



**NATIONAL COMMUNICATIONS AUTHORITY
(NCA), GHANA**

**APPLICATION FOR RENEWAL OF
MOBILE CELLULAR LICENCE
NCA FORM AP23R**

Application Fee
Receipt No:

(Please attach Receipt)

Date:

(Submission Date)

Application Checklist. Tick (x) in box

- | | | | |
|--|--------------------------|--|--------------------------|
| • A completed Application Form | <input type="checkbox"/> | • Supporting Documents | <input type="checkbox"/> |
| • Cover Letter | <input type="checkbox"/> | a. Company Registration Documents | <input type="checkbox"/> |
| • Letter of Commitment | <input type="checkbox"/> | b. List of Subsidiaries | <input type="checkbox"/> |
| • Copy of Valid National ID of the Contact Person(s)/ Authorised Representatives | <input type="checkbox"/> | c. Five (5) year Audited Financials | <input type="checkbox"/> |
| • Business Plan | <input type="checkbox"/> | d. Current Spectrum Resources | <input type="checkbox"/> |
| • A Non-Refundable Application Fee | <input type="checkbox"/> | e. Current Numbering Resources | <input type="checkbox"/> |
| • Tax Clearance Certificate | <input type="checkbox"/> | f. Current Subscriber Base | <input type="checkbox"/> |
| • SSNIT Clearance Certificate | <input type="checkbox"/> | g. Evidence of payment of Annual Regulatory Fees for the past five (5) years | <input type="checkbox"/> |
| • | <input type="checkbox"/> | | |

Application for Renewal of Mobile Cellular Licence

Before completing this form, please ensure that you have read and understood the guidelines. Comply with all the requirements listed for the application of this service. A copy of the guidelines may be found on our website: www.nca.org.gh

1. License Technology:

Please tick (☐) where applicable

- A. 2G Cellular
- B. 3G Cellular
- C. 4G Cellular

2. Corporate Profile

- 2.1 Registered Name of Company:
- 2.2 Registered Trade Name (if any):
- 2.3 Registration Number:
- 2.4 Taxpayer Identification Number (TIN):
- 2.5 Date of Incorporation:
- 2.6 Date of Commencement:
- 2.7 Physical Location/Registered Office:
- 2.8 District:
- 2.9 Town/City:
- 2.10 Region:
- 2.11 Postal Address:
- 2.12 Digital Address (GhanaPost GPS):
- 2.13 Telephone:
Mobile Phone:
- 2.14 Website:
- 2.15 E-mail address:
- 2.16 Fax (where applicable):

3. Contact Information: APPROVED CONTACT PERSONS/REPRESENTATIVES

	A		B	
3.1	First Name		First Name	
3.2	Last Name		Last Name	
3.3	Position in Org.		Position in Org.	
3.4	Nationality		Nationality	
3.5	Identification Type		Identification Type	
3.6	Identification No.		Identification No.	
3.7	E-Mail		E-Mail	
3.8	Business Telephone		Business Telephone	
3.9	Mobile Number		Mobile Number	

4. Ownership Structure:

4.1 Shareholders (holding 5% or more shares) (original application):

NO.	NAME OF SHAREHOLDER	SHARE HOLDING (%)	ADDRESS (house number, telephone number & email)	TAXPAYER IDENTIFICATION NUMBER (TIN)

4.2 Shareholders (holding 5% or more shares) (renewal):

NO.	NAME OF SHAREHOLDER	SHARE HOLDING (%)	ADDRESS (house number, telephone number & email)	TAXPAYER IDENTIFICATION NUMBER (TIN)

5. Directors:

5.1 Directors (holding 5% or more shares) (original application):

NO.	NAME OF DIRECTOR	ADDRESS (house number, telephone number & email)	TAXPAYER IDENTIFICATION NUMBER (TIN)

5.2 Directors (holding 5% or more shares) (renewal):

NO.	NAME OF DIRECTOR	ADDRESS (house number, telephone number & email)	TAXPAYER IDENTIFICATION NUMBER (TIN)	TAXPAYER IDENTIFICATION NUMBER (TIN)

6. Number of Employees:

6.1 Number of Employees (Actual):

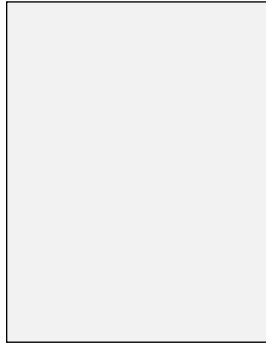
6.2 Number of Employees (Proposed):

7. Undertaking:

I/We hereby certify that the information supplied in this application form is true in all respects and I/We hereby give undertaking that upon grant of the Licence/Authorisation, I/We shall abide by the terms and conditions upon which the Licence/Authorisation is granted. I/We accept that my/our Licence/Authorisation may be revoked and the appropriate penalty / penalties applied if it is established that I/We have been granted Licence/Authorisation based on incorrect information. I/We further undertake to abide by all existing ITU Regulations and Communications laws of the country as well as other rules and regulations that may be issued.

Signed:

Date:



Please attach 3 Certified copies of Passport Photographs of authorised representative with Company Seal.

Notes to Application Form

1. The Application Form must be completed and signed by the authorized representative of the Applicant(s).
2. Application Form and supporting Documents to be submitted in triplicates in addition to soft copies on CD – Rom or Pen Drive.
3. National IDs should be valid at the time of submission of the Application Form. Acceptable IDs to be used are:
 - a. Driving Licence
 - b. Passport
 - c. Voter's ID Card
 - d. National Identification Card
4. Payment of the requisite application fee is to be made by Bankers' draft to the National Communications Authority. *Note that payment is non-refundable.*
5. The Application Form is to be accompanied with Certified True Copies of the Business Incorporation Documents.
6. The Business Plan should include the:
 - a. Organizational Structure of entity (include educational and technical background as well as experience of key management and technical personnel including CEO/Managing Director, Chief Technology Officer, Chief Financial Officer, Chief Marketing Officer, etc as may be applicable).
 - b. Audited Financial Statements for the Five (5) years of operation, to include:
 - i. Income Statement
 - ii. Balance Sheet
 - iii. Cash flow Statement
7. Entities are required to list in full all assigned Spectrum. (where applicable)
8. Applicant is required to list in full all assigned blocks of Numbers. where applicable)
9. Gender distribution table.
10. Nationality distribution table.

SERVICE DEFINITION

- A. **Mobile Cellular/2G (Second Generation) Licence** - A Licence for the provision of Second Generation mobile or “cellular” network using GSM, CdmaOne or (Digital-Advanced Mobile Phone) D-AMP Technology for voice and Short Message Services (SMS).
- B. **Universal Mobile Telecommunications System (UMTS)/3G (Third Generation) Licence** - A Licence for the provision of Third Generation Mobile Service (telecommunication services that are supported by International Mobile Telecommunication (IMT) 2000 Standards) using any transmission medium deployed for the purpose of providing point-to-point or point-to-multipoint communications for the conveyance of voice and/or data services.

