



**NCA DATA UPDATE FORM TB02
(TV BROADCASTING)**

Application Checklist

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

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serves the public interest and was established by the National Communications Authority Act, 1996, Act, 524 which was repealed and replaced by NCA Act 769, 2008.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's policy directives for the Ghanaian 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 TB02 (Sections 1 – 4) for each Television authorization that you hold:

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

Exceptions:

If your Television station 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 TB02 (TV 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 TB02

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

2.0 Type of Television Broadcasting Services

- i. Digital Terrestrial Pay Television (Service Only)
- ii. Digital Terrestrial Pay Television (Service and Network)
- iii. Statellite Television Broadcasting (Pay TV Direct-to-Home Bouquet)
- iv. Television over internet Protocol

3.0 Do you stream *(please tick one)* Yes No

4.0 If yes, please state (stream address):

10 Do you stream live? (circle one) Yes or No

11 If yes, please state (stream address)

Section 2: Affiliations

2.1 Is your Television 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 Television Station?

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
2016						

Section 4 : Types of Services and Cost

4.1 SUBSCRIBERS:

4.1.1 What is the total number of subscribers?

Year	Residential subscribers	Business subscribers
2015		
2016		

4.1.2 What is the total number of subscribers from for each bouquet?

Types of Bouquets		Residential subscribers		Business subscribers	
		2015	2016	2015	2016
1					
2					
3					
4					
5					
6					
7					
8					
9					

4.2 TARIFFS:

4.2.1 What is the installation fees (first time installation) (GH¢)?

Installation fees	Residential subscribers	Business subscribers
GH¢		

4.2.2 What is the price for a Set-Top-Box (STB)?

Type of STB		Residential subscribers (GH¢)		Business subscribers (GH¢)	
1					
2					

3					
4					
5					

4.2.3 Provide the monthly tariff for the various bouquets

Type of Bouquets		Residential subscribers (GH¢)		Business subscribers (GH¢)	
1					
2					
3					
4					
5					

4.2.3 Number of Pay-Tv Dealers by Region in 2016

Region	Greater Accra	Eastern	Volta	Western	Ashanti	Brong Ahafo	Central	Upper East	Upper West	Northern
Dealers										

4.4 TELEVISION CHANNELS:

4.4.1 Provide Number of Pay Television Programming Channels under each bouquet
(Can be added as an attachment)

Type of Bouquet				
Number of Channels				

Section 5 : Satellite Services

Satellite Provider			
Satellite Type			
Other Type			
(For Satellite Type "OTH") Other(s)			

Check List

Section 1 (Company details)

Section 2 (Affiliations)

Section 3 (Employment)

Section 4 (Types of service)

Comments and Challenges

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

THANK YOU

Signature

Date