

## **APPLICATION FORM FOR BROADCASTING LICENCES**

### **SECTION A: INSTRUCTIONS**

1. This application should be completed in English and any document in foreign language must be translated into English.
2. The application should be addressed to the Director General with a cover letter summarizing the profile of the applicant and the licence/s applied for.
3. The application should be accompanied by
  - a) an affidavit indicating the licence category being applied and enclosing certified copies of the documents listed under section B;
  - b) a completed universal form; and
  - c) information package under the respective licence in section C.
4. All applicable fees shall be paid through the eCitizen platform. To pay, visit <https://ca.ecitizen.go.ke/> and follow the payment guidelines. For assistance, applicants may contact the Finance and Accounts Department via [accounts@ca.go.ke](mailto:accounts@ca.go.ke). The Accounts Office is open on weekdays from 9:00 a.m. to 12:00 noon and from 2:00 p.m. to 4:00 p.m., excluding public holidays.
5. Completed application form should be presented at our offices at CA Centre Waiyaki Way OR any of the regional offices OR electronically via [broadcastlicensing@ca.go.ke](mailto:broadcastlicensing@ca.go.ke) clearly indicating the **[applicant's name]** and **[applied licence category]**.

### **SECTION B: REQUIRED DOCUMENTATION**

1. Cover Letter

A cover letter, signed by the applicant, addressed to the Director General on Applicant's letterhead. For Government Entities, the Application letter should be signed by Institution's Chief Executive Officer.
2. Affidavit
  - 2.1. Duly executed affidavit stating:
    - a) The specific category of licence being applied.
    - b) That all applicable documents as listed in section B of this application form are true and certified copies of the originals.
  - 2.2. If the affidavit is sworn in Kenya, the accompanying documents must be commissioned and/or certified as true copies of the original.
  - 2.3. If an affidavit is sworn in a foreign jurisdiction, the accompanying documents must be duly notarized.
3. Legal Registration Documents
  - 3.1. Clear Copy of Certificate of Incorporation/Registration Certificate or equivalent.
  - 3.2. Kenya Government Agencies/bodies should provide a copy of the Statute/Act, gazette notice or other relevant legal instrument creating the agency/body.
4. Ownership and Shareholding
  - 4.1. Where applicable, provide a clear copy of certificate of shareholding (CR12) or equivalent from the Registrar of Companies listing the directors and shareholders of the company and details of their nationality and shareholding – **(CR12 should not be older than two (2) months from the date of issue at the point of application)**. Where a corporate entity appears as a shareholder, provide the corresponding CR12 or equivalent up to the second

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level of ownership.

- 4.2. Copies of valid National Identity Cards (ID) / passport bio data page for all directors and shareholders of the Applicant.
5. Listed Companies: Certificate/letter from Capital Markets Authority (CMA), if the company is listed in a stock exchange in Kenya.
6. Additional requirements for foreign companies: A Certificate of Compliance issued by the Registrar of Companies in Kenya. In this case, the CR12 provided shall indicate the local representative and the directors of the company.
7. Tax Compliance: Clear copy of valid Tax Compliance Certificate.
8. Business name registration/trademark certificate for the proposed station identity.
9. Copy of the relevant documents as listed below where applicable:
  - 9.1. Co-operative Society's By-Laws, Membership Agreement Terms and Conditions, Minutes of its AGM authorizing venture in the service for which the licence is sought; or
  - 9.2. Constitution of the Society Membership Agreement Terms and Conditions and Minutes of its AGM authorizing venture into the service for which the licence is sought; or
  - 9.3. Partnership Deed for business partnerships.
10. Additional requirements for licence transfer:
  - 10.1. Application letter from the transferor together with a certified Board Resolution approving the proposed licence transfer.
  - 10.2. Letter from transferee as well as their latest CR12 (should not be older than two (2) months from the date of issue at the point of application) and valid Tax compliance certificate.
  - 10.3. Letter of no objection to transfer from the Competition Authority of Kenya.
  - 10.4. Letter of no objection for transfer frequency(ies) from The Authority where applicable.

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### SECTION C: GUIDE AND APPLICABLE LICENCE

Please tick as appropriate to your application

#### LICENCE APPLIED

| Guide                     | Applicable Licences                                                  | Tick                     |
|---------------------------|----------------------------------------------------------------------|--------------------------|
| <b>BROADCAST LICENCES</b> |                                                                      |                          |
| SIGNAL DISTRIBUTION       | BROADCAST SIGNAL DISTRIBUTOR (COMMON CARRIER, SELF PROVISIONING)     | <input type="checkbox"/> |
| PUBLIC                    | PUBLIC FREE TO AIR (TELEVISION, RADIO)                               | <input type="checkbox"/> |
| COMMERCIAL                | COMMERCIAL FREE TO AIR (TELEVISION, RADIO)                           | <input type="checkbox"/> |
| COMMUNITY                 | COMMUNITY FREE TO AIR (TELEVISION, RADIO)                            | <input type="checkbox"/> |
| SUBSCRIPTION              | SUBSCRIPTION BROADCASTING SERVICE OR SUBSCRIPTION MANAGEMENT SERVICE | <input type="checkbox"/> |
| LANDING RIGHTS            | LANDING RIGHTS                                                       | <input type="checkbox"/> |

## APPLICATION FORM FOR BROADCASTING LICENCES

### I. UNIVERSAL APPLICATION FORM

#### TYPE OF APPLICATION

|                 |                          |          |                          |         |                          |
|-----------------|--------------------------|----------|--------------------------|---------|--------------------------|
| New Application | <input type="checkbox"/> | Transfer | <input type="checkbox"/> | Renewal | <input type="checkbox"/> |
|-----------------|--------------------------|----------|--------------------------|---------|--------------------------|

#### 1. APPLICANT DETAILS

**Name of Applicant:**

**Physical Address:**

County: .....Town..... Street/Road.....

