

Application for Authority to Establish and Operate a Radio Communication Network  
CA/F/FSM/01

**1. APPLICANT'S DETAILS**

- 1.1 Name of Applicant.....
- 1.2 Postal Address..... Postal Code.....City/Town.....
- 1.3 Business Telephone: .....Mobile No.....
- 1.4 Email Address (es).....
- 1.5 Physical Address – Building.....Street.....
- 1.6 L.R. Number.....
- | 1.7 Name/s of Company Director/s | Nationality | ID/Passport No. |
|----------------------------------|-------------|-----------------|
| .....                            | .....       | .....           |
| .....                            | .....       | .....           |
| .....                            | .....       | .....           |
| .....                            | .....       | .....           |

**2. TECHNICAL DETAILS**

- 2.1 Frequency band and type of service proposed: tick the applicable frequency band  
 HF                                       VHF                                       UHF
- 2.2 Number of stations:  
 (a) Fixed.....Location.....Area.....  
 (b) Mobile .....  
 (c) Portable .....  
 (d) Number of transmitters, in case of an alarm network .....

**3. DOCUMENTS TO BE SUBMITTED WITH APPLICATION**

This application shall be accompanied by:-

- a) A letter stating the purpose for which the network is required
- 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) Copies of: -
  - i. Certificate of Incorporation/Registration or its equivalent
  - ii. Valid business licence/Certificate.
  - iii. Tax Compliance Certificate.
  - iv. Company P.I.N. Certificate.
  - v. Work Permit for Foreign Directors residing in Kenya.
  - vi. Current CR12 or its equivalent issued within the last two months.
  - vii. Copies of 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

Application for Authority to Establish and Operate a Radio Communication Network  
CA/F/FSM/01

include pages showing the nationality, date of issue and expiry, name and photograph of holder. In case of foreigners, passport copies should be notarized.

Signature of Applicant:..... Designation:..... Date.....

**Note:**

- A: Diplomatic Missions and Organizations accredited to Kenya may channel their application through the Ministry of Foreign Affairs
- B: Foreign entities not based in Kenya applying for Private Radio Network Licenses should notarize all their documents
- C: Some parts in this application form require a technically qualified person to complete. Please request the assistance of your service provider to fill in the required information.
- D: For construction companies seeking to establish temporary Private Radio Networks, submit supporting documents indicating duration of the project.

**4. FOR OFFICIAL USE ONLY: APPLICATION ACCEPTANCE**

Name of Company/Organization: .....

Applied Network Configuration .....

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?		
5.	Government clearance		
<b>The following copies of documents should be listed on an affidavit sworn by one of the Directors unless the applicant is exempted</b>			
6.	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.		
7.	Valid Business licence/certificate		
8.	Valid Tax Compliance Certificate		
9.	Clear Copies of ID/passports for Directors and shareholders or notarized copies of passports in case of foreigners		
10.	Company P.I.N. Certificate		
11.	Work Permit for Foreign Directors residing in Kenya		
12.	Copy of the <b>current</b> CR12 or equivalent issued within the last 2 months <b>indicating names of the</b>		

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CA/F/FSM/01

	<p><b>shareholders, their addresses, their nationalities, shares held by each, name of directors and whether directors are nominees or not or whether non-shareholder directors</b></p> <p>Copy of the <b>current</b> CR12 or equivalent, issued within the last 2 months for other shareholder companies where there is chain ownership for the applicant, indicating all the details above until shares are attributed to individuals</p> <p>For societies, Community Based Organisations a copy of the minutes of the last AGM or document indicating the officials</p>		
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Legend: C = Complied      NC= Not Complied      N/A= Not Applicable

The Receiving Officer **MUST CHECK ALL** requirements above before accepting 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  
1<sup>st</sup> Floor, C.A. Centre, Waiyaki Way  
P. O. Box 14448,  
Westlands – 00800  
Nairobi.  
Tel: 020-4242000/0703042000**

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<b>Deferments</b>		
CLC No.	Reason for deferment	Name and signature

The application **MEETS/ DOES NOT MEET** the Authority's requirements and is hereby **APPROVED / NOT APPROVED** as follows: -

\_\_\_\_\_

\_\_\_\_\_

The reasons for not approving the application are as follows: -

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

CLC Number \_\_\_\_\_ Official stamp \_\_\_\_\_

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. For an applicant registered under the Companies Act (Cap 486):

4.1.1.1. Copy of Certificate of Incorporation or its equivalent

4.1.1.2. Copy of current CR/12 or its equivalent issued within the last two months

4.1.2. Copy of Business Name, or

4.1.3. Copy of Registration Certificate etc.

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)

4.1.5. Copy of a valid business licence/ certificate

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.

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*) ) \_\_\_\_\_ )  
 This \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ ) (*Deponent's signature*)  
 BEFORE ME )  
 )  
 )  
COMMISSIONER FOR OATHS )

Drawn by:

\_\_\_\_\_ (*Law Firm*)

\_\_\_\_\_ (*Physical Address*)

P. O. Box \_\_\_\_\_ (*Town*) \_\_\_\_\_ (*Postal Code*)

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