



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

**APPLICATION FOR RENEWAL OF
SUBMARINE CABLE LANDING
STATION LICENCE
NCA FORM AP25R**

**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 | |
| • Cover Letter | <input type="checkbox"/> | a. Company Registration Documents | |
| • Letter of Commitment | <input type="checkbox"/> | b. Location of Landing Stations in Ghana | <input type="checkbox"/> |
| • Copy of Valid National ID of the Contact Person(s)/ Authorised Representatives | <input type="checkbox"/> | c. Capacity of the Submarine Cable | <input type="checkbox"/> |
| • Business Plan | <input type="checkbox"/> | d. Capacity assigned to Ghana | <input type="checkbox"/> |
| • A Non-Refundable Application Fee | <input type="checkbox"/> | e. Countries in which submarine cable will be landing | <input type="checkbox"/> |
| • Tax Clearance Certificate | <input type="checkbox"/> | f. Member(s) of Consortium (Where applicable) | <input type="checkbox"/> |
| • SSNIT Clearance Certificate | <input type="checkbox"/> | | |

Application for Renewal of Submarine Cable Landing Station 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

- 1.1 Registered Name of Company:
- 1.2 Registered Trade Name (if any):
- 1.3 Company Registration Number:
- 1.4 Taxpayer Identification Number (TIN):
- 1.5 Date of Incorporation:
- 1.6 Date of Commencement:
- 1.7 Physical Location/Registered Office:
- 1.8 District:
- 1.9 Town/City:
- 1.10 Region:
- 1.11 Postal Address:
- 1.12 Digital Address (GhanaPost GPS):
- 1.13 Telephone:
- Mobile Phone:
- 1.14 Website:
- 1.15 E-mail address:
- 1.16 Fax (where applicable):

2. Contact Information: APPROVED CONTACT PERSONS/REPRESENTATIVES

	A		B	
2.1	First Name	<input style="width: 100%; height: 20px;" type="text"/>	First Name	<input style="width: 100%; height: 20px;" type="text"/>
2.2	Last Name	<input style="width: 100%; height: 20px;" type="text"/>	Last Name	<input style="width: 100%; height: 20px;" type="text"/>
2.3	Position in Org.	<input style="width: 100%; height: 20px;" type="text"/>	Position in Org.	<input style="width: 100%; height: 20px;" type="text"/>
2.4	Nationality	<input style="width: 100%; height: 20px;" type="text"/>	Nationality	<input style="width: 100%; height: 20px;" type="text"/>
2.5	Identification Type	<input style="width: 100%; height: 20px;" type="text"/>	Identification Type	<input style="width: 100%; height: 20px;" type="text"/>
2.6	Identification No.	<input style="width: 100%; height: 20px;" type="text"/>	Identification No.	<input style="width: 100%; height: 20px;" type="text"/>

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. Applicant is required to provide location of the Landing Station in Ghana
 8. Applicant is required to provide the capacity of the Submarine Cable
 9. Applicant is required to provide the amount of capacity that will be assigned to Ghana
 10. Applicant is required to provide the countries in which the Submarine Cable will be landing.
 11. Applicant is required to provide list of members if ownership of the Submarine Cable is through a consortium.
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SERVICE DEFINITION

Submarine Cable Landing Licence - Means an electronic communications facility, including where applicable, collocation space, monitoring equipment, space on or within ducts, cable trays, conduits and beach joints that house the electronics and are used to connect an international submarine cable to land based electronic communications facilities and includes all associated support systems, subsystems and services, ancillary to such international submarine cables and electronic communications facility.