



**APPLICATION
FOR A
LICENCE
AS A
TELECOMMUNICATIONS
CONTRACTOR**

**CA/F/LCS/TL 2.4
(JANUARY 2017)**

NOT FOR SALE

New Application

Licence Renewal

1. MANDATORY REQUIREMENTS FOR AN APPLICANT

- A. This application should be completed in English
- B. The application should be addressed to the Director/Licensing, Compliance and Standards (see *address below*) with a covering letter summarising the profile of the applicant and the licence/s applied for,
- C. The application should be accompanied by a sworn affidavit submitting the documents listed therein in line with the template at Annex 1 below.
- D. An application for a telecommunication contractor licence must be accompanied by a letter from registered telecommunications technical personnel agreeing to supervise the works to be done under the licence.
- E. The table below shows fees payable for the telecommunications contractor Licence:

	Application Fee	Initial Licence Fee	Annual Operating Fee
when fees are payable (all fees are non-refundable)	when submitting application form	after approval and before issuance of Licence	on/or before 1 st July of each year
Telecommunications Contractor Licence	1,000/=	7,500/=	3,000/=

Payments can be made in cash; Banker's or Company Cheque at the Cashier's office on ground floor at CA Centre. The Cashier's office is open between **0900** and **1200** hours and in the afternoon from **1400** to **1600** hours on weekdays (and closed on public holidays and weekends).

- F. For more information on the licensing procedures and processes, see Annex 2 below.
- G. Please present a completed application form at our offices on 1st Floor, CA Centre Waiyaki Way, at the Front Desk.

APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY

No	Application Requirements	Receiving Officer	Checking Officer
1.	Duly signed Cover letter on applicant's letterhead		
2.	Duly completed application form		
3.	Declaration by the applicant with name, designation, signature and date		
4.	Duly executed affidavit submitting copies of the documents (no erasures)		
5.	Application fees paid		
6.	A letter from a registered technical personnel with category IMWE and copy of a valid compliance certificate		

*Submit all documents using a sworn affidavit while all **foreign** documents must be **notarized**. Where application documents are signed by a foreigner, a **work permit** for the foreigner should be submitted.*

No	Application Requirements	Receiving Officer	Checking Officer
	Registration Details of Applicant		
7.	Copy of Certificate of Incorporation/Registration Certificates or equivalent and similar documents for other shareholder companies where there is chain ownership in the applicant. Where the Applicant is a Government Agency/body, a copy of the Act, Gazette Notice or other relevant legal Instrument creating the Agency.		
	Ownership Details of Applicant		
8.	Copy of the current CR/12 or equivalent issued within the last 2 months indicating names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non shareholder directors . Copy of the current CR/12 or equivalent, issued within the last 2 months for other shareholder companies, where there is chain ownership of the applicant, indicating all the details as above, until all shares are attributed to individuals. For Societies, a copy of the minutes of the last AGM or document indicating the officials		
	Identification Documents of owners/Directors (Individuals and Companies)		
9.	Clear Copies of ID for directors and shareholders or notarized copies of passports in case of foreigners. In case of government officials, submit a gazette notice appointing the officer. Copy of Certificate from the Capital Markets Authority (CMA) (or its equivalent for foreign companies) in case of listed companies.		
	Other Requirements		
10.	A copy of the relevant document as listed below to be provided: Society By-Laws or Constitution, (immediately prior to submission of Application) and Membership Agreement Terms and Conditions for Societies Partnership Deed for Partnerships		
11.	Copy of Valid Tax Compliance Certificate of the Applicant (Not of the owners/Directors)		

The Receiving and Checking Officers MUST confirm submission of all requirements by checking against each requirement before accepting and logging an application

Receiving Officer	Checking Officer
Comments:	Comments:
Name:	Name:
Signature:Date:	Signature:Date:

2. NAME OF APPLICANT

.....
(in bold capital letters in the order the names appear on Registration Certificate etc.)

3. APPLICANT'S CONTACTS

1. Physical Address:

Town Street/Road

LR No..... Floor Room

Name of Building

2. Postal Address:

P. O. Box..... Postal Code.....

Post Office Town.....

3. Phone and Fax Contact:

Tel. No..... Fax. No.....

