

REQUIREMENTS FOR REGISTRATION OF VALUE ADDED SERVICE PROVIDERS

1. Application Cover letter
2. A Completed NCA Application form AP05
3. Company Registration Document
 - a. *Certificate of Incorporation (in Ghana)*
 - b. *Shareholders/Company Regulations (Note: Applicants for Value Added Service Authorisation should have a minimum of 30% Ghanaian Shareholding)*
 - c. *Relevant Experience of the Key Personnel*
 - d. *Tax Clearance Certificate (Existing Companies, not startups)*
 - e. *SSNIT Clearance Certificate (Existing Companies, not startups)*
4. Registration Certificate from Data Protection Commission
5. Registration/Certification/Authorisation from relevant Regulatory Agencies *(for services with a primary regulator)*. This includes but is not limited to, the following:
 - a. *Digital Financial Services – Bank of Ghana*
 - b. *Mobile/electronic Gaming - Gaming Commission*
 - c. *Mobile/Electronic Lotteries - National Lotteries Authority*
 - d. *Mobile Insurance – National Insurance Commission*
6. Business Plan. The content should include;
 - a. *VAS Type*
 - b. *Service Description*
 - c. *Technical/Engineering Implementation Layout and description*
 - d. *Marketing Plan (This is to include Market Goals, Target Groups etc.)*
 - e. *Roll-out Plan and Coverage Area*
 - f. *Network Deployment and Services to be offered*
 - g. *Public Network(s) to be connected to*
7. Particulars of Equipment to be used. This should include;
 - a. *Type Approval Certificate*
 - b. *Vendors*
 - c. *Capability of Equipment*
8. A minimum of one year audited financial returns *(Existing Companies, financial forecasting for startups)*.
9. Letter of Commitment

(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.)