



**NCA DATA COLLECTION FORM ITC04
(INFRASTRUCTURE TOWER
COMPANIES)**

Deadline for Submission

17th March, 2023

Submission of Data Forms and Financials

The following documents are to be submitted by the deadline date:

- **Completed NCA Data Update Form ITC04 (Infrastructure Tower Companies)**
- **2022 Audited Financial Statement**

Where to send this completed form:

Completed forms must be submitted:

A. Via e-mail to dgsecretariat@nca.org.gh copy rips@nca.org.gh

B. By regular mail or by hand delivery to:

**The Director General
Attn: Director, RIPS Division
National Communications Authority (NCA)
P. O. Box CT 1568, Cantonments, Accra
NCA Tower, No.6 Airport City
Kotoka International Airport, Accra
Digital Address: GL-126-7029**

C. Through the Zonal Offices in your regions **(See next page)**

D. **If you need assistance to complete the Questionnaire, please contact the Research, Innovation, Policy & Strategy Division on: 0501451523 / 22 or by e-mail to rips@nca.org.gh**

NCA ZONAL OFFICES

Accra, Head Office

National Communications Authority,
NCA Tower, No.6 Airport City, Accra, Ghana
Kotoka International Airport, Accra
Digital Address: GL-126-7029
P. O. Box CT 1568, Cantonments, Accra
Tel: +233 (0) 302 776621, 771701
E-mail: info@nca.org.gh
Website: www.nca.org.gh

Kumasi Office

National Communications Authority
Fuller Road, Danyame
Digital Address: AK-063-2250
P. O. Box KS 10768, Kumasi,
Ashanti Region
Tel: + 233 (0) 3220 20014 / 20018
E-mail: info@nca.org.gh

Bolgatanga Office

National Communications Authority
H/No ZB 70, Zorbisi Estates
Digital Address: UB-0034-8536
PMB, Bolgatanga
Upper East Region
Tel: +233 (0) 38 202 1141
E-mail: info@nca.org.gh

Sunyani Office

National Communications Authority
House No, 83/D, Penkwase
Digital Address: BS-0012-4632
P. O. Box SY125, Sunyani
Bono Region
Tel: + 233 (0) 3520 27564
E-mail: info@nca.org.gh

Ho Office

National Communications Authority
H/No A6/29, Stadium Road
Digital Address: VH-0006-0554
P. O. Box HP1576, Ho
Volta Region
Tel: +233 (0) 3620 26339
E-mail: info@nca.org.gh

Takoradi Office

National Communications Authority
Bakado
Digital Address: WS-014-8190
P. O. Box SL 409, Sekondi
Western Region
Tel: +233 (0) 31 202 8049
E-mail: info@nca.org.gh

Koforidua Office

National Communications Authority
Residency Street
Behind New Juaben Municipal Library
Digital Address: EN-001-4621
Private Mail Bag, Koforidua,
Eastern Region
Tel: +233 (0) 34 20 28380 / 82
E-mail: info@nca.org.gh

Tamale Office

National Communications Authority
Watherson Residential Area
Digital Address: NT-0027-8191
P. O. Box TL 1590, Tamale
Northern Region
Tel: + 233 (0) 37 202 8105 / 04
E-mail: info@nca.org.gh

FORM ITC04

Section 1: Company Details

Year 2022

1.1 Name (Registered Business Name):	<input type="text"/>
1.2 Trade Name:	<input type="text"/>
1.3 Physical Location:	<input type="text"/>
	<input type="text"/>
1.4 Digital Address:	<input type="text"/>
1.5 Postal Address:	<input type="text"/>
1.6 Website:	<input type="text"/>
1.7 E-mail:	<input type="text"/>
1.8 Telephone/Mobile:	<input type="text"/>
1.9 Date of Issue of Last Licence by NCA (dd/mm/yyyy):	<input type="text"/>
1.10 Expected Date of expiration of Licence (dd/mm/yyyy)	<input type="text"/>
1.11 Director(s)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
1.12 Shareholder(s):	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Contact Person/Focal Point Details *(This refers to a person within your organization to be responsible for completing and submitting this data form. This information will only be used with regards to the data submitted)*

Contact Person 1

Name:

Designation:

E-mail Address:

Telephone/Mobile:

Contact Person 2

Name:

Designation:

E-mail Address:

Telephone/Mobile:

Section 2: Employment

2.1 Number of employees for year 2022

(Permanent and contract employees of the Infrastructure Tower Companies only, excluding that of the out-source companies).

