



NCA DATA UPDATE FORM ITC04 (INFRASTRUCTURE TOWER COMPANIES)

Application Checklist

- Section 1 (Company details)
- Section 2 (Employment)
- Section 3 (Financials)
- Section 4 (Technical)

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The National Communications Authority (NCA) is the body mandated to regulate the communications industry. The Authority serves the public interest and was established by the National Communications Authority Act, 1996, 524 which was repealed and replaced by NCA Act 769, 2008.

Section 19(1) of Act 775 mandates the Authority to issue directions to service providers, network operators or persons holding frequency authorisation to make returns or furnish documents to the Authority for statistical or regulatory purposes.

To enable the Authority, carry out its mandate, all **Infrastructure Tower Companies** are hereby required to submit their completed NCA Data Update form ITC04 (Infrastructure Tower Companies) by **30th June of each year**.

You are required to complete Form ITC04 (Sections 1-4) for the licence that you hold:

| | |
|------------------|---------------------------|
| Section 1 | (Company details) |
| Section 2 | (Affiliations) |
| Section 3 | (Employment) |
| Section 4 | (Types of service) |

Exceptions:

If your company was not in operation during 2016, then you must check this box and fill only (Section 1).

Submission of Data Forms and Financials

You should submit the following:

- Completed NCA Data Update Form ITC04 (Infrastructure Tower Companies) by **30th June of each year**
- 2016 Audited financial statement by **30th June of each year**

Where to send this completed form:

Completed forms must be submitted:

- A. Via email to **research-development@nca.org.gh** copy **dgsecretariat@nca.org.gh**
- B. By regular mail or by hand to the Authority at:

**The Director General
Attn: Director, Research and Development
National Communications Authority (NCA)
P. O. Box CT 1568, Cantonments, Accra
NCA Tower, No.6 Airport City
Kotoka International Airport, Accra**

- C. or to the Zonal Office in your region (**See next page**)

If you need assistance to complete the Questionnaire, please contact the Research & Development Division on: 0501451523 / 22 Ext. 213 or by email to research-development@nca.org.gh

NCA REGIONAL OFFICES

Accra, Head Office

National Communications Authority,
1st Rangoon Close, Switchback Road,
Cantonments, Accra, Ghana
P. O. Box CT 1568, Cantonments, Accra
Tel: +233 (0) 302 776621, 771701
Fax: +233 (0) 302 763449

E-mail: info@nca.org.gh
Website: www.nca.org.gh

Bolgatanga Office

National Communications Authority,
H/No ZB 70, Zorbisi Estates
Private Mail Bag, Bolgatanga,
Upper East Region
Tel: +233 (0) 38 202 1141
E-mail: complaints.bolgatanga@nca.org.gh

Ho Office

National Communications Authority,
H/No A6/29, Stadium Road
P. O. Box HP1576, Ho,
Volta Region
Tel: +233 (0) 36 202 6375 / 202 6339
E-Mail: complaints.ho@nca.org.gh

Koforidua Office

National Communications Authority,
Residency Road, Behind New Juaben Library
Private Mail Bag, Koforidua,
Eastern Region
Tel: +233 (0) 34 202 8378 / 28380 / 28382
E-Mail: complaints.koforidua@nca.org.gh

Kumasi Office

National Communications Authority,
Danyame, Kumasi
P. O. Box KS 10768, Kumasi,
Ashanti Region, Ghana
Tel: + 233 (0) 32 202 0014 / 32 202 0018 / 32 202
0019
Fax: (+233) 32 002 0064
E-Mail: complaints.kumasi@nca.org.gh

Sunyani Office

National Communications Authority,
Plot No 83/D Peakwase
P. O. Box SY125, Sunyani,
Brong Ahafo Region
Tel: + 233 (0) 35 202 7564
E-Mail: complaints.sunyani@nca.org.gh

Takoradi Office

National Communications Authority,
Bakado, Sekondi
P. O. Box SL 409, Sekondi,
Western Region, Ghana
Tel: +233 (0) 31 202 8073 / 31 202 8049
Fax: +233 (0) 31 202 8063
E-Mail: complaints.takoradi@nca.org.gh

Tamale Office

National Communications Authority,
Watherson Residential Area
P. O. Box TL 1590, Tamale,
Northern Region, Ghana
Tel: + 233 (0) 37 202 8105 / 37 020 8104
Fax: +233 (0) 37 202 8104
E-Mail: complaints.tamale@nca.org.gh

FORM ITC04

Section 1 : Company Details

Year 2016

1.1 Name (Registered Business Name)

1.2 Trade Name:

1.3 Current Physical Location:

1.4 Post Office Box: :

1.5 Website:

1.6 Email:

1.7 Telephone(s):

1.8 Date of issue of licence by NCA (dd/mm/yyyy)

1.9 Date of Commencement of Service (dd/mm/yyyy)

Contact Person/Focal Point Details (This refers to a person within your organization to be responsible for completing and submitting the data form)

