

REQUIREMENTS FOR REGISTRATION OF VALUE ADDED SERVICE PROVIDERS

1. Application Cover letter
2. A Completed NCA Application form AP05
3. Identity of Service Provider
 - a. *Certificate of Incorporation (in Ghana)*
 - b. *Certificate to Commence Business (in Ghana)*
 - c. *Shareholders/Company Regulations (Note: Applicants for Value Added Service Authorisation should have a minimum of 30% Ghanaian Shareholding)*
 - d. *Relevant Experience of the Key people*
 - e. *Tax Clearance Certificate (Existing Companies, not startups)*
 - f. *SSNIT Clearance Certificate (Existing Companies, not startups)*
4. Registration Certificate from Data Protection Commission
5. Registration/Certification/Authorisation from relevant Regulatory Agencies
This includes but not limited to the following:
 - a. *Mobile Financial Services – Bank of Ghana*
 - b. *Mobile Gaming - Gaming Commission*
 - c. *Mobile Lotteries - National Lotteries Authority*
 - d. *Mobile Insurance – National Insurance Commission*
6. Type of Value Added Services (VAS) to be Provided
 - a. *VAS Type*
 - b. *Service Description*
 - c. *Technical/Engineering Implementation Layout and description*
7. Area of Coverage of services
 - a. *Marketing Plan (This is to include Market Goals, Target Groups etc.)*
 - b. *Roll-out Plan and Coverage Area*
 - c. *Network Deployment and Services to be offered*
 - d. *Public Networks connected to*
8. Particulars of Equipment to be used
 - a. *Type Approval Certificate*
 - b. *Vendors*
 - c. *Capability of Equipment*
9. A minimum of one year audited financial returns (Existing Companies, financial forecasting for startups)
10. Letter of Commitment
 - a. *All applicants are also to submit a signed letter of commitment stipulating that they shall abide by all existing ITU Regulations and Communications laws of the country as well as other rules, guidelines and regulations that may be issued.*