



**APPLICATION
FOR
SATELLITE
LANDING RIGHTS
AUTHORISATION**

**CA/F/LCS/TL 5.4
(FEBRUARY 2021)**

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

1. MANDATORY REQUIREMENTS FOR AN APPLICANT

- A:** This application should be completed in English,
- B:** The application should be addressed to the Director/Licensing, Compliance and Standards (see *address below*) with a covering letter summarising the profile of the applicant and the licence/s applied for,
- C:** The application should be accompanied by copies of the following documents certified by a Notary Public

1. Certificate of Incorporation in the county of registration.
2. Share Certificate of the Applicant.
3. An agreement with a GMPCS Gateway Service provider if any.
4. An agreement with a Regional Representative covering Kenya if any.
5. A certificate as a signatory of the GMPCS MoU.

(for voluminous documents, certification may be done at the cover page provided that the number of pages in the document is stated)

- D:** Fees payable for the satellite landing rights authorisation licence:

A non-refundable application fee of Kenya shillings five thousand (Kshs. 5,000) or its equivalent in United States Dollars is chargeable. If the application is successful, the Applicant will be required to pay a onetime Registration fee amounting to United States Dollars twelve thousand five hundred (USD 12,500) only.

Payments can be made in Banker's or Company Cheque at the 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 3 below.
- F:** Please present a completed application form at our offices on 1st Floor, CA Centre Waiyaki Way, at the Front Desk.

2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY

Submit all documents through a sworn affidavit while all foreign documents must be notarized

NO	APPLICATION REQUIREMENTS	RECEIVING OFFICER	CHECKING OFFICER
1.	Is a covering letter on company letterhead included?		
2.	Is the application duly completed?		
3.	Is the application signed, giving applicant's name and designation?		
4.	Is application fee paid?		
5.	Has the applicant Stamped the application with Company Stamp		
Are the following copies submitted and certified by Notary Public?			
6.	Certificate of Incorporation		
7.	Share Certificate, form CR12 issued in last 2 months or equivalent for the Applicant company.		
8.	An agreement with a GMPCS Gateway Service provider for provision of services directly to end users in Kenya		
9.	An agreement with a Regional Representative covering Kenya, if any		
10.	A certificate as a signatory of the GMPCS MoU for provision of services directly to end users in Kenya		

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

.....
Literal Meaning of the Entity's Name.....
.....

4. APPLICANT'S CONTACTS

4.1. Name of Contact Person: _____

4.2. Physical Address:

Town _____ Street/Road _____

Name of Building _____

4.3. Postal Address:

P. O. Box _____

Postal/Zip Code _____

4.4. Phone and Fax Contact:

Tel. No. _____ Fax. No. _____

Mobile _____ Other Tel. Nos. _____

4.5. Email Address: _____

4.6. Company Website: _____

5. SATELLITE INFORMATION

5.1. Name of Satellite _____

5.2. Footprint/Beam _____

5.3. Band _____

5.4. Satellite longitude _____

5.5. Nominal Elevation _____

5.6. Minimum Elevation _____

5.7. Azimuth: Start - End _____

5.8. Orbit of Satellite _____

5.9. Downlink Frequency _____

5.10. Uplink Frequency _____

5.11. Polarization _____

6. 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 give false information in support of any application.

Name.....

Designation.....

Signature.....

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

7. 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.....

.....

Subject To:

.....

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

.....

Name:.....

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

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

Official stamp

ANNEX 3: INFORMATION ON THE LICENSING PROCEDURE AND PROCESS

1. Process of submitting an application

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 **135 days** from the date when all the requirements have been met.

The Authority considers applications on 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. 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 **six (6)** months from the date it's written and states the offer fees to be paid before a licence is issued.

The offer fees include the licence fee and upfront operational fees. 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 satellite landing rights authorisation. To provide any services in Kenya related to this authorisation, you will be required to enter into agreement with an Application Service Provider (ASP) licenced in Kenya and file the agreement with the Authority.

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: www.ca.go.ke where you can download sample licences.