Mobile No. Other Tel. No.....

1. Email Address:

4. OTHER INFORMATION ABOUT THE APPLICANT

1. State whether any of the partners/ directors/ shareholders is undischarged bankrupt.
(If provide details)

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2. State whether any of the partners/ directors/ shareholders have a beneficial interest in any other business licenced by the Authority to provide services or operate telecommunication systems or both.

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3. Has any previous application by you been rejected or cancelled under the Act? *(If so give details)*

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5. QUALIFICATIONS AND EXPERIENCE

Give details of qualifications and experience in supply, installation and maintenance of telecommunications systems and equipment's both internal and outdoor (*use separate sheet if necessary*).

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6. TOOLS, MEASURING EQUIPMENT AND TESTING INSTRUMENTS

List the tools, measuring instruments and testing instruments to be used in carrying out the proposed contractual works (*use separate sheet if necessary*).

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7. REFEREES

Two different referees who have known the entity/person in a professional capacity, but are not employees or Directors of the applicant, should complete the following details.

1. 1st Referee

I certify that the information provided in this form is true and correct to the best of my knowledge

Full Names
(Block letters as the names appear on the ID/Passport)

Postal Address:

P. O. Box Postal Code.....

Post Office Town

Phone and Fax Contact:

Tel. No Fax. No

Mobile..... Other Tel. Nos.....

Email Address:

Occupation Signature

2. 2nd Referee

I certify that the information provided in this form is true and correct to the best of my knowledge

Full Names.....
(Block letters as the names appear on the ID/Passport)

Postal Address:

P. O. Box..... Postal Code.....

Post Office Town.....

Phone and Fax Contact:

Tel. No Fax. No

Mobile Other Tel. Nos

Email Address:

Occupation

Signature

9. DECLARATION
8. DECLARATION

I/We hereby certify the information we have provided in this application is true and correct to the best of my/ our knowledge. I/We also understand that it is an offence under the Penal Code to give false information in support of any application.

Name.....

Designation.....

Signature.....

Date.....

10. COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:

Director/Licensing, Compliance and Standards
Communications Authority of Kenya
1st floor CA Centre, Waiyaki Way
P. O. Box 14448
Nairobi-00800
Tel: 254-20- 4242000/070304000/0736121515/121414
Fax: 254-20- 4242430

Deferments:

CLC#	Reason for deferment	Name & Signature

FOR OFFICIAL USE ONLY

The applicant **MEETS/ DOES NOT MEET** the Authority's requirements and is hereby **APPROVED/NOT APPROVED** to be LICENCED/RENEWED as a

.....
.....

Subject to:
.....

The reasons for not approving the applicant for licensing are as follows:-

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.....

Name.....

Designation..... Signature.....

Dept./CLC No..... Date.....

Official stamp

ANNEX 1: TEMPLATE OF THE AFFIDAVIT TO BE SUBMITTED

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT

CHAPTER LAWS OF KENYA

AND

**IN THE MATTER OF AN APPLICATION FOR LICENCE FROM THE
COMMUNICATIONS AUTHORITY OF KENYA**

AFFIDAVIT

I, _____ of Post Office Box
Number

_____ (Town) _____ (Postcode) _____

do hereby make oath and state as follows:

1. THAT I am an adult of sound mind and _____

(*position/ status in the applicant entity*) of _____ (*name
of the applicant*) and hence competent to swear this Affidavit.

2. THAT I am a citizen of the _____ and holder of

National Identity Card No. (or Passport No.) _____

3. THAT _____ (*name of the applicant*) has resolved
to make an application to the Authority for a Telecommunications Contractor licence.