Name:

Designation:

Email Address:

Telephone(s):

Section 2: Employment

2.1 **Number of employees for year 2016

| Year | Permanent Employees | | Contract/Temporary Employees | | **Total Employees | |
|------|---------------------|--------|------------------------------|--------|-------------------|--------|
| | Male | Female | Male | Female | Male | Female |
| 2016 | | | | | | |

*2.1**Refers to the employees (permanent and contract) of the Infrastructure Tower Companies only, excluding that of the out-source companies.*

Section 3: Financials

3.1 What is the estimated set-up cost of a tower (GH¢)?

| On-grid | Off-grid |
|---------|----------|
| | |

Section 4: Technical Information (Operational Sites)

4.1 The total number of sites

4.2 The number of sites on/off grid in 2016 on grid off grid

4.2.1 Off grid sites

| Year | How many of the off grid sites operate on Diesel generators (DG) only? | How many of the off grid sites operates on a combination of (DG) and batteries (considering DG is not running more than 16 hours per day)? | How many of the off grid sites operate on renewable hybrid systems, almost exclusively on solar hybrid set ups? |
|------|--|--|---|
| 2015 | | | |
| 2016 | | | |

4.3 Regional distribution of green field and roof-top towers in 2016

4.3.1 OWNED SITES ONLY

| Regions | Total numbers of towers | Total Number of Tenants | Total number of green field towers | Total number of roof-top towers | Total number of co-located green field towers | Total number of co-located roof-top towers | Total number of Tenants on Co-located Green Field Towers | Total number of Tenants on Co-located Roof-top Towers |
|---------------|-------------------------|-------------------------|------------------------------------|---------------------------------|---|--|--|---|
| Greater Accra | | | | | | | | |
| Eastern | | | | | | | | |
| Ashanti | | | | | | | | |
| Western | | | | | | | | |
| Central | | | | | | | | |
| Brong Ahafo | | | | | | | | |
| Northern | | | | | | | | |
| Upper East | | | | | | | | |
| Upper West | | | | | | | | |
| Volta | | | | | | | | |
| Total | | | | | | | | |

4.3.2 MANAGED SITES ONLY

| Regions | Total numbers of towers | Total Number of Tenants | Total number of green field towers | Total number of roof-top towers | Total number of co-located green field towers | Total number of co-located roof-top towers | Total number of Tenants on Co-located Green Field Towers | Total number of Tenants on Co-located Roof-top Towers |
|---------------|-------------------------|-------------------------|------------------------------------|---------------------------------|---|--|--|---|
| Greater Accra | | | | | | | | |
| Eastern | | | | | | | | |
| Ashanti | | | | | | | | |
| Western | | | | | | | | |
| Central | | | | | | | | |
| Brong Ahafo | | | | | | | | |
| Northern | | | | | | | | |
| Upper East | | | | | | | | |
| Upper West | | | | | | | | |
| Volta | | | | | | | | |
| Total | | | | | | | | |

4.4 Which of the following sectors are your tenant/(s)

| Sector | Number of companies |
|--|---------------------|
| GSM (mobile operator) | |
| CDMA (mobile operator) | |
| ISPs & Public Data Service Providers | |
| Mobile Broadband Wireless Access (BWA) | |
| Broadcasting Stations (TV & Radio) | |
| Others (Please Specify) | |

4.5 * Regional Distribution of Status of permits requested for base stations in 2016

| | Location of Base Station | Date of Submission (Application) | Name of Agency (MMDA/ Fire Service/EPA etc.) | Date of Final Approval |
|----|--------------------------|----------------------------------|--|------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |

**You may attach additional sheets if the space provided is not enough*

4.6 How many towers have been decommissioned after the guidelines for the deployment of communications towers in 2010?

| Year | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|-----------------------------|------|------|------|------|------|------|
| Total Number decommissioned | | | | | | |

4.7 How many towers were added through acquisition?

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

| Year | Seller | Tower counts | Total Cost of Acquisition | Average Cost Per Tower | Deal Structure |
|------|--------|--------------|---------------------------|------------------------|----------------|
| 2014 | | | | | |
| 2015 | | | | | |
| 2016 | | | | | |

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

| | |
|-----------------------------|--------------------------|
| Section 1 (Company details) | <input type="checkbox"/> |
| Section 2 (Employment) | <input type="checkbox"/> |
| Section 3 (Financials) | <input type="checkbox"/> |
| Section 4 (Technical) | <input type="checkbox"/> |

Attachments

Indicate any attachment or supporting documents to this form.

| | Document Name |
|---|----------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

Comments and Challenges

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

THANK YOU

Signature

Date