Permanent Employees		Contract/Temporary Employees		Total Employees	
Male	Female	Male	Female	Male	Female

Section 3: Financials

3.1 Total Gross Revenue for the year 2022

Item	2022
Total Gross Revenue (GH¢)	
Total CAPEX (GH¢)	

3.2 Attach Audited Financial Report for 2022

Section 4: Technical Information (Operational Sites)

4.1 How often are sites maintained? *(Please tick as appropriate)*

Monthly ☐ Quarterly ☐ Bi-Annual ☐ Annually ☐
 Biennial ☐ Other (Specify) ☐

4.2 Total number of on-grid/off-grid tower sites in 2022

On-Grid (Power supply from ECG/NEDCO)	Off-Grid (Powered by own company)	Total

4.3 Off-Grid sites

Year	How many of the off-grid sites operate on fuel generators only?	How many of the off-grid sites operate on Solar Energy only?	How many of the off-grid sites operate on fuel generators and Solar Energy? (Hybrid)
2022			

4.4 Regional Distribution of Towers in 2022

4.4.1 Owned Sites Only

Region	Total Number of Towers	Total Number of Tenants	Total Number of Greenfield Towers	Total Number of Roof-top Towers	Total Number of Mobile Sites	Total Number of Co-located Greenfield Towers	Total Number of Co-located Roof-top Towers	Total Number of tenants on Co-located Greenfield Towers	Total Number of tenants on Co-located roof-top Towers
Ahafo									
Ashanti									
Bono									
Bono East									
Central									
Eastern									
Greater Accra									
North East									
Northern									
Oti									
Savannah									
Upper East									
Upper West									
Volta									
Western									
Western North									
Total									

4.4.1.1 Name of Tenants & Average Rent per Site per Tenants – Owned Sites Only (*You may attach additional sheets if the space provided is not enough*)

No.	Regions	Name of Tenants	Average Rent per Site per Tenants
1	Ahafo		
2	Ashanti		
3	Bono		
4	Bono East		
5	Central		
6	Eastern		
7	Greater Accra		
8	North East		
9	Northern		
10	Oti		
11	Savannah		
12	Upper East		
13	Upper West		
14	Volta		
15	Western		
16	Western North		

4.4.2 Managed Sites Only

No.	Regions	Total Number of Towers	Total Number of Tenants	Total Number of Greenfield Towers	Total Number of Roof-top Towers	Total Number of Mobile Sites	Total Number of Co-located Greenfield Towers	Total Number of Co-located Roof-top Towers	Total Number of Tenants on Co-located Greenfield Towers	Total Number of Tenants on Co-located Roof-top Towers
1	Ahafo									
2	Ashanti									
3	Bono									
4	Bono East									
5	Central									
6	Eastern									
7	Greater Accra									
8	North East									
9	Northern									
10	Oti									
11	Savannah									
12	Upper East									
13	Upper West									
14	Volta									
15	Western									
16	Western North									
	Total									

4.4.2.1 Name of Tenants & monthly tariffs per Site per Tenants – Managed Sites Only (*You may attach additional sheets if the space provided is not enough*)

No.	Regions	Name of Tenants	Average Monthly Tariffs per Site per Tenants
1	Ahafo		
2	Ashanti		
3	Bono		
4	Bono East		
5	Central		
6	Eastern		
7	Greater Accra		
8	North East		
9	Northern		
10	Oti		
11	Savannah		
12	Upper East		
13	Upper West		
14	Volta		
15	Western		
16	Western North		

4.5 Which of the following service provider groups are your **TENANT(S)**

No	Sector	Total Number of Companies
1	Mobile Network Operators (MNOs)	
2	ISPs & Public Data Service Providers	
3	Broadband Wireless Access (BWA)	
4	Broadcasting Stations (TV & Radio)	
5	Others (Please Specify)	

4.6 Regional distribution of Status of Permits requested for Towers in 2022

No	Name of Region	Total Number of New Sites Requested	Total number Approved	Total Number Declined	Total Number Completed
1	Ahafo				
2	Ashanti				
3	Bono				
4	Bono East				
5	Central				
6	Eastern				
7	Greater Accra				
8	North East				
9	Northern				
10	Oti				
11	Savannah				
12	Upper East				
13	Upper West				
14	Volta				
15	Western				
16	Western North				

4.7 Total number of Towers added in 2022

Acquisition	Towers built by your Company	Total

4.8 Information on added Towers (refer to 4.6) in 2022 (*You may attach additional sheets if the space provided is not enough*)

No.	Site Name	Zoning	Tower Type	Tower Height	Latitude (in decimal)	Longitude (in decimal)	Location	Status of Co-location (Yes/No)	Names of Tenants if Co-located
1									
2									
3									
4									

4.9 How many Towers were decommissioned in 2022? (*Based on the 2010 guidelines for the deployment of communications towers*)

No.	Region	Number of Towers Decommissioned
1	Ahafo	
2	Ashanti	
3	Bono	
4	Bono East	
5	Central	
6	Eastern	
7	Greater Accra	
8	North East	
9	Northern	
10	Oti	
11	Savannah	
12	Upper East	
13	Upper West	
14	Volta	
15	Western	
16	Western North	
Total		

4.10 Information on Towers added through acquisition in 2022.

** Fill the deal structure column with JV – Joint Venture (with the share of the companies) or MLL – (Manage with Licence to Lease).*

No.	Name of Seller	Number of Towers	Total Cost of Acquisition	Average Cost Per Tower	Deal Structure
1					
2					
3					
4					

Kindly Tick or Check the boxes to indicate the completion of each Section

Section 4 (Technical Information)

Attachments

Indicate any attachment or supporting documents to this form

No.	Document Name
1	
2	
3	
4	
5	

Comments and Challenges

Additional comments or challenges facing the Infrastructure Tower Companies can be provided here

I, is responsible for the data provided in this form.

Signed:

Date: