



NCA DATA UPDATE FORM RB01 (RADIO (FM) BROADCASTING)

Application Checklist

- Section 1 (Company details)
- Section 2 (Affiliations)
- Section 3 (Employment)
- Section 4 (Technical Information)
- Section 5 (Satellite Services)

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serves the public interest and was established by the National Communications Authority Act, 1996, Act, 524 which was repealed and replaced by NCA Act 769, 2008.

Under the Electronic Communications Act, 2008, (Act 775) the Authority fulfils its broadcasting regulatory mandate by means of inter-related activities, which include:

1. Ensuring that the government policy directives for the broadcasting industry are keeping pace with emerging technologies
2. Planning the radio frequency spectrum for sound and television broadcasting
3. Issuing, renewing and amending authorisations for the broadcasting undertakings
4. Monitoring the development of the broadcasting undertakings to ensure compliance with regulatory and conditions of authorization.

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.

You are required to complete Form RB01 (Sections 1 – 5) for each Television authorization that you hold:

Section 1	(Company details)
Section 2	(Affiliations)
Section 3	(Employment)
Section 4	(Technical Information)
Section 5	(Satellite Services)

Exceptions:

If your Radio station was not operational in the previous year, then you must check this box and complete only Section 1.

Submission of Data Forms and Financials

You should submit the following:

- Completed NCA Data Update Form RB01 (Radio Broadcasting) 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 RB01

Section 1 : Company Details

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):

Tick, where applicable

2 Type of radio broadcasting service

Commercial	<input type="checkbox"/>
Public	<input type="checkbox"/>
Public / Int	<input type="checkbox"/>
Community	<input type="checkbox"/>
Campus	<input type="checkbox"/>

Tick, where applicable

3 What is your authorized coverage radius in km?

100 km	<input type="checkbox"/>
65 km	<input type="checkbox"/>
45 km	<input type="checkbox"/>
25 km	<input type="checkbox"/>
5 km	<input type="checkbox"/>

4 Do you stream (please tick one) Yes No

5 If yes, please state (stream address):

Section 2: Affiliations

2.1 Is your radio station owned or managed by a *media group? (please tick one)

Yes No

2.2 If yes, what is the name of the media group which owns or manages your radio station?

2.3 ** Name your affiliate(s)/partner(s) stations in the following regions, if any:

	Region	Name of affiliate/partner station
1	Greater Accra	
2	Eastern	
3	Volta	
4	Ashanti	
5	Brong Ahafo	
6	Western	
7	Central	
8	Upper East	
9	Upper West	
10	Northern	

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

* A media group is an entity that owns or operates more than one radio station

** An affiliate is a broadcasting term used to identify a radio station that is not owned by a network but has a contract to a networks programming

Section 3 : Employment

3.1 Provide total number of employees for the year 2016.

Year	Permanent Employees		Contract/Temporary Employees		**Total Employees	
	Male	Female	Male	Female	Male	Female
2015						
2016						

Section 4: Technical Information

1. Transmit Antenna Information	
	Equipment Details
Make	
Model	
Year of Purchase	
Year of Installation	
Antenna Gain (dB)	
Beam Width H (deg)	
Beam Width V (deg)	
Frequency (MHz)-L	
Frequency (MHz)-U	
Directivity	
Antenna Type	
Polarization	
Tilt Angle (deg)	
Height (m)	
Main Lobe	
Azimuth (deg)	
Line Attenuation (dB)	
Cable Type	
Feed Length (m)	
Antenna Diameter (m)	
Elevation (-90-+90)	

2. Additional site Information (Studio-To-Transmitter Link)	
Station Name	
Assigned Frequency	
Site Location	
Town/City	
Site Altitude (m)	
Building Height (m)	
Path Length/STL (m)	
Latitude (deg, min, sec)	
Longitude (deg, min, sec)	
ite Type (Annex D)	
“Vehicle Reg. No (For outside broadcast Sites Only)”	
“Station Type	

Section 5: Satellite Services

Satellite Provider			
Satellite Type			
Other Type			
(For Satellite Type “OTH”) Other(s)			

Check List

Section 1 (Company details)	<input type="checkbox"/>
Section 2 (Affiliations)	<input type="checkbox"/>
Section 3 (Employment)	<input type="checkbox"/>
Section 4 (Technical Information)	<input type="checkbox"/>
Section 5 (Satellite Services)	<input type="checkbox"/>

Comments and Challenges

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

THANK YOU

Signature

Date