



**NCA DATA COLLECTION FORM TB02-F  
(FREE-TO-AIR TV BROADCASTING)**

## **Deadline for Submission**

**17<sup>th</sup> March, 2023**

### **Submission of Data Forms and Financials**

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

- **Completed NCA Data Collection Form TB02-F (Free-to-Air TV Broadcasting)**
- **2022 Audited Financial Statement**

### **Where to send this completed form:**

Completed forms must be submitted:

A. Via e-mail to [dgsecretariat@nca.org.gh](mailto:dgsecretariat@nca.org.gh) copy [rips@nca.org.gh](mailto: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](mailto: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](mailto:info@nca.org.gh)  
Website: [www.nca.org.gh](http://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, Ghana  
Tel: + 233 (0) 3220 20014 / 20018  
E-mail: [info@nca.org.gh](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 / 28382  
E-mail: [info@nca.org.gh](mailto: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 / 37 020 8104  
E-mail: [info@nca.org.gh](mailto:info@nca.org.gh)

## FORM TB02-F

### Section 1: Company Details

Year 2022

1.1 Name (Registered Business Name):

1.2 Trade Name:

1.3 Current Physical Location:

1.4 Digital Address:

1.5 Postal Address:

1.6 Website:

1.7 E-mail:

1.8 Telephone/Mobile:

1.9 Date of Issue of Last Authorisation by NCA (dd/mm/yyyy):

1.10 Expected Date of Expiration of Authorisation (dd/mm/yyyy):

1.11 Director(s):

1.12 Shareholder(s):

**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:

**Tick, where applicable**

**1.13 Type of Free-to-Air Television Broadcasting Services**

i. Digital Terrestrial Free-to-Air Television Programme Channel ☐

ii. Digital Terrestrial Radio Service on TV Multiplex ☐

iii. Satellite Television Broadcasting (Free-to-Air Direct-to-Home Bouquet) ☐

iv. Satellite Television Broadcasting (Free-to-Air Direct-to-Home Single Channel) ☐

1.14 Do you stream on the internet? (Please tick one) Yes ☐ No ☐

1.15 If yes, please indicate the URL for your streaming

## Section 2: Affiliations

2.1 Is your Television Station a subsidiary of a media group<sup>1</sup>? *(Please tick one)*

Yes

☐

No

☐

2.2 If yes, what is the name of the media group that owns or manages your Television Station?

.....

## Section 3: Employment

3.1 Provide total number of employees for the year 2022

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

## Section 4: Financials

4.1 Total Revenue and Expenditure for the year 2022

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

4.2 Attach Audited Financial Report for 2022

<sup>1</sup> A media group is an entity that owns or operates more than one Television station, Radio station and Print house

## Section 5: Types of Services

### FREE-TO-AIR TELEVISION

#### A. Free-to-Air bouquet (Terrestrial)

i. Hours of operations per week

ii. Indicate the regions that you have broadcasting coverage (Please Tick)

No.	Region	Yes	No
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		

#### B. Free-to-Air bouquet (Satellite)

i. Number of Set Top boxes sold in 2022

ii. Total number of dealers nationwide

iii. Total number of dealers by Region

No.	Region	Number of Dealers
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	

C. List of Free-to-Air Bouquet (Satellite) Programming Channels

No.	Free-to-Air Channel
1	
2	
3	
4	
5	
6	

### Check List

Section 1 (Company details)

Section 2 (Affiliations)

Section 3 (Employment)

Section 4 (Financials)

Section 5 (Types of Services)


### Comments and Challenges

Additional comments or challenges facing the Television Broadcasting Industry can be provided here

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

**Signed:** .....

**Date:** .....