



**APPLICATION
FOR DOT KE DOMAIN
NAME REGISTRY AND
BUSINESS PROCESS OUT
SOURCING SERVICES
PROVIDER UNDER THE
UNIFIED LICENSING
FRAMEWORK
CA/F/LCS/TL 7.1
(FEBRUARY 2021)**

NOT FOR SALE

New App **Transfer** **Renewal**

1. MANDATORY REQUIREMENTS FOR AN APPLICANT

A: this application should be completed in English and any document in foreign language translated into English

B: the application should be addressed to the Director/Licensing, Compliance and Standards (see address below) with a covering letter summarizing the profile of the applicant and the licence/s applied for,

C: the application should be accompanied by a sworn affidavit submitting the documents listed therein in line with the template attached as Annex 1 herein.

D: The table below shows fees payable for the various licences:

ULF Licence	Application Fee (Kshs.)	Initial Licence Fee* (Kshs.)	Annual Operating Fee (Kshs.)
Dot KE Sub-domain Name Registrar Services Provider	Nil	Onetime Registration Fees of Kshs 10,000/=	
Business Processes Outsourcing	Nil	Onetime Registration Fee of Kshs 10,000/=	

Payments can be made in Banker's or company cheque at our Cashier's office on ground floor at CA Centre. The Cashier's office is open between **0900** and **1200** hours and in the afternoon from **1400** to **1600** hours on weekdays (and closed on public holidays and weekends).

E: For more information on the licensing procedures and processes, see Annex 4 below.

F: Please present a completed application form, with ALL pages intact, at our offices on 1st Floor, CA Centre Waiyaki Way, at the Front Desk.

G: For information on which kind of entity can apply for any electronic communications license, please refer to Annex 3 attached.

H: The License will be issued for a period of 15 years

2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY

No	Application Requirements	Receiving Officer	Checking Officer
1.	Duly signed Cover letter on applicant's letterhead		
2.	Duly completed application form		
3.	Declaration by the applicant with name, designation, signature and date		
4.	Has the applicant Stamped the application with Company Stamp		
5.	Duly executed affidavit submitting copies of the documents (no erasures)		
6.	Business plan for the licence/s applied for enclosed		
7.	Application fees paid		

Submit all documents using a sworn affidavit while all **foreign** documents must be **notarized**. Where application documents are signed by a foreigner, a **work permit** for the foreigner should be submitted.

No	Application Requirements	Receiving Officer	Checking Officer
Registration Details of Applicant			
8.	Copy of 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.		
Ownership Details of Applicant			
9.	Copy of the current CR/12 or equivalent issued within the last 2 months indicating names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non shareholder directors . Similar documents or equivalent with similar details, where there is chain ownership of the applicant, until all shares are attributed to individuals. For Societies, a copy of the minutes of the last AGM or document indicating the officials/office bearers		
Identification Documents of owners/Directors (Individuals and Companies)			
10.	Clear Copies of ID for directors and shareholders or notarized copies of passports In case of government officials, submit a gazette notice appointing the officer. Copy of Certificate from the Capital Markets Authority (CMA) (or its equivalent for foreign companies) in case of listed companies.		
Other Requirements			
11.	A copy of the relevant document as listed below to be provided: Society By-Laws or Constitution, (immediately prior to submission of Application) and Membership Agreement Terms and Conditions for Societies Partnership Deed for Partnerships		
12.	For MVNO Service applicant, submit a letter from proposed Host Mobile Network Operator (HMNO) indicating availability of spare capacity and willingness by the HMNO to host the proposed MVNO services		
13.	Certificate Practice Statement and Certification Policy in case on E-CSP applicant		
14.	Copy of Valid Tax Compliance Certificate of the Applicant (Not of the owners/Directors)		

The Receiving and Checking Officers MUST confirm submission of all requirements by checking against each requirement before accepting and logging an application	
Receiving Officer	Checking Officer
Comments:.....	Comments:
Name:	Name:
Signature:Date:	Signature:Date:

3. NAME OF APPLICANT

.....

