

1. Applicant's Name

.....

Postal Address.....

Postal Code ..... City/Town.....

Business Telephone: ..... Email.....

2. Name/s of Company Director/s

Nationality

ID/Passport No.

.....

.....

.....

3. Type of Aircraft.....

4. Aircraft Registration Number.....

5. This application shall be accompanied by:-

- a) An application letter on company letterhead
- 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 Registration (COR) of the Aircraft
  - ii. Certificate of Airworthiness (COA).
  - iii. Inspection Report from KCAA
  - iv. Lease agreement or contract between owner and operator of the aircraft, if applicable
  - v. Company P.I.N. Certificate
  - vi. Tax Compliance Certificate
  - vii. Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant:
  - viii. Both sides of the ID should be copied onto the same side of an A4 size paper, and
  - ix. Passport copies should include pages showing the nationality, date of issue and expiry, name and photograph of holder.)

Date..... Signature of Applicant.....

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

Official Stamp.....

**AIRCRAFT RADIO LICENCE APPLICATION ACCEPTANCE FORM**
**1. FOR OFFICIAL USE ONLY: APPLICATION ACCEPTANCE FORM**

Name of Company/Organization/Person: .....

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?		
<b>The following copies of documents should be listed on an affidavit sworn by one of the Directors?</b>			
5.	ID/passport copies of Directors		
6.	Company P.I.N. Certificate		
7.	Tax Compliance Certificate		
8.	Inspection Report from KCAA		
9.	Certificate of Airworthiness (C of A) of the Aircraft		
10.	Certificate of Registration (C of R) of the Aircraft		
11.	Lease agreement or contract between owner and operator of the aircraft (if applicable)		

Legend: C = Complied NC= Not Complied N/A= Not Applicable

The Receiving Officer MUST tick ALL the boxes above before accepting and logging 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:** .....

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*) 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'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. Certificate of Registration (COR) of the Aircraft
    - 4.1.2. Certificate of Airworthiness (COA).
    - 4.1.3. Inspection Report from KCAA
    - 4.1.4. Lease agreement or contract between owner and operator of the aircraft
    - 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 Working Permit for Foreign Directors (if the Directors are not Kenyan Citizens and are residing in the country)

4.2 Compliance with Kenya Revenue Authority rules:

4.2.2 Copy of Personal Identification Number (PIN) card, and

4.2.3 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 \_\_\_\_\_ (*Applicant's name*) application for \_\_\_\_\_ license.

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

SWORN at \_\_\_\_\_ by the said \_\_\_\_\_ )  
 \_\_\_\_\_ (*Applicant's name*) ) \_\_\_\_\_ )  
 This \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ ) (*Deponent*)  
 BEFORE ME )  
 )  
 )  
COMMISSIONER FOR OATHS )

Drawn By:

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

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

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

(*Postal Code*) \_\_\_\_\_