



**Communications  
Commission  
of Kenya**

**APPLICATION  
FOR A  
LICENCE  
AS A  
TELECOMMUNICATIONS  
CONTRACTOR**

**FORM AF 1A (September 2008 version)**

**NOT FOR SALE**

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## 1. MANDATORY REQUIREMENTS FOR AN APPLICANT

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**A: Application should be completed in English and the following attached:**

### I. Originals of the following documents:

1. A covering letter to the Director/Licensing, Compliance and Standards (see *address below*) on applicant's letterhead.
2. A letter from a Registered Technical Personnel (or one who has submitted his application for registration) agreeing to work for and supervise projects undertaken by the Applicant.
3. If Applicant is registered under the Companies Act (Cap 486):
  - 3.1. an original letter from the Registrar of Companies listing the directors and shareholders of the company and details of their shareholding – Original Form CR/12
  - 3.2. Attach original CR/12 for other companies which are shareholders 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 20% of their total shares to individual Kenyan citizens.**

### II. Clear photocopies of the following documents of the Applicant:

**Note that all photocopies must be certified by a Commissioner for Oaths (based in Kenya) or a Notary Public.**

1. Registration status:
  - a) Certificate of Incorporation,
  - b) Business Name, or
  - c) Registration Certificate etc.
2. Certificate from Capital Markets Authority (CMA), if the company is listed in a stock exchange in Kenya.
3. For any foreign company which is a shareholder of the Applicant attach **(certified by a Notary Public)**:
  - a) Certificate of Incorporation and
  - b) Share Certificate.
4. Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant:
  - a) Both sides of the ID should be copied onto the same side of an A4 size paper, and
  - b) Passport copies should include pages showing the nationality, date of issue and expiry, name and photograph of holder.

5. The following documents from Kenya Revenue Authority:
  - a) Personal Identification Number (PIN) card,
  - b) Value Added Tax (VAT) Registration Certificate, and
  - c) Valid Tax Compliance Certificate.

**III. Other documents to be attached include:**

A copy of one of the document listed below:

*(for voluminous documents, certification may be done at the cover page provided that the Commissioner for Oaths indicates the number of pages in the document).*

<b>APPLYING ENTITY</b>	<b>REQUISITE CONSTITUTING DOCUMENT</b>
<b>1. Company</b>	Memorandum and Articles of Association
<b>2. Non-Governmental Organization (NGOs)</b>	Constitution of the NGO
<b>3. Cooperative Society</b>	Cooperative Society's By-Laws
<b>4. Partnership</b>	Partnership Deed
<b>5. Society</b>	Society's Constitution

**B: Application Fee:**

The table below shows fees payable for the telecommunications contractor licence:

	<b>Application Fee</b>	<b>Initial Licence Fee</b>	<b>Annual Operating Fee</b>
<b>when fees are payable</b> (all fees are non-refundable)	when submitting application form AF 1A	after approval and before issuance of licence	on/or before 1 <sup>st</sup> July of each year
<b>Telecommunications Contractor Licence</b>	1,000/=	15,000/=	6,000/=

Please present a completed application form at our offices on Waiyaki Way, CCK Centre at the Front Desk on 1<sup>st</sup> floor where you will be issued with a 'Payment Instruction Form'. Attach a copy of the receipt for the payment of the application fee of Kenya shillings one thousand (Kshs. 1,000) only to the application form.

Payments fees can be made in Banker's or Company Cheque at the Cashier's office on ground floor on presentation of the Payment Instruction Form. 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).

**2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY**

NO	APPLICATION REQUIREMENTS	RECEIVING OFFICER	CHECKING OFFICER
1.	Is a covering letter on applicant letterhead included?		
2.	Is a letter from a Registered Technical Personnel included?		
3.	Is the application duly completed?		
4.	Is the application signed, giving applicant's name and designation?		
5.	Is/are original CR/12(s) provided and are 20% total shares allotted to Kenyans?		
6.	Is application fee paid?		
<b>Are the following copies provided and certified by at least a Commissioner for Oaths?</b>			
7.	Certificate of Incorporation/Registration Certificates or others (specify) .....		
8.	Certificate from CMA for listed companies		
9.	<b>Notarised</b> Certificate of Incorporation for foreign company		
10.	<b>Notarised</b> Share Certificate for foreign company		
11.	VAT Registration Certificate		
12.	Valid Tax Compliance Certificate		
13.	ID/passport copies of directors and shareholders		
14.	Is a copy of the relevant document as listed below provided? ( <i>Indicate which document is provided</i> ).		
	• Memorandum and Articles of Association of the Company; or		
	• Constitution of the NGO; or		
	• Cooperative Society's By-Laws; or		
	• Partnership Deed; or		
	• Constitution of the Society etc.		

**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:** .....

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**3. NAME OF APPLICANT**

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I/We:

.....  
(in bold capital letters in the order the names appear on Registration Certificate etc)

wish to be considered for a licence as a Telecommunications Contractor.

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**4. APPLICANT'S CONTACTS**

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**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:** .....

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**5. OTHER INFORMATION ABOUT THE APPLICANT**

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(i) State whether any of the partners/ directors/ shareholders is undischarged bankrupt.  
(If so indicate the names)

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(ii) State whether any of the partners/ directors/ shareholders have a beneficial interest  
in any other business licensed to provide or operate telecommunication services.

.....  
(iii) Has any previous application by you been rejected under the Act? (If so give  
details)

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(iv) Has any previous license granted to you under the Act been cancelled, suspended or  
modified? (If so give details)

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**6. QUALIFICATIONS AND EXPERIENCE**

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Give details of qualifications and previous experience in Supply, Installation and Maintenance of Customer Premises Equipment and Wiring (use separate sheet if necessary).

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**7. TOOLS, MEASURING EQUIPMENT AND TESTING INSTRUMENTS**

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List the tools, measuring instruments and testing instruments to be used in carrying out the proposed contractual works (use separate sheet if necessary).

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## 8. REFEREES

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The following details should be completed by two different and independent referees who have known you for at least three (3) years.

### 1. 1<sup>st</sup> Referee

**I certify that the information 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 \_\_\_\_\_ Other Tel. Nos. \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Occupation \_\_\_\_\_ Signature \_\_\_\_\_

### 2. 2<sup>nd</sup> Referee

**I certify that the information 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 \_\_\_\_\_ Other Tel. Nos. \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Occupation \_\_\_\_\_ Signature \_\_\_\_\_

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**9. DECLARATION**

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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.....

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**10. COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO: -**

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**Director/ Licensing, Compliance and Standards  
Communications Commission of Kenya  
CCK Centre, Waiyaki Way  
P. O. Box 14448  
NAIROBI  
00800  
Tel: 254-20- 4242000  
Fax: 254-20- 4242430**

**FOR OFFICIAL USE ONLY**

The applicant **MEETS/ DOES NOT MEET** the Commission's requirements and is hereby **RECOMMENDED/NOT RECOMMENDED** to be licensed as a

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

.....  
Name.....

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

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

Official stamp