

TENANCY APPLICATION FORM

1. General Information

Name of Company/Business _____

Principal Officer(s) _____

Business Address _____

Phone _____ Email _____

Country of Origin _____

Other cell phone numbers/email addresses _____

2. Company's Key Management

A. Name _____

Position in company _____

Contact details _____

A. Name _____

Position in company _____

Contact details _____

A. Name _____

Position in company _____

Contact details _____

3. Brief description of your kind of business/service _____

4. List in order of priority the facilities/services that your company shall require

5. Do you have a special need requirement? Please indicate: _____

6. Estimated employment (direct) please specify whether full-time or part-time

At time of occupancy _____

6 months into occupancy _____

1 year into occupancy _____

2 years into occupancy _____

3 years into occupancy _____

Dated _____

Applicant Name _____

Position in Company _____

7. Total Existing staff you are starting operations at ADC with _____

8. Total Office Space required in square metres (m²) _____

Please return completed application form to:

The Operations Manager
Accra Digital Centre (ADC)
Adjacent State Housing Company
Ring Road West
Circle, Accra

OR Email to David.Ofori@gdcl.gov.gh

STATEMENT OF PURPOSE

The application for tenancy by any company to operate at the Accra Digital Centre (ADC) is based on set-out eligibility criteria and consists of various processes. The objective of the selection criteria and the process therein, is to ensure that the ADC facility is highly beneficial to prospective tenant-companies in the growth and development of their ICT and BPO/ITES businesses and in the delivery of IT services in a way that will facilitate job creation and promote socio-economic development.

ELIGIBILITY

Prospective tenant-company/Applicant:

1. Must be a legally registered company in Ghana or intending to register in Ghana.
2. Must be operating in the area of ICT or Business Process Outsourcing/Information Technology Enabled Services (BPO/ITES).
3. Must have the legal capacity to enter into a binding contract under the laws of Ghana
4. BPO tenants must have a plan and demonstrated potential to grow to not less than 200 direct employees within a period of two (2) years.
5. Must be willing and agree to have at least 70% of its total direct employee-space reserved for new employees.
6. Must be willing and agree to have 5% of its total direct employee-space reserved for trained individuals under the Impact Sourcing Programme of the ADC.
7. Must be willing and agree to ensure that at least 40% of the direct employee-space under the Impact Sourcing Programme is reserved for females.
8. BPO firms must be willing to operate between 16 to 24 hours a day.
9. Must demonstrate ability to pay base rent and Service charge. Gross rent of \$16 per sq. m for foreign companies and \$12 for local companies. Service charge of \$4 inclusive.
10. Must be willing to comply with all regulations, policies and procedures established by the Centre as spelt out in the tenancy agreement or thereof.

Include with your application:

11. Copies of company registration documents
12. Documentation on the basis of your assumptions/calculations that have been used to estimate your employment figures (refer to Application form)

PROCESSES

STEP 1: Prospective tenant-company completes and submits tenant application form

STEP 2: Prospective tenant-company meets with Management of ADC to evaluate if the company meets the eligibility criteria for selection

STEP 3: Prospective tenant-company works with management of ADC to determine space and facility requirements

STEP 4: Company accepted as tenant at the ADC, signs a Lease Agreement. Lease shall be for two years and is renewable as shall be negotiated upon with Management. Companies can pay advance rent of not less than one year.