



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

**APPLICATION FOR RENEWAL OF
INTERNATIONAL GATEWAY LICENCE
NCA FORM AP24R**

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 Renewal Fees for the past five (5) years | <input type="checkbox"/> |

Application for Renewal of International Gateway 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. 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 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):

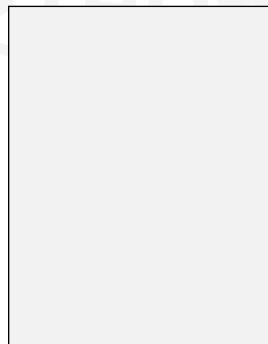
5.2 Number of Employees (Proposed):

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.

Notes/Guidelines 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 personnel such as CEO/ Managing Director, Chief Technology Officer, Chief Information Officer, Chief Financial Officer, Chief Marketing Officer, etc as may be applicable).
 - b. Audited Financial Statements for the past 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. Applicant is required to list number of Inter-carrier Agreements between itself and other International Carriers since date of initial licence.
 10. Applicant is required to provide details of location of its gateway and connection point as well as routing arrangement with its contracted carriers as at date of submission of application.
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SERVICE DEFINITION

International Gateway Licence - the provision and operation of international access and gateway services using radio, cable or satellite or a combination of any of these systems deployed for the purpose of providing point-to-point or point-multipoint communications for conveyance of voice, data, video