



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

**APPLICATION FOR RENEWAL
OF DEALERSHIP LICENCE**

NCA FORM AP01R

Payment Receipt No:

(Please attach Receipt)

Date:

(Submission Date)

Application Checklist. Tick (x) in box

- A completed application form
- Cover Letter
- A Non-Refundable Application Fee
- Business Plan (Classes B, C and D)
- Company Registration Documents
- Five (5) year audited financials
- Tax Clearance Certificate
- SSNIT clearance
- Any other Supporting Documents – Please list

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 Registration Number:

- 2.4 Taxpayer Identification Number (TIN): [REDACTED]
- 2.5 Date of Incorporation: [REDACTED]
- 2.6 Date of Commencement: [REDACTED]
- 2.7 Physical Location/Registered Office: [REDACTED]
- 2.8 District: [REDACTED]
- 2.9 Town/City: [REDACTED]
- 2.10 Region: [REDACTED]
- 2.11 Postal Address: [REDACTED]
- 2.12 Digital Address (GhanaPost GPS): [REDACTED]
- 2.13 Telephone: [REDACTED]
- Mobile Phone: [REDACTED]
- 2.14 Website: [REDACTED]
- 2.15 E-mail address: [REDACTED]
- 2.16 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) (original application):

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

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

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

5. Directors:

5.1 Directors (as stated in original application):

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

5.2 Directors (renewal):

NO.	NAME OF DIRECTOR	NATIONALITY	ADDRESS (house number, telephone number & email)	TAX 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.



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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]





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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.