Explain the literal meaning of the Name.....

4. APPLICANT'S CONTACTS

1. Physical Address:

Town Street/Road.....

LR No.....Floor..... Room

Name of Building
.....

2. Postal Address:

P. O. Box..... Postal Code.....

Post Office Town.....

3. Phone and Fax Contact:

Tel. No..... Fax. No.....

Mobile Other Tel. Nos.....

4. Email Address:

5. LICENCE(S) APPLIED FOR

Please tick the category/ies of licence/s you wish to be considered for. More information on licensing under the Unified licensing Framework (ULF) Market Structure is available on CA Website: www.ca.go.ke.

Dot KE Sub-Domain Name Registrar Services Provider

Business Process Outsourcing Services Provider

6. OTHER INFORMATION ABOUT THE APPLICANT

1. State whether any of the partners/ directors/ shareholders is undischarged bankrupt.
(If so provide details)

.....

2. State whether any of the partners/ directors/ shareholders have a beneficial interest in any other business licensed by the Authority to provide services or operate telecommunication systems or both.

.....

7. REFEREES (*individual persons from Kenya*)

Two different referees who have known the entity/person in a professional capacity, but are not employees or Directors of the applicant should complete the following details;

1. 1st Referee

I certify that the information provided given in this form is true and correct to the best of my knowledge

Full Name:
(*Block letters as the names appear on the ID/Passport*)

Postal Address:

P.O. Box: Postal Code:

Post Office Town:

Phone and Fax Contact:

Tel. No Fax No.....

Mobile No: Alternative Tel. No:

Email Address:

Occupation: Signature:

2nd Referee

I certify that the information provided given in this form is true and correct to the best of my knowledge

Full Name:
(*Block letters as the names appear on the ID/Passport*)

Postal Address:

P.O. Box :..... Postal Code:

Post Office Town :.....

Phone and Fax Contact:

Tel. No Fax No:

Mobile No..... Alternative Tel. No.....

Email Address:

Occupation:Signature:

8. DECLARATION

I/We hereby certify the information we have provided in this application is true and correct to the best of my/ our knowledge. I/We also understand that it is an offence under the Penal Code to provide false information in support of any application.

Name.....

Designation.....

Signature.....

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

9. COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO: -

**Director/Licensing, Compliance and Standards
Communications Authority of Kenya
1st Floor, CA Centre, Waiyaki Way
P. O. Box 14448
NAIROBI - 00800
Tel: 254-20- 4242000/070304000/0736121515/121414
Fax: 254-20- 4242430**

FOR OFFICIAL USE ONLY

CLC Deferment Section:

CLC#	Reason for deferment	Name & Signature

CLC COMMENTS

Name of Applicant:.....

The applicant **MEETS/ DOES NOT MEET** the Authority's requirements and is hereby **RECOMMENDED/NOT RECOMMENDED** for Licensing/Renewal/Upgrade/Transfer

.....

.....

Subject To:

.....

The reasons for not recommending the applicant are as follows: -

.....

Name:.....

Designation..... Signature.....

CLC No..... Date.....

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT

CHAPTER, 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*) 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*) has resolved
to make an application to the Authority for a
_____ (*name of the licence in accordance with
the Authority Market Structure*) licence/s.

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

4.1.1.2. an original letter from the Registrar of Companies listing Names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non shareholder directors– Original Form CR/12

4.1.1.3. Attached original CR/12 for other companies which are shareholder of the Applicant until all shares are attributed to individuals.

[Note that companies wishing to be considered for a licence in the communications sector must allot a minimum of 30% of their total shares to individual Kenyan citizens.

4.1.2. a copy of Business Name/ Registration Certificate , or

4.1.3. a copy of Certificate of Incorporation etc.

4.1.4. if the company is listed in a stock exchange in Kenya, copy of Certificate from Capital Markets Authority (CMA).