Name of Building..... Floor ..... Room.....

**Postal Address:**

P. O. Box..... Postal Code .....Post Office Town.....

**Phone Contacts:**

Primary. Tel.No. .... Secondary Tel. No. ....

Email Address: .....

**Coverage area and station identity:**

Proposed coverage area .....

Proposed station identity .....

#### 1<sup>st</sup> Contact Person

Full Name

**Postal Address:** .....

P. O. Box.....Postal Code .....Post Office Town.....

**Phone Contacts:**

Primary. Tel.No. .... Secondary Tel. No. ....

Email Address: .....

#### 2<sup>nd</sup> Contact Person

Full Name

**Postal Address:** .....

P. O. Box.....Postal Code .....Post Office Town.....

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### **Phone Contacts:**

Primary. Tel.No. .... Secondary Tel. No. ....

Email Address: .....

### **2. ADDITIONAL INFORMATION**

#### **2.1 Related Licensed Interests**

Do any of the applicant's directors, shareholders, partners, or beneficial owners hold an interest in any entity licensed by the Authority? Yes/No.

If yes, please provide details:

.....

#### **2.2 Insolvency and Legal Status**

Has the applicant, or any director, shareholder, or partner, been declared bankrupt, or been adjudged legally incapable of managing their affairs? Yes/No.

If yes, please provide details:

.....

### **3. DECLARATION**

**Where applicable, attach a Power of Attorney or other documentary evidence authorising the signatory to act on behalf of the applicant.**

I hereby declare that the information provided in this application and the accompanying documents is true, complete, and correct to the best of my knowledge and belief. I also understand that it is an offence under the Penal Code to give false information in support of any application.

Name.....

Designation.....

Signature.....

Date.....Company Stamp.....

**FOR OFFICIAL USE ONLY**

Official Stamp of the Authority upon receipt of the application.

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### **II. GUIDE FOR SIGNAL DISTRIBUTORS (COMMON CARRIER, SELF PROVISIONING)**

#### **1. LICENCE CATEGORY**

Indicate the following in detail

- i. Choose and indicate Licence Category Applied For from
  - a. Common Carrier BSD
  - b. Self-Provisioning BSD
- ii. Licensed Geographic Scope Applied For

#### **2. NETWORK ROLLOUT PLAN**

Attach a full 5-year Network Rollout Plan indicating the milestone description, counties/area coverage, population target and capital expenditure estimate for each year, Quality of Service provisions.

#### **3. SPECTRUM REQUIREMENTS**

Indicate in detail the following information: the Frequency Band(s) Required, Spectrum Assignment Type, Current Spectrum Holdings (if any) and whether a separate Spectrum Application been submitted.

#### **4. INFRASTRUCTURE AND TECHNICAL DETAILS**

Indicate in detail the following information: Distribution Network, Network Operations Centre (NOC) Address in Kenya, system architecture and configuration.

#### **5. UNIVERSAL ACCESS COMMITMENT**

Indicate in detail your commitment to provide universal access of signal distribution.

#### **6. FINANCIAL CAPACITY FOR INFRASTRUCTURE INVESTMENT**

Provide the projected expenditures (CAPEX and OPEX) and Annual Gross Turnover for the next 3 years, and the funding sources.

#### **7. QUALITY OF SERVICE**

Describe how you will ensure provision of quality services, how quality services will be maintained in provision of the proposed services, and the measures that you will put in place to ensure consumer protection. In addition, provide the set of technical related activities that will be implemented to ensure that you provide services to customers' satisfaction.

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### **III. GUIDE FOR LANDING RIGHTS AUTHORIZATION**

#### **1. LICENCE CATEGORY**

Indicate the Licence Category Applied For .

#### **2. BUSINESS PLAN**

Provide a detailed Business Plan indicating a description of Services to be Provided, programme bouquets, technical information indicating proposed system configuration with block diagrams, Market information and projected 3-year Subscriber / Customer Numbers for Year 1/2/3, billing information, Projected Annual Gross Turnover at Year 1/2/3 and the funding sources , evidence of capacity to provide services, and quality of service provision.

### **IV. GUIDE FOR SUBSCRIPTION SERVICES (SUBSCRIPTION BROADCASTING AND SUBSCRIPTION MANAGEMENT)**

#### **1. LICENCE CATEGORY (SERVICES)**

Choose and indicate Licence Category Applied For .

#### **2. BUSINESS PLAN AND SERVICE DESCRIPTION (SBS, SMS)**

Provide a detailed Business Plan indicating a description of Services to be Provided, programme bouquets, technical information indicating proposed system configuration with block diagrams, Market information and projected 3-year Subscriber / Customer Numbers for Year 1/2/3, billing information, Projected Annual Gross Turnover at Year 1/2/3 and the funding sources, evidence of capacity to provide services, and quality of service provision.

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### **V. GUIDE FOR PUBLIC, COMMERCIAL AND COMMUNITY FREE TO AIR TELEVISION AND RADIO**

#### **1. LICENCE CATEGORY (SERVICES)**

Indicate the Licence Category Applied For.

#### **2. BUSINESS PLAN AND SERVICE DESCRIPTION**

Provide a detailed Business Plan indicating a description of Services to be Provided, programme lineup, technical information indicating proposed system configuration with block diagrams, Market information, revenue stream, Projected Annual Gross Turnover at Year 1/2/3, evidence of capacity to provide services, funding sources and quality of service provision.