST MUNICIPAL ASSEMBLY (BIRTHS AND DEATHS REGISTRATION) BYE-LAW, 2018

In exercise of the powers conferred on the Berekum East Municipal Assembly by Section 181 of the Local Governance Act, 2016 (Act 936) these Bye-laws are hereby made:

Registration of Birth and Death

21.1 Every birth or death occurring within the jurisdiction of the Assembly shall be reported to the Municipal Birth and Death Registrar.

Registrar

21.2 The registrar shall:

(a) Keep two separate registers in which he shall record the details of every report made to him in respect of each birth or death respectively.

(b) Subject to the direction of the Assembly be responsible for the safe custody of the register,

(c) Make the register available at all reasonable times for inspection by any member of the Assembly or medical officer of health or the Principal Registrar of Births and Deaths or his representative or for search by any member of the public;

(d) Submit returns in such manner and at such times as the Principal Registrar of Births shall direct;

(e) Otherwise conform to the requirement of these Bye-laws.

Registration Assistants

21.3 The Berekum East Municipal Assembly may appoint such number of Registration Assistants as may be necessary.

21.3.1 Registration Assistants shall perform the same duties as the Registrar but shall be responsible to the Registrar.

21.3.2 Registration Assistants shall send to the Registrar Certified extract of all entries in their registers during the previous month.

Custody of Registers

21.4 Current registers when not actually in use and disused registers shall be kept in proper fire-proof safe which shall be kept securely locked.

Persons to Make Reports

21.5 Reports in accordance with section 21.1 of this Bye-laws shall be made in writing or in person in the case of:

(a) Births by the mother or father of the child.
(b) Deaths by the head of the deceased's family or in his absence by the person finding or taking charge of the body.

Fees

21.6 The person making the report shall pay the necessary fee fixed by resolution for the Assembly.

Forms of Registration

21.7 Registers shall be kept in the forms provided for registers of Births/Deaths and burial respectively under the births/deaths and burial ordinance.

Birth

21.8 the registrar shall upon registering any birth deliver to the reporter upon payment certificate of a fee fixed by resolution of the Assembly a Certificate in the form "G" set forth in schedule 1 of the Births and Deaths and burials ordinance.

Time for Registration

21.9 Every report required by these Bye-laws shall be made:
(a) In respect of deaths within seven days, and
(b) In respect of a birth within two months

Inspection of Registers

21.10 A person shall be entitled on payment of an amount fixed by resolution of the Assembly, to inspect any entry in the registers or to search the register at any reasonable time.

Copies as Evidence

21.11 Every certified copy of a register shall be receivable in evidence in any legal proceedings as evidence of the facts recorded therein.

Correction of Registers

21.12 Any clerical error in a register may if discovered at the time of making the entry, be corrected but no other entry shall be corrected nor any alternation make in any register save on the application of a party supplying information to the registrar.

Erasure

21.13 No erasure shall be made in any register or certified copy of extract thereof but, if any correction is made a line of red ink shall be drawn through any word to be deleted so as to leave the word legible, and any word to be inserted shall be underlined or written in the margin opposite any correction.

Change of Name

21.14 Where it is desired to change the name of a child whose birth and name have been registered, or record had been registered without record of a name, the Registrar, may upon written application by the child's parent or guardian made within twelve months of the register accordingly effect the change.

Penalty

21.15 Any person who wilfully registers or permit to be registered any false statement or who wilfully destroys or permit to be destroyed any entry in any register commits an offence and is liable on Summary Conviction to fine of not less than one hundred penalty and fifty or to a prison term of not less than six months and not more than ten months or to both the fine and imprisonment.

Revocation

21.16 The Births and Deaths Bye-laws, 2007 are hereby repealed