



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

**APPLICATION FOR RENEWAL OF  
FIXED ACCESS SERVICE LICENCE  
NCA FORM AP08R**

Application Fee  
Receipt No:

*(Please attach Receipt)*

Date:

*(Submission Date)*

**Application Checklist. Tick (x) in box**

- A completed Application Form
- Cover Letter
- Letter of Commitment
- Copy of Valid National ID of the Contact Person(s)/ Authorised Representatives
- Business Plan
- A Non-Refundable Application Fee
- Tax Clearance Certificate
- SSNIT Clearance Certificate

- Supporting Documents 
  - a. Company Registration Documents
  - b. List of Subsidiaries
  - c. Five (5) year Audited Financials
  - d. Current Numbering Resources
  - e. Current Subscriber Base
  - f. Evidence of payment of Annual Renewal Fees for the past five (5) years

# Application for Fixed Access Service 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](http://www.nca.org.gh)

## 1. 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:
- 2.8 District:
- 2.9 Town/City:
- 2.10 Region:
- 2.11 Postal Address:
- 2.12 Digital Address (GhanaPost GPS):
- 2.13 Telephone:
- Mobile Number:
- 2.14 Website:
- 2.15 E-mail address:
- 2.16 Fax (where applicable):

## 2. Contact Information: APPROVED CONTACT PERSONS/REPRESENTATIVES

	A	B
2.1	First Name	First Name
2.2	Last Name	Last Name
2.3	Position in Org.	Position in Org.
2.4	Nationality	Nationality
2.5	Identification Type	Identification Type
2.6	Identification No.	Identification No.
2.7	E-Mail	E-Mail

2.8	Business Telephone		Business Telephone	
2.9	Mobile Number		Mobile Number	

**3. Ownership Structure:**

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

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

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

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

**4. Directors:**

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

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

4.2 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)

5. Number of Employees:

5.1 Number of Employees (Actual):

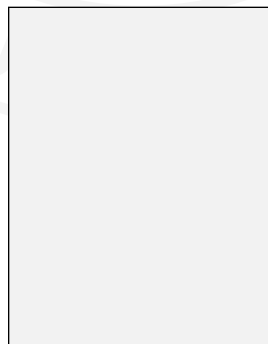
5.2 Number of Employees (Proposed):

6. 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.*

**SERVICE DEFINITION**

**FIXED LINE SERVICES AP08**

The NCA grants this Licence to Licensees to establish and operate a nationwide Fixed Access Network. The Licensee shall be able to provide voice (landline voice telephone), data, video and other multimedia services using copper cable, optical fibre or any other wireline medium as the access technology.