

1. Applicant's Name

.....

Postal Address.....

Postal Code City/Town.....

Business Telephone: Email.....

2. Name/s of Company Director/s Nationality ID/Passport No.

.....

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.....

3. Type of Aircraft.....

4. Aircraft Registration Number.....

5. This application shall be accompanied by: -

- a) An application letter on company letterhead
- b) Payment of a non-refundable application fee of KShs 1,000.00.
- c) A sworn affidavit submitting the documents listed below (a template of the affidavit is attached as Annex 1):
- d) Valid Copies of: -
 - i. Certificate of Registration (COR) of the Aircraft
 - ii. Certificate of Airworthiness (COA)
 - iii. Inspection Report from KCAA
 - iv. Lease agreement or contract between owner and operator of the aircraft, if applicable
 - v. Tax Compliance Certificate
 - vi. Current CR12 or equivalent issued within the last 2 months indicating names of the shareholders, their addresses, their nationalities, shares held by each, name of directors and whether directors are nominees or not or whether non-shareholder directors
 - vii. Work Permit for Foreign Directors residing in Kenya.
 - viii. Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant: (Both sides of the ID should be copied onto the same side of an A4 size paper, and Passport copies should include pages showing the nationality, date of issue and expiry, name and photograph of holder.) In case of foreigners, passport copies should be notarized

Date..... Signature of Applicant.....

Name.....Designation.....

Official Stamp.....

AIRCRAFT RADIO LICENCE APPLICATION ACCEPTANCE FORM
1. FOR OFFICIAL USE ONLY: APPLICATION ACCEPTANCE FORM
Name of Company/Organization/Person:

NO	APPLICATION REQUIREMENTS	RECEIVING OFFICER	CHECKING OFFICER
1.	Is a covering letter on the company letterhead included?		
2.	Is the application duly completed?		
3.	Is the application signed, giving the applicant's name and designation?		
4.	Is the application fee paid?		
The following copies of documents should be listed on an affidavit sworn by one of the Directors?			
5.	Current CR12 or equivalent issued in the last 2 months		
6.	ID/passport copies of Directors		
7.	Work Permit for Foreign Directors residing in Kenya		
8.	Tax Compliance Certificate		
9.	Inspection Report from KCAA		
10.	Certificate of Airworthiness (C of A) of the Aircraft		
11.	Certificate of Registration (C of R) of the Aircraft		
12.	Lease agreement or contract between owner and operator of the aircraft (if applicable)		

Legend: C = Complied NC= Not Complied N/A= Not Applicable

The Receiving Officer MUST tick ALL the boxes above before accepting and logging an application.

Receiving Officer's Comments:

Receiving Officer's Name:

Signature: **Date:**

The Checking Officer MUST tick ALL the boxes above before recommending the application for further consideration.

Checking Officer's Comments:

Checking Officer's Name:

Signature: **Date:**

THE COMPLETED APPLICATION FORM SHOULD BE RETURNED TO: -

**The Director,
Frequency Spectrum Management,
Communications Authority of Kenya
1st Floor, C.A. Centre, Waiyaki Way
P. O. Box 14448,
Westlands – 00800
Nairobi.
Tel: 020-4242000/0703042000**

ANNEX 1

REPUBLIC OF KENYA

**IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT CHAPTER
15, LAWS OF KENYA**

AND

**IN THE MATTER OF AN APPLICATION FOR LICENSE 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 entity*) 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 entity*) has resolved to make
an application to the Authority for a _____ (*name of the
licence in accordance with the Authority's Market Structure*) 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. Certificate of Registration (COR) of the Aircraft
 - 4.1.2 Certificate of Airworthiness (COA)
 - 4.1.3 Inspection Report from KCAA
 - 4.1.4 Lease agreement or contract between owner and operator of the aircraft
 - 4.1.4 Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all
Directors and Shareholders of the Applicant:
 - 4.1.4.1 Both sides of the ID copied onto the same side of an A4 size paper, and
 - 4.1.4.2 Passport copies including pages showing the nationality, date of issue and expiry,
name and photograph of holder.
 - 4.1.4.3 Work Permit for Foreign Directors (if the Directors are not Kenyan Citizens and
are residing in the country)

- 4.2 Compliance with Kenya Revenue Authority rules:
 - 4.2.2 Copy of Personal Identification Number (PIN) card, and
 - 4.2.3 Copy of Valid Tax Compliance Certificate.

- 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 _____ (*name of the applicant entity*) application for _____ license (*name of the licence in accordance with the Authority's Market Structure*).
- 7 THAT what is deponed to herein above is true and within my own knowledge.

SWORN at _____ by the said _____)
 _____)
 _____ (*Deponent's name*)) _____)
 _____) (*Deponent's signature*)
 This _____ day of _____ in the year _____)
 _____)
 BEFORE ME)
 _____)
 _____)
COMMISSIONER FOR OATHS)

Drawn By:
 _____ (*Law Firm*)
 _____ (*Physical Address*)
 P. O. Box _____ (*Town*) _____
 (*Postal Code*) _____

Note: The advocate drawing up the affidavit should not belong to the same law firm as the commissioner of oaths commissioning the affidavit.