

ICT Equipment (Type Approval / Type Acceptance) Application Form (June 2021)

A: This application should be completed in English.

B: The application shall be submitted with the following:-

1. A letter of agency from manufacturer or distributor. The letter should state other countries where the equipment is type approved and in service.
2. Sample* of equipment/Instrument model complete with associated accessories and attachments. The sample(s) of equipment submitted should be:-
 - a) In good working condition
 - b) Properly configured for testing and complete with the necessary test adapters & accessories and
 - c) Clearly marked: trade name, model number and serial/IMEI number.

*Note that the Authority is not obliged to return equipment that has been submitted for type approval purposes as some tests could be destructive.

3. Technical Operation Manuals or specifications in English
4. User Manuals in English.
5. Certified copies of
 - a) Declaration of Conformity issued either by the equipment Manufacturer or accredited laboratory, where applicable.
 - b) Test reports (RF, EMC & Safety) in English, issued by accredited laboratories. Evidence of test laboratory accreditation to ISO/IEC 17025 from an accreditation body that is a signatory to ILAC MRA should be provided.

NB: Copies of documents originating from Kenya should be certified by a Commissioner of Oaths while copies of documents originating from abroad should be notarized by a Notary Public. Further, any submitted document not in English must be accompanied by a certified translation (by Notary Public) as a true English translation.

6. Non-refundable Type Approval fee. Information regarding the Type approval fee for various equipment, is available at: <https://ca.go.ke/industry/type-approval/type-approval-fees/>. The Authority does not accept cash payments for Type Approval applications, please use mobile money or bank transfers.
7. The licensee must produce a suitable certificate of type

approval or display relevant markings for the equipment to be used upon request by an authorised representative of CA.

8. How we use your data

We require this information in order to carry out our mandate under the Kenya Information and Communications (Importation, Type Approval and Distribution of Communications Equipment) Regulations, 2010.

9. Point of contact

CA prefers to communicate electronically. Please provide email addresses wherever possible. Note that as the licensee you can opt out of email correspondence in the declaration section. All other contacts whose emails are provided will receive communications electronically. If you have any queries about the form please contact: info@ca.go.ke

C: The completed form should be submitted 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 / +254 703 042000

E-mail: info@ca.go.ke

Section A:**Official Details****Clear Form****A.1** For an existing licensee please provide your details and update the following sections.

Business Name

CA Account No.

A.2 Licensee official address & details

Applicant/Licensee Name

Physical Address

P.O. Box

Postcode

Post Office

City & Country

Tel / Mobile

E-mail

A.3 Official representative address & details

Representative Name

Official Title

P.O. Box

Postcode

Post Office

City & Country

Tel / Mobile

E-mail

Section B: Equipment Details

B.1 Type Approval Category: Marketing Individual Use

B.2 Equipment Category, please select applicable category:

Tick ✓	Category	Category Name	Examples
	1	Terminal Equipment	Phones, Tablets, Wireless enabled Systems, IP Phones, etc.
	2	Short Range Radio Devices	Wi-Fi, WLAN, NFC Readers, RFID, Medical Equipment, etc.
	3	Radio Transceivers	Radio, PMR, Broadcast, Satellite Equipment, Base Stations, etc.
	4	Networking Equipment	Routers, Switches, Modems, Tracking devices, etc.
	5	Other (Specify)	

B.3 Equipment & Manufacturer Information:

Brand Name Model No.

Manufacturer Manufacturer Address

B.4 Equipment Technical Information:

Frequency Range (MHz) Nominal Power (W)

B.5 Equipment Technical Information:

Max SAR (W/Kg) Radiated Power (W)

Test	Test Standard Complied	Testing Laboratory & Address	Test Report Number
Electromagnetic Compatibility			
Radio			
Health & Safety Specific Absorption Rate			

B.6 Submission Checklist (All documents in English)

- Technical Manual
- Letter of Agency
- Operating Manual
- Sample
- Payment Details

B.7 Test Reports Checklist

- Electromagnetic Compatibility
- Health & Safety, Specific Absorption Rate
- Radio
- Technology Specific
- Conformance Certificates

Section C:

Declaration

C.1 Declaration

I/ we are applying for Type-approval for the Equipment(s) specified above for use in Kenya. I/we hereby certify that all information provided in this application is true and correct to the best of my/our knowledge. I/we also understand it is an offence under the Penal Code to give false information in support of any application. I/we further understand that any authorization granted based on untrue/incorrect information may be revoked by the Authority and that it will be incumbent upon the holder of such an authorization to take tangible steps to withdraw the affected devices from the market. In such circumstances, I/we indemnify the Authority from any costs or lawsuits that may ensue following such a revocation.

I understand and accept that under the Kenya Information and Communications (Importation, Type Approval and Distribution of Communications Equipment) Regulations;

The Communications Authority of Kenya may use or share my information to help:

- issue, amend, validate and/or surrender a Type Approval Authorisation;
- maintain and publish a register of Type Approved equipment

The Communications Authority of Kenya will not give anyone my information except:

- where the Communications Authority of Kenya has my permission; or
- where the Communications Authority of Kenya is required or permitted to do so by law; or
- to other companies or organizations who provide a service to Communications Authority of Kenya or me;

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Representative Name	Date	Position/ Designation	Signature

C.2 Equipment & Manufacturer Information

Brand Name

Model No.

Manufacturer

Version

Manufacturer Address

C.3 Equipment Technical Information

Frequency Range (MHz)

Nominal Power (W)

Section D:

Official Use Only

D.1 Submission Checklist (All documents in English)

Technical Manual

Electromagnetic Compatibility

Letter of Agency

Health & Safety Specific

Operating Manual

Absorption Rate

Sample

Radio

Payment Details

Conformance Certificates

D.2 Submission Checklist (All documents in English)

Receiving Officer Name

Recommendation

Sign

Date

Case No

D.3 Type Approval Committee Decision

This equipment MEETS/DOES NOT MEET the Authority's requirements and is hereby GRANTED/NOT GRANTED Type Approval

Checking Officer Name

Approver Name

Recommendation

Designation

Sign

Sign

TAC No & Official Stamp

Date