



COMPLIANCE RETURN FORM

TELECOMMUNICATIONS CONTRACTOR

PURSUANT TO THE PROVISIONS OF THE KICA 1998, THE REGULATIONS AND THE TELECOMMUNICATIONS CONTRACTOR LICENSE CONDITIONS

Please note that the latest version of this form must be downloaded from the Authority's website at the end of each year in order to capture any official amendments

Instructions

- a) Where Nil returns are provided an explanation **MUST** be provided under the Comments/Suggestions section of this form.
- b) The returns will only be accepted if the form is the most up to date as posted on the CA website. Always download the forms for every submission since reviews are made often to ensure responsiveness.
- c) A compliance certificate will not be issued if the compliance returns are submitted late or rejected by the Authority.

1. GENERAL INFORMATION

1.1 Licence Details

Name of Licensee: _____

License No: _____

Other Licenses held: _____

1.2 Period under review

FINANCIAL YEAR _____ (based on Government of Kenya Financial year e.g. 2020/2021)

1.3 Address

1. Physical Address:

Town _____ Street/Road _____

Floor No. _____ Room No. _____

Name of Building _____

2. Postal Address:

P. O. Box _____ Postal Code _____

Post Office Town _____

3. Contact Person and Telephone Number:

Name: _____

Tel. No. _____

Mobile No. _____ Other Tel. Nos _____

4. Email and Web Address:

Email address: _____

Web Address: _____

Did any of the address information change during the year? (Tick as appropriate) Yes No *(If Yes attach letter documenting the changes in address information)*

2. DETAILS OF INSTALLATIONS

No	Type of equipment (e.g. VSAT, PABX, Data equipment, Internal and External Cabling, Radio, LAN etc	Make, Model & Capacity	Client name and Postal address	Town/City	Client's Physical Address (Street Name/Number, Building, Floor, Room etc)	Date of Commencement of Work Notice	Date of Completion Of Work Notice	Technical personnel supervising the project
1.								
2.								
3.								
4.								
5.								

3 COMPLIANCE TO PROVISION OF SERVICE AND FACILITIES TO PERSONS LIVING WITH DISABILITY IN LINE WITH KS2952 STANDARD.

- a) Please indicate your awareness and compliance to the KS2952 (May 2022) standard on ICT Accessibility for PWDs
 - i. Aware of the standard - **Yes/No**
 - ii. Complied with the standard **Yes/No.**

(if Yes, please attach the standard matrix as guided therein)

- b) Please specify the actions taken in your organization to ensure accessibility to your services and facilities by PWDs;

.....

.....

.....

.....

.....

- c) Please indicate the challenges or limitations you face in serving Persons Living with Disability

.....

.....

.....

.....

.....

- d) What are your future plans to enhance ICT inclusivity and accessibility for PWDs?

.....

.....

.....

.....

.....

4 ENVIRONMENTAL SUSTAINABILITY COMPLIANCE

4.1 Reporting on Environmental Sustainability Initiatives

4.1.1 Provide information on initiatives you are undertaking to establish channels of collecting both consumer and your own electronic waste (e-waste) at the end of life-cycle (please detail your take back mechanisms);

4.1.2 Provide information on initiatives that you are undertaking in the operations to reduce the carbon footprint/negative environmental impact;

4.1.3 Provide information on the current status of adherence to the Environmental Management and Coordination Act, EMCA on Waste Management.

Form 1: Measurement of Electromagnetic Fields Exposure

Service Provider /Site Owner			
Date of Measurement			
Site Name			
Site location (county, Sub-County, Town /Village)			
Site Coordinates			
Site Frequency			
Site Service (Broadcasting/Telecommunication /PMR)			
Distance to the transmitting antenna and Rational for distance selection			
Type of measurement (broadband RF EMF measurement/ frequency selective RF EMF measurement)			
	Power Density W/m ²	Electric Field	Magnetic Field A/m
Measurements Values			

Form 2: Dimensions for evaluation of telecom service provider efforts toward ICT carbon footprint reduction

No	Metric	Total Number	Metric Number	Percentage of Metric to Total Number	percentage for previous year (N/A for first year re-orientation)
1.	Green ICT sites				
2.	Shared ICT sites				
3.	Smart ICT sites				
4.	Cloud [Public Data Centre hosted Services				

Definitions:

Green ICT Sites: - Refers to a site that is purely off grid and uses renewable energy like wind and solar

Shared ICT Sites: - Refers to telecommunication installations where service providers either co-locate or share passive/active infrastructure.

Smart ICT Sites: - These are telecom/broadcast installations with sensors that are used for controlling site utilities and enabling remote monitoring and control.

3. **COMMENTS/ SUGGESTIONS**

Please indicate challenges and suggestions to improve the regulatory environment.

Signed.....
 Name.....
 Title.....
 Date.....

Stamp here

Company Stamp above

THANK YOU FOR COMPLETING THE FORM

FOR OFFICIAL USE ONLY – DO NOT FILL BELOW THIS LINE

These returns have been :)

	Checked By:	Verified by:	Approved <input type="checkbox"/> Rejected <input type="checkbox"/> (Tick as appropriate)
Name			
Title			
Signature			
Date			