General VSAT Licensing Procedure

The VSAT licensing process comprises four main stages: application, issuance of the licence, commencement and decommissioning of VSAT operations.

1. Application

The applicant shall submit an application to the Authority in accordance with the instructions provided in the application form. The application shall include the following information:

- Applicant particulars.
- Declaration from the service provider providing details of the LRA
- VSAT details.

The Authority shall evaluate each application received and notify the applicant of the outcome.

2. Issuance of Licence

Applicants who meet the licensing requirements shall be issued with a VSAT licence authorising them to establish the satellite link, subject to payment of all relevant fees and compliance with the VSAT set-up procedure.

3. VSAT Set-Up Procedure

The VSAT set-up procedure consists of the following stages:

1. Frequency assignment and payment of the radio licence fee.
2. Installation of the VSAT in accordance with the procedures set out in Appendix 2.
3. Acceptance of the VSAT installation following inspection by the Authority in accordance with Appendix 2.

4. Commencement of VSAT Operations

The licensee may commence VSAT operations only after satisfying all requirements under the VSAT set-up procedure, including frequency assignment, installation, and acceptance of the VSAT installation.

5. Decommissioning of VSAT Operations

The licensee shall adequately inform the Authority about changes in their VSAT operations including relocation and decommissioning of the same. The Authority shall also conduct an inspection of the same to confirm decommissioning has taken place before issuance of the final statement of accounts.

Appendix 1: Installation of VSAT Equipment

1. General Requirements

- Telecommunication VSAT equipment may be procured from local Communications Equipment Distributor (CED) or imported directly from abroad.
- Installation must be supervised by a minimum Class A Technical Personnel.

2. Licensee Responsibilities

- Notify the Authority of the proposed installation commencement date.
- Provide the identity of the licensed technical personnel supervising the installation, including the name and the relevant Authority licence number, Engineers Registration Board number, or equivalent registration number.
- Ensure that the VSAT and associated equipment are installed in accordance with standards set by the Authority.
- Upon completion of installation works, and before commissioning, notify the Authority so that it may inspect the facility.

4. Installation Standards

The licensee shall obtain the installation standards for each type of VSAT equipment from the Authority before commencing installation.

Appendix 2: Acceptance of a VSAT Installation

1. General Requirement

All VSAT equipment installations must be inspected and accepted by the Authority to confirm compliance with the relevant installation standards.

2. Licensee Responsibilities

i. Carry out all installation works in accordance with the applicable regulations.
ii. Notify the Authority upon completion of the works so that inspection arrangements can be made.
iii. Ensure that the licensed or registered engineer supervising the installation is present during inspection and signs the inspection document.

3. Authority Responsibilities

i. Notify the licensee of the inspection date after receiving notice of completion.
ii. Inspect the VSAT equipment installation in accordance with the relevant inspection standards.
iii. Prepare the inspection report.
iv. Issue a Provisional Acceptance Certificate where the installation meets the Authority's standards.
v. Issue the Final Acceptance Certificate after the installation has performed satisfactorily for six (6) months.

4. Detailed Acceptance Procedure

i. The Authority shall inspect the installation.
ii. During inspection, the Authority shall follow the inspection tests and procedures prescribed for the relevant type of VSAT equipment.
iii. Where no defects are found, the Authority shall issue the licensee with a Provisional Letter to proceed and connect.
iv. Where defects are found, the Authority shall advise the licensee in writing and clearly identify the defects.
v. The licensee shall rectify the defects within thirty (30) days from the date of inspection and request re-inspection by the Authority. If the defects are not rectified within thirty (30) days, the installation shall be treated as a new installation, and the acceptance procedure will be repeated.