



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

**Customer Registration Form -
Government/Diplomatic Missions**

NCA FORM AP01A

This should be completed by Government/Diplomatic Missions doing business with the Authority for the first time

Date:

(Submission Date)

Application Checklist. Tick (x) in box

- A completed application form
- Copy of Statutory Document establishing the Institution (Eg. Act of Parliament / Legislative Instrument, etc.) where applicable
- Letter from Ministry of Foreign Affairs (applicable to Diplomatic Missions)

Customer Registration Form - Government/Diplomatic Missions

This should be completed by Government/Diplomatic Missions doing business with the Authority for the first time

1.0 Administrative Information (to be filled by Applicant)		
1.1	Establishment Name	
1.2	Nationality	
1.3	Establishment Act	
1.4	Physical Location / Registered Office	
1.5	Street Name/Number	
1.6	Country	
1.7	Region	
1.8	District	
1.9	Town/City	
1.10	Postal Address	
1.11	Digital Address (GhanaPost GPS)	
1.12	Telephone	
1.13	Mobile Phone	
1.14	Website	
1.15	E-Mail Address	
1.16	Fax (where applicable)	
1.17	Date of Creation	For Administrative Use Only
1.18	Date of Last update	For Administrative Use Only
1.19	Applicant Category	For Administrative Use Only

2.0 Technical Contact- person to be contacted on Technical/Engineering issues (to be filled by Applicant)		
2.1	Title	
2.2	Position	
2.3	First Name	
2.4	Middle Name	
2.5	Surname	
2.6	Telephone	
2.7	Mobile Phone	
2.8	Website	

2.9	E-mail Address	
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3.0 Financial Contact- person to be contacted with respect to invoices and payments (to be filled by Applicant)		
3.1	Title	
3.2	Position	
3.3	First Name	
3.4	Middle Name	
3.5	Surname	
3.6	Telephone	
3.7	Mobile Phone	
3.8	Website	
3.9	E-mail Address	

4.0 AUTHORISED REPRESENTATIVE- Person authorised to sign documents and apply for services (to be filled by Applicant)		
4.1	First Name	
4.2	Middle Name	
4.3	Surname	
4.5	Telephone	
4.6	Mobile Phone	
4.7	Website	
4.8	E-mail Address	

5.0 Attached Documents (to be attached by Applicant)		
No.	Document Name	Check if attached
5.1	Establishment Act (copy)	
5.2	Any Other Relevant Document(s)	

6.0 Service Applied for (to be attached by Applicant)		
6.1		
6.2		
6.3		

7.0 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, regulations and directives that may be issued.

Date of Submission: ___/___/___
dd / mm / yy

Signature of Authorised Representative/Seal:

8.0 For Administrative use Only

8.1	Customer ID	
8.2	Name of Employee who received the application	

Date of Application receipt: ___/___/___
dd / mm / yy

Signature/Seal:

