

<b>APPLICATION FOR AUTHORITY TO ESTABLISH AND OPERATE A RADIO COMMUNICATION NETWORK</b>	<b>CA/F/FSM/01</b>
	<b>OCTOBER 2023</b>

## SECTION 1: INSTRUCTIONS TO APPLICANT

- a. This application should be completed in English and any document in foreign language must be translated into English.
- b. All fields are mandatory unless stated otherwise.
- c. Incomplete or unreadable applications will be returned.
- d. After a licence is granted, it is the licensee's responsibility to ensure that the contact details held by Authority are accurate and any changes should be communicated immediately.
- e. It is your responsibility to remain licensed for the entire time that your equipment is installed and/or used.
- f. The Authority prefers to communicate electronically. It is mandatory to provide an active email address. If you have any queries about the form please contact: [freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)
- g. The completed form should be submitted to:  
**Director**  
**Frequency Spectrum Management**  
**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: [freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)**
- h. How we use your data:  
 We require this information in order to carry out our mandate under the Kenya Information and Communications Act, 1998 and adhere to the Data Protection Act, 2019.

## SECTION 2: REQUIRED DOCUMENTATION

This application shall be accompanied by: -

- a. A letter stating the purpose for which the network is required
- b. A sworn affidavit submitting the documents listed below (a template of the affidavit is attached as Annex 1): **Note: The advocate drawing up the affidavit should not belong to the same law firm as the commissioner of oaths commissioning the affidavit.**
- c. 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 include pages showing the nationality, date of issue and expiry, name and photograph of holder. In case of foreigners, passport copies should be notarized.

### Notes

1. **Diplomatic Missions and Organizations accredited to Kenya may channel their application through the Ministry of Foreign Affairs**
2. **Foreign entities not based in Kenya applying for Private Radio Network Licenses should notarize all their documents**
3. **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.**
4. **For construction companies seeking to establish temporary Private Radio Networks, submit supporting documents indicating duration of the project.**

**SECTION 3: APPLICATION AND LICENCE FEE**

- a) Payment of a non-refundable application fee of KES 1,000.00. (payable when submitting application form)
- b) Annual frequency fees (payable before 30th June of each year).

**The table below shows fees payable for the respective stations:**

<b>Type of station</b>	<b>HF (KES)</b>	<b>VHF/UHF (KES)</b>
Fixed/Base/Repeater	18,700.00	5,000.00
Mobile	5,610.00	2,900.00
Portable	N/A	2,900.00
Alarm	N/A	1,250 per unit, but specific charges for each particular customer is determined by using the maximum value in each grouping of five i.e 5 for 1-5, 10 for 6-10 etc

## 1. APPLICATION ACCEPTANCE

Name of Company/Organization: .....

Applied Network Configuration .....

NO	APPLICATION REQUIREMENTS	APPLICANT CHECKLIST	RECEIVING OFFICER	CHECKING OFFICER
1.	Duly signed Cover letter on applicant's letterhead			
2.	Duly completed Application form CA/F/FSM/01			
3.	Duly completed form CA/F/FSM/03 for voice network			
4.	<i>If applicable</i> , duly completed form CA/F/FSM/03 for alarm network			
5.	Declaration by the applicant with name, designation, signature and date			
6.	Application fees paid			
7.	A sworn affidavit			
<b>The following copies of documents should be listed on an affidavit sworn by one of the Directors unless the applicant is exempted</b>				
8.	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.			
9.	Valid Business licence/certificate			
10.	Valid Tax Compliance Certificate			
11.	Clear Copies of ID/passports for Directors and shareholders or notarized copies of passports in case of foreigners			
12.	Company P.I.N. Certificate			

13.	Work Permit for Foreign Directors residing in Kenya			
14.	<p>Copy of the <b>current</b> CR12 or equivalent issued within the last 2 months <b>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</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>			

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:** .....

**2. APPLICANT’S DETAILS**

- 2.1 Name of Applicant.....
- 2.2 Nature of business.....
- 2.3 Postal Address..... Postal Code..... City/Town.....
- 2.4 Business Telephone: ..... Mobile No.....
- 2.5 Email Address (es).....
- 2.6 Physical Address – Building..... Street.....
- 2.7 L.R. Number.....
- | 2.8 Name/s of Company Director/s | Nationality | ID/Passport No. |
|----------------------------------|-------------|-----------------|
| .....                            | .....       | .....           |
| .....                            | .....       | .....           |
| .....                            | .....       | .....           |

**3. TECHNICAL DETAILS**

- 3.1 Frequency band and type of service proposed: tick the applicable frequency band
- HF                                       VHF                                       UHF
- 3.1.1 Mode of transmission
- Half-Duplex     Duplex     other (specify).....
- 3.1.2 Number of voice communication stations:
- (a) Fixed..... Location..... Area.....
- (b) Mobile .....
- (c) Portable .....
- 3.2 Number of transmitters, in case of an alarm network .....

**4. 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.....

**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) \_\_\_\_\_ (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.**



**ANNEX 2: Application for Frequency Assignment and License in the Fixed and Mobile Radio Communication Service CA/F/FSM/03**

1. **Administrative details:**

- a) Name of the organisation (or individual) .....  
 Nationality..... ID / PP No. ....  
 Postal address.....  
 Business Telephone..... Email.....  
 Physical location: Road/street..... Building ..... LR. No. ....
- b) Purpose for which this service is required .....  
 .....
- c) Name of person / organisation responsible for payment of bills.....

2. **Transmitter site details:**

- i) Name.....
- ii) Site Code or L.R. No .....  
 iii) Road/Area .....
- iv) Geographical co-ordinates:  
 Latitude: deg.....min.....sec.....(N/S)  
 Longitude: deg.....min .....sec.....(E)
- v) Altitude above sea level (in metres).....
- vi) Radius of service area in kms (where applicable) .....

3. **Associated Receiving Station.**

- a) Receiver site details:
  - i) Name.....
  - ii) Site Code or L.R. No. ....
  - iii) Road/Area .....
  - iv) Geographical co-ordinates:  
 Latitude: deg.....min.....sec.....(N/S)  
 Longitude: deg.....min .....sec.....(E)
  - v) Altitude above sea level (in metres).....

4. **Miscellaneous data.**

- a) Maximum hours of operation.....
- b) Class of station ..... Nature of service.....  
 (Insert prefix, see NOTE 1 & 2)
- c) Proposed date of putting into use.....
- d) Path length in kms (for FIXED service) .....
- e) Radius of service area in kms (for MOBILE service). ....
- f) Registration numbers of vehicles to be fitted with mobiles (where applicable)  
 .....

**5. Equipment Details**

- a) Transmitter details:
- i) Station Configuration: Fixed / Mobile (delete as appropriate)  
 Make .....Model .....
  - Serial number .....
  - ii) Name and postal address of the local supplier (if any) .....  
 Postal address.....  
 Business Telephone..... Email.....
  - iii) Channel capacity.....
  - iv) Carrier output power (Watts).....
  - v) Channel spacing.....
  - vi) Transmit Power to antenna .....
  - vii) Polarisation (H/V) .....
  - viii) Modulation Technique.....
  - ix) Bit error rate .....
  - x) Operating frequency band .....
  - xi) RF bandwidth.....
  - xii) Duplex spacing.....
- b) Feeder:
- i) Feeder type.....
  - ii) Feeder length (m).....
  - iii) Attenuation per metre.....
  - iv) Total feeder loss.....
- c) Transmit antenna details:
- i) Type of transmit antenna (Make/Model) .....
  - ii) Antenna height above ground level.....
  - iii) Antenna diameter (m).....
  - iv) Effective Isotropic Radiated Power (EIRP) in Watts.....
  - v) Polarisation (H/V) .....
  - vi) Antenna gain in dBi. ....
  - vii) Directivity.....
  - viii) Azimuth of the main lobe.....
  - ix) Angular beam width of the main lobe at the 3 dB point .....
- d) Receiving antenna details (if different from transmitting antenna):
- i) Type of receiving antenna (Make/Model) .....
  - ii) Antenna height above ground level.....
  - iii) Antenna diameter (m).....
  - iv) Receiving antenna gain in dBi.....
  - v) Azimuth of the main lobe .....
  - vi) Angular beam width at the 3 dB power point.....

**Applicants Declaration:**

I declare that the above information is true to the best of my knowledge

Contact Person: ..... Designation: .....

Date: ..... Signature: .....