4.1.5. For any foreign company which is a shareholder of the Applicant attach copies **certified by a Notary Public** of:

4.1.5.1. Certificate of Incorporation of the foreign company/ies and

4.1.5.2. Share Certificate of the foreign company/ies providing details as in 4.1.1.2 above

4.1.6. Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant:

4.1.6.1. Both sides of the ID should be copied onto the same side of an A4 size paper, and

4.1.6.2. Passport copies should include pages showing the nationality, date of issue and expiry, name and photograph of holder. Please note that all foreign passport copies should be notarized.

4.2. Compliance with Kenya Revenue Authority

rules:4.2.1. Copy of Valid Tax Compliance Certificate.

4.3. A business plan in line with the guideline at Annex 2 below.

4.4. A copy of one of the documents listed below:

APPLYING ENTITY	REQUISITE CONSTITUTING DOCUMENT
2. Cooperative Society	Cooperative Society's By-Laws, Minutes of Last AGM, and Membership Agreement Terms & Conditions; or
3. Partnership	Partnership Deed for business names or
4. Society	Constitution of the Society and Minutes of its last AGM etc.

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 _____
(Applicant's name) application for _____ license.

7. THAT what is deponed to herein above is true and within my own knowledge.

SWORN at _____(Location))

by the said (Name of Applicant/Deponent)

_____)

This _____ day of _____ in the year _____)

BEFORE ME)

COMMISSIONER FOR OATHS/MAGISTRATE)

(Deponent)

Drawn by:

_____ (law firm)

_____ (physical address)

P. O. Box _____

_____ (town)

_____ (postal code)

ANNEX 2: SECTOR POLICY REQUIREMENT

Note that companies wishing to be considered for a licence in the communications sector must allot a minimum of 30% of their total shares to individual Kenyan citizens.

NB: IF YOU REQUIRE ANY FREQUENCY RESOURCE(S), YOU SHALL BE REQUIRED TO APPLY FOR IT SEPARATELY AND IT SHALL BE ASSIGNED SUBJECT TO AVAILABILITY.

ANNEX 3: INFORMATION ON THE LICENSING PROCEDURE AND PROCESS

1. Process of issuing a licence

Submission of an application may be done through the postal system or in person at our office. We encourage you to present your application in person where our receiving officer will check the documents and advise you on any shortcoming.

Once the receiving officer has confirmed that all documentations are in order, you will be requested to pay the application fees. Please retain your original payment receipt.

2. Consideration and approval of application by the Authority

An application, which meets all the licensing requirements, will be processed within **71 days** from the date when all the requirements have been met..

The Authority considers applications of a first-come-first-served basis. Although your application will undergo many internal processes, you will be informed in writing and advised on the way forward in the event that the application is not successful at any stage.

3. Letter of licence offer

If the application is approved, you will be informed in writing (letter of offer) and may also be contacted via phone/email.

The letter of offer is valid for a period of 6 months from the date it's written and states the amount of money to be paid before a licence is issued.

Please note that the upfront operational fees in the offer letter are prorated on monthly bases. This may therefore differ depending on the date you wish to make the payment. You may therefore wish to get in touch with our office to be advised on the correct operating fees before making the payment.

4. Operational period

Once you have paid the offer fees, you will be issued with a licence. You will then be required to put the licence into operation within 12 months from the date of issuance of the licence.

5. Terms and conditions of the licence

The licence terms and conditions include (but are not limited) to the following:

- Scope of the licence
- Obligations to consumers
- Obligations to other licensees
- Obligations to the Authority
- Obligations to the state

Please visit our website: <http://www.ca.go.ke> where you can download sample licences.

6. Resources for rolling out the licensed systems or services

After you are issued with a licence, you will be required to apply for resources related to the rollout of your licence. These include frequency, numbering and type approval of your equipment/s.

THE AUTHORITY DOES NOT GUARANTEE AVAILABILITY OF RESOURCES OR TYPE APPROVAL OF EQUIPMENT/S.