

SECTION 6 - BIRTHS AND DEATHS REGISTRATION

IN exercise of the powers conferred on the Oforikrom Municipal Assembly by section 79 of the Local Government Act, 1993(Act 462) hereby make this Bye-law;

1. Title

This Bye-law may be cited as Oforikrom Municipal Assembly (Births and Deaths Registration) Bye-Laws, 2019

2. Report of birth and death

- a. The birth and deaths registry of the *OFMA* shall receive notice of births and deaths occurring within the Municipality and to record such reports in books provided for the purpose (hereinafter referred to as the Registration).
- b. The section shall operate under a Registrar with a supporting staff mandated to undertake such registration.

3. Duties of the Registrar

The Registrar shall-

- (a) Keep two separate registers to record the details of birth or death received at the office;
- (b) Subject to the directions of the *OFMA*, the Registrar shall ensure safe keeping of the registers;
- (c) Make the registers available at all responsible times for inspection by an authorized member of *OFMA* 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 and Deaths shall direct;
- (e) Otherwise conform to the requirements of this Bye- law.

4. Appointment of Registration Assistants

- a. The *OFMA* may appoint such number of Registration Assistants necessary to compliment the work of the Registrar;
- b. Registration Assistant shall perform the same duties as the Registrar but shall report to the Registrar;
- c. Registration Assistants shall send to the Registrar certified extract of all entries in their registers during the previous month;
- d. The Registrar shall keep under lock and key, registers not in use,

- e. The Registrar in accordance with bye-law 1(a) shall receive reports in writing from the following persons:
 - I. Birth, by the mother, father or guardian of the child;
 - II. Deaths, by the surviving spouse of the deceased or the head or a principal member of the deceased's family or in his absence by the person finding or taking charge of the body.

5. Fees

The person making the report of birth or death shall pay the necessary fee fixed by the resolution of the *OFMA* and approved by or on behalf of Ministry of Local Government.

6. Custody of Registers

The Registrar shall keep registers in the forms provided for register of Birth/Deaths and Burial respectively under the existing law.

7. Issuance of Birth or Death Certificate

The Registrar and the Registration Assistants shall upon registering any birth or death delivered to the reporter and upon payment of a fee fixed by resolution of the *OFMA* and approved by or on behalf of the Ministry of Local Government, issue a certificate in accordance with the existing law and or regulations;

8. Time for Registration

A person who has to make a report under this Bye-law shall do so as follows;

(a) In respect of death within fourteen days, and

(b) In respect of a birth within three months.

(c) Where a person fails to make the report as stated under bye-law 9 (a) the late report shall attract a penalty determined by a resolution of the *OFMA*

9. Inspection of Register

A person shall on payment of an amount fixed by resolution of the *OFMA* inspect an entry in the register or to search the register at any reasonable time.

10. Copies as evidence

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

11. Correction of register

- a. a clerical error in a register may if discovered at the time of making the entry, be corrected. An alteration detected after the entry in the register shall only be altered on the application of the party supplying the information to the Registrar.
- b. No erasure shall be made in any register or certified copy or extract thereof; any such erasure shall render same void.
- c. Without prejudice to Bye law 12(2) above, any correction made shall be in respect of the register and not the certified copy. The person effecting the correction shall draw a line of red ink through the

word but shall leave the word readable. Any word to be inserted shall be underlined or written in the margin opposite any correction.

- d. Where it is desired to change the name of a child whose birth and name have been registered, or recorded but the certified copy has not been issued, the Registrar, may, upon written application by child's parent or guardian made before the issuance of the certified true copy, correct the register accordingly. Where the certified copy has been issued, no change can take place except to do change of name in accordance with the law.

12. Penalty

A person who willfully registers or permits registration of a false statement or who willfully destroys or permits the destruction of an entry in a register shall commit an offence and shall upon conviction be liable to a fine between **150 and 250 penalty units** payable to *OFMA* or imprisonment for a term not exceeding three months or both.

13. Interpretation

In these Bye-Laws unless the context otherwise requires; *OFMA* means Oforikrom Municipal Assembly.

14. Revocation

Any Births and Deaths Bye-Law in existence of the Oforikrom Municipality before the coming into force of this Bye-Law is hereby repealed.

15. Application

This Bye-law shall apply within the area of authority of the *OFMA*

SECTION 7 - HOTELS, RESTAURANT, AND EATING JOINTS OR CHOP BARS

IN exercise of the powers conferred on the Oforikrom Municipal Assembly by section 79 of the Local Governance Act, 2016 (Act 936) hereby make this Bye-law:

1. Title

This Bye-law shall be cited as Oforikrom Municipal Assembly (Hotels, Restaurant, and Eating Joints or Chop Bars) Bye-Law, 2019.

2. License

- a. A person shall not designate a place as a hotel, motel, guest house, restaurant, eating joints or chop bar, unless the premises has been approved and licensed by the *OFMA* for that purpose.
- b. A license issued under this Bye-law is subject to such conditions as the *OFMA* shall impose;