4. THAT I have submitted the following copies of our documents in support of the said
application

- 4.1. Registration and ownership status:
- 4.1.1. For an applicant registered under the Companies Act (Cap 486):
 - 4.1.1.1. Copy of Certificate of Incorporation
 - 4.1.1.2. an original letter from the Registrar of Companies listing the Names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non shareholder directors– Original Form CR/12
 - 4.1.1.3. Attached original CR/12 for other companies which are shareholder of the Applicant until all shares are attributed to individuals.
 - 4.1.2. a copy of Business Name/ Registration Certificate , or
 - 4.1.3. a copy of Certificate of Incorporation etc.
 - 4.1.4. if the company is listed in a stock exchange in Kenya, copy of Certificate from Capital Markets Authority (CMA).
 - 4.1.5. For any foreign company which is a shareholder of the Applicant attach copies **certified by a Notary Public** of:
 - 4.1.5.1. Certificate of Incorporation of the foreign company/ies and
 - 4.1.5.2. Share Certificate of the foreign company/ies providing details as in 4.1.1.2 above.
 - 4.1.6. Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant:
 - 4.1.6.1. Both sides of the ID should be copied onto the same side of an A4 size paper, and
 - 4.1.6.2. Passport copies should include pages showing the nationality, date of issue and expiry, name and photograph of holder.
- 4.2. Compliance with Kenya Revenue Authority rules:
- 4.2.1. Copy of Personal Identification Number (PIN) card, and
 - 4.2.2. Copy of Valid Tax Compliance Certificate.
- 4.3. A business plan in line with the guideline at Annex 2 below.
- 4.4. A copy of one of the document listed below:

APPLYING ENTITY	REQUISITE CONSTITUTING
1. Non- Governmental Organization (NGOs)	Constitution of the NGO
2. Cooperative Society	Cooperative Society’s By-Laws Minutes of Last AGM, and Membership Agreement Terms
3. Partnership	Partnership Deed
4. Society	Society’s Constitution and Minutes of the last AGM etc.

5. THAT I swear that the documents listed in 4 above are authentic copies of the original documents issued by the relevant authorities to the applicant.

6. THAT this Affidavit is sworn in support of _____
(Applicant's name) application for _____ licence.

7. THAT what is deponed to herein above is true and within my own knowledge.

SWORN at _____ by the said _____)
_____)
_____)
This _____ day of _____ in the year _____) (Deponent)
_____)
BEFORE ME)
_____)
_____)
COMMISSIONER FOR OATHS/MAGISTRATE)

Drawn by:

_____ (law firm)

_____ (physical address)

P. O. Box _____

_____ (town)

_____ (postal code)

ANNEX 2: SECTOR POLICY REQUIREMENT

Note that companies wishing to be considered for a licence in the communications sector must allot a minimum of 20% of their total shares to individual Kenyan citizens within three (3) years from the date of issuance of the licence/s if granted

ANNEX 3: INFORMATION ON THE LICENSING PROCEDURES AND PROCESSES

1. Process of submitting an application

Submission of an application may be done through the postal system or in person at our office. We encourage you to present your application in person where our receiving officer will check the documents and advise you on any shortcoming.

Once the receiving officer has confirmed that all documentations are in order, you will be requested to pay the application fees. Please retain your original payment receipt.

2. Consideration and approval of application by the Authority

An application which meets all the licensing requirements will be processed within **sixty (60) days** from the date when all the requirements have been met..

The Authority considers applications on a **first-come-first-served basis**. Although your application will undergo many internal processes, you will be informed in writing and advised on the way forward in the event that the application is not successful at any stage.

3. Letter of offer

If the application is approved, you will be informed in writing (letter of offer) and may also be contacted via phone/email.

The letter of offer is valid for a period of 6 months from the date it's written and states the amount of money to be paid before a licence is issued.

Please note that the upfront operational fees in the offer letter are prorated on monthly bases. This may therefore differ depending on the date you wish to make the payment. You may therefore wish to get in touch with our office to be advised on the correct operating fees before making the payment.

4. Operationalization of the licence

Any works done under this licence should be in accordance with the Authority's regulations.

Please familiarise yourself with the **"GUIDELINES FOR SUPPLY, INSTALLATION AND MAINTENANCE OF INTERNAL/EXTERNAL COMMUNICATION INFRASTRUCTURE"** issued by the Authority.

You can purchase the guidelines from the Authority or download a free copy from our website: www.ca.go.ke

5. Terms and conditions of the licence

The licence terms and conditions include (but are not limited) to the following:

- Scope of the licence

- Obligations to consumers
- Obligations to other licencees
- Obligations to the Authority
- Obligations to the state

Please visit our website: www.ca.go.ke
telecommunications contractor licence

where you can download a sample