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**Confirmation by your Radio Vendor/Local Supplier:**

I confirm that the above information is true to the best of my knowledge

Radio Vendor ..... Technical Personnel's Name.....

P.O. Box ..... Technical Personnel's Licence No.....

Mobile No..... Email.....

Date ..... Signature.....

Official Stamp.....

**NOTE 1**
**NOTE 2**
CLASS OF STATION
NATURE OF THE SERVICE

AL	Aeronautical radio navigation land station	CO	Station open to official correspondence exclusively
AM	Aeronautical radio navigation mobile station	CP	Station open to public correspondence
AT	Amateur station	CR	Station open to limited public correspondence
BC	Broadcasting station, sound	CV	Station open exclusively to correspondence of a private agency
BT	Broadcasting station, television	FS	Land station established solely for the safety of life
EA	space station in the amateur-satellite service	MX	Fixed station used for transmission of meteorological information
EC	space station in the fixed-satellite service	OT	Station open exclusively to operational traffic of the service concerned
FA	Aeronautical station	PX	Fixed station used for press transmission
FB	Base station	RG	Non-directional radio beacon
FC	Coast station	RT	Revolving radio beacon
FP	Port station	ZZ	Other (if different from above)
FX	Fixed station		
MA	Aircraft station		
ML	Land mobile station		
MS	Ship station		
XX	Other (if different from above)		
TA	Space operation earth station in the amateur-satellite service		

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### **ANNEX 3: PROCEDURE AND PROCESS**

The process leading to the issuance of a radio licence is as outlined below:

1. An applicant completes and submits to the Authority the application form **CA/F/FSM/01** providing their administrative details and the documentation required to process the application, the technical details of the radiocommunication equipment (**Annex 2: Form CA/F/FSM/03**) and a sworn affidavit.
2. The Authority accepts the completed application and raises an application fee invoice.
3. Once the application fee invoice is paid, the Authority considers the application.
4. In the case of an unfavourable decision, the Authority informs the applicant that the application was unsuccessful.
5. In the case of a favourable decision, the Authority issues an offer letter to the applicant which requires an applicant to make frequency fee payment and obtain a letter of undertaking from a licensed radio vendor listing the radios that the vendor is selling to the applicant.
6. Once the frequency fee has been paid, the applicant has signed an acceptance of the offer letter and submitted the letter of undertaking from a licensed radio vendor, the applicant will be issued a frequency assignment letter and a frequency radio network licence.
7. The licensee will be required to declare their network configuration by submitting a declaration form **CA/F/FSM/06A** endorsed by a radio vendor by 1st June of every year. This information will be used by the Authority to inform billing in the subsequent financial year. The completed form to be submitted to [freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke).
8. Frequency fee for the network is to be paid annually until a written cancellation request is received by the Authority.

## **ANNEX 4: GUIDANCE NOTES**

A portable radio, commonly known as a walkie talkie is a compact and portable communication device that allows users to transmit and receive audio signals over short distances.

A mobile station is a two-way radio installed in a vehicle, ship or aircraft. Mobile radios have more power than portable radios which give people on the move, and their users, a better range for communication.

A fixed/base station is a two-way radio installed in a control room at a fixed location and used to communicate as part of a push-to-talk two-way radio system.

Alarm transmitters refers to VHF transmitters fixed in the customer premises and communicate to the service provider's decoder.

Half Duplex refers to a radiocommunication system where transmission is bidirectional but communication is only one way at a go.

Duplex refers to a radiocommunication system where transmission is bidirectional at all times enabling the devices to communicate simultaneously.

Frequency Bands: Radiocommunication equipment operate on specific radio frequencies. Different types of radios may operate on different frequency ranges, such as VHF (Very High Frequency) or UHF (Ultra High Frequency) or HF (High Frequency).

HF refers to High Frequency which when deployed provides countrywide coverage.

VHF refers to Very High Frequency which when deployed provides coverage in a region of approximately 30km radius depending on the terrain.

UHF refers to Ultra High Frequency which is favourable for providing coverage around buildings.

**FOR OFFICIAL USE ONLY**

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

Name of Applicant: .....

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

.....  
 .....

Subject To: .....

.....

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

.....  
 .....

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

Signature.....Date.....

CLC Number..... Official stamp.....