

Application for Dealership 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. Service Options:

Please tick service for which licence is sought. Complete and submit application for selected service.

- i. **Class A** – Importation and/or sales/distribution, installation, repairs and maintenance of fixed line phones, mobile and fixed cellular phones, fax machines, low power cordless phones, tablets, internet modems, computers, TVRO (free on Air), any other terminal equipment to be connected to the public network, PABX with capacity of up to 50 lines and all necessary accessories.
- ii. **Class B** – Importation and/or sales/distribution, installation, repairs and maintenance of Class A equipment, HF/VHF/UHF Radio equipment, line extenders, minor network installation including switching equipment of up to 300-line capacity, ISM band equipment and its accessories.
- iii. **Class C** – Importation and / or sales/distribution, installation, repairs and maintenance of Class A & B equipment, major network installation including switching equipment of between 300 and 1000 lines capacity, licensed band radio equipment, VSATs and all necessary accessories
- iv. **Class D** – Vendors and sub-contractors providing services in the telecommunications industry including network benchmarking, revenue assurance, QoS etc.

1b. Please list only the equipment and/or services you intend to provide:

NOTE: Please ensure that you deal in only type approved Electronic Communications equipment and accessories

2. Corporate Profile:

- 2.1 Registered Name of Company:
- 2.2 Registered Trade Name (if any):
- 2.3 Company Registration Number:
- 2.4 Taxpayer Identification Number (TIN):
- 2.5 Date of Incorporation:
- 2.6 Date of Commencement:
- 2.7 Physical Location/Registered Office:
- District:
- Town/City:

Region: [REDACTED]

2.8 Postal Address: [REDACTED]

2.9 Digital Address (GhanaPost GPS): [REDACTED]

2.10 Telephone: [REDACTED]

Mobile Number: [REDACTED]

2.11 Website: [REDACTED]

2.12 E-mail address: [REDACTED]

2.13 Fax (where applicable): [REDACTED]

3. Contact Information:

3.1 Name of Authorised Representative: [REDACTED]

3.2 Telephone: [REDACTED]

3.3 E-mail address: [REDACTED]

4. Ownership Structure:

4.1 Shareholders (holding 5% or more shares):

| NO. | NAME OF SHARE-HOLDER | SHARE HOLDING (%) | NATIONALITY | ADDRESS (house number, telephone number & email) | TAX IDENTIFICATION NUMBER (TIN) |
|-----|----------------------|-------------------|-------------|---|---------------------------------|
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5. Directors:

| NO. | NAME OF DIRECTOR | NATIONALITY | ADDRESS (house number, telephone number & email) | TAX IDENTIFICATION NUMBER (TIN) |
|-----|------------------|-------------|---|---------------------------------|
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6. EVIDENCE OF COMPANY REGISTRATION

Applicant must register a company with an object to provide electronic communications service and provide the following as evidence of registration and incorporation:

- a. Certification of Incorporation (in Ghana)
- b. Certificate to Commence Business (in Ghana)
- c. Shareholders/Company Regulations
- d. GIPC Certificate (where applicable)
- e. Tax Clearance Certificate
- f. SSNIT Clearance Certificate for existing companies
- g. List of Affiliate Companies

7. PROFILE OF TECHNICAL STAFF:

- a) Provide on a separate sheet, as attached

8. BUSINESS PLAN: *(Not applicable to Applicants for Class A licence)*

A business plan is required to accompany your application. This should include details on the following items of information:

8.1 COMPANY PROFILE

- a) Organisational Structure (including educational and technical background as well as experience of key personnel)
- b) Mission Statement
- c) Full particulars of the company's experience and expertise, including those of its Partners, Suppliers, Contractors, and Providers of Technical Support (if applicable)
- d) Capital Investment: This should include -
 - i. Equipment Categories
 - ii. Equipment Prices
 - iii. Equipment Suppliers and
 - iv. Capital Investment Summary

8.2 MARKETING 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 Marketing Goals, Target Groups etc.

8.3 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 Projections including:

- i Projected Income Statement
- ii Projected Balance Sheet
- iii Projected Cash Flow Statement
- c) Financing Plan including:
 - i. Equity
 - ii. Suppliers Credit (if any)
 - iii. Bank Loan (if any)

8.4 Any other information that is relevant to demonstrate the viability of the business.

8.5 Applicant must pay the non-refundable requisite application fee by Banker's Draft to the National Communications Authority (NCA) or by Bank transfer.

Note: All Applications shall be accompanied by Receipt of Payment of the applicable non-refundable application fee as stipulated in the NCA's Schedule of Fees

(Please **check www.nca.org.gh**)

9. Number of Employees:

9.1 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 to the best of my/our knowledge and I/We hereby give an undertaking that upon the grant of the Licence, I/We shall abide by the terms and conditions upon which the Licence is granted. I/We accept that my/our Licence shall be revoked and the appropriate penalty / penalties applied if it is established that I/We have been granted the Licence based on inaccurate information provided.

Signed:

Date:

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



NATIONAL COMMUNICATIONS AUTHORITY (NCA), GHANA

NCA FORM AP01

ADDITIONAL INFORMATION SHEET

PROVIDE THE NAME, HOUSE NUMBER, LOCATION AND TOWN OF THE OUTLETS/SHOPS

i Name: _____
House Number: _____
Location: _____
Digital address: _____
Town: _____

ii Name: _____
House Number: _____
Location: _____
Digital address: _____
Town: _____

iii Name: _____
House Number: _____
Location: _____
Digital address: _____
Town: _____

iv Name: [Redacted]
House Number: [Redacted]
Location: [Redacted]
Digital address: [Redacted]
Town: [Redacted]

v Name: [Redacted]
House Number: [Redacted]
Location: [Redacted]
Digital address: [Redacted]
Town: [Redacted]

iv Name: [Redacted]
House Number: [Redacted]
Location: [Redacted]
Digital address: [Redacted]
Town: [Redacted]

vi Name: [Redacted]
House Number: [Redacted]
Location: [Redacted]
Digital address: [Redacted]
Town: [Redacted]

vii Name: [Redacted]
House Number: [Redacted]
Location: [Redacted]
Digital address: [Redacted]
Town: [Redacted]

viii Name: [Redacted]
House Number: [Redacted]
Location: [Redacted]
Digital address: [Redacted]
Town: [Redacted]

ix Name: [Redacted]
House Number: [Redacted]
Location: [Redacted]
Digital address: [Redacted]
Town: [Redacted]

x Name: [Redacted]
House Number: [Redacted]
Location: [Redacted]
Digital address: [Redacted]
Town: [Redacted]





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

NCA FORM AP01

ADDITIONAL INFORMATION SHEET

Profile of Technical Staff:

Lined area for providing additional information, featuring a large, faint watermark of the NCA logo in the background.



Lined writing area for notes or responses.



