



Application for an Aircraft Radio Licence Form CCK/F/FSM/11

1. Name of the applicant

.....

Postal Address.....

Postal Code City/Town.....

2. Name/s of Company Director/s Nationality ID/Passport No.

.....

.....

.....

3. Business Telephone:.....Fax----- Email-----

4. Type of Aircraft.....

5. Aircraft Registration Number.....

6. 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) Company P.I.N. Certificate
 - (v) Tax Compliance Certificate
 - (viii) 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.)

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

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

Official Stamp.....

NOTE: ANNUAL RADIO LICENCE FEE FOR AIRCRAFT IS KShs. 4,800.00



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?		
The following copies of documents should be listed on an affidavit sworn by one of the Directors?			
5.	ID/passport copies of Directors		
6.	Inspection Report from KCAA		
7.	Certificate of Airworthiness (C of A) of the Aircraft		
8.	Certificate of Registration (C of R) of the Aircraft		

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 COMMISSION 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 Commission for a _____ (*name of the licence in accordance with the Commission'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. Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant:

4.1.3.1 Both sides of the ID copied onto the same side of an A4 size paper, and

4.1.3.2 Passport copies including pages showing the nationality, date of issue and expiry, name and photograph of holder.

4.1.3.3 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 _____)
 _____)
 _____) _____)
 This _____ day of _____ in the year _____) (*Deponent*)
 BEFORE ME)
 _____)
COMMISSIONER FOR OATHS)

Drawn by:

_____ (*law firm*)

_____ (*physical address*)

P. O. Box _____ (*town*) _____

(*postal code*) _____