



GUIDELINES FOR APPLICATION OF TELECOM LICENCES/AUTHORISATIONS

1. COMPANY PROFILE

- a) Evidence of Incorporation (in Ghana)
- b) Certificate to Commence Business (in Ghana)
- c) Shareholders/Company Regulations
- d) Relevant Experience/Evidence of Ability to perform including agreements drawn up with any principals.
- e) Evidence of Tax payment/Tax Clearance Certificate
- f) SSNIT Contribution of Workers
- g) List of Affiliate Companies

2. PROJECT STUDY

- a) Engineering design system, or
- b) Technical Implementation Plan

3. MARKET PLAN

- a) Business Idea and Choice of Technology
- b) Market Analysis
- c) Network Deployment and Services to be offered
- d) Roll-out Plan and Coverage Area
- e) Market: This is to include Market Goals, Target Groups etc.

4. BUSINESS PLAN

- a) Organisational Structure (including educational and technical background as well as experience of key personnel)
- b) Mission Statement
- c) Capital Investment: This should include -
 - i. Equipment Categories
 - ii. Equipment Prices
 - iii. Equipment Suppliers and
 - iv. Capital Investment Summary

5. FINANCIAL REPORTS

- a) Audited Financial Reports for the past five years
This should include:
 - i. Income Statement
 - ii. Balance Sheet
 - iii. Cash Flow Statement
 - iv. Evidence of sustained funding
- b) Financial Plan including:
 - i. Equity
 - ii. Suppliers Credit (if any)
 - iii. Bank Loan (if any)

6. SPECTRUM REQUIREMENTS

Indicate All Spectrum Requirements

7. Any other information that is relevant to demonstrate the viability of the project.

8. LETTER OF COMMITMENT

All applicants are also to submit a signed letter of commitment stipulating that they shall abide by all existing ITU Regulations and Communications laws of the country as well as other rules and regulations that may be issued.

Note: All Applications shall be accompanied by Receipt of Payment of the applicable non-refundable processing fee. The Receipt No. should be indicated at the upper right corner of the appropriate Application Form.