

In case of reply the number and date of this letter should be quoted.



REPUBLIC OF GHANA

EMBASSY OF GHANA
1-5-21, Nishi-Azabu,
Minato-ku, Tokyo106-0031, Japan

My Ref. No.....

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OVERPAYMENT CONSULAR AND VISA FEES

This Embassy has observed with concern, an emerging trend of applicants for various consular services, including visas, **overpaying** the stated or required service fees.

2. The Embassy wishes to advise applicants to endeavor to **pay the exact service fee**, as requests for refund of excess amounts transferred into the Mission's account may not be granted. However, overpayment to the tune of ¥1,000 and above, will be refunded only upon a **written request** to the Embassy by the applicant.

3. Meanwhile, please be reminded that the Embassy does processing fees for all consular services and visas that are denied, or for withdrawn applications.

4. We appreciate your understanding and usual cooperation.

**FOR: HEAD OF MISSION
ABIGAIL KWASHI
MINISTER/HEAD OF CHANCERY**

4TH DECEMBER, 2017