

FORM: CCK/F/LCS/AF 10



**APPLICATION
FOR A
SATELLITE
LANDING RIGHTS
AUTHORISATION**

(June 2011 version)

NOT FOR SALE

1. MANDATORY REQUIREMENTS FOR AN APPLICANT

- A:** this application should be completed in English,
- B:** the application should be addressed to the Director/Licensing, Compliance and Standards (see *address below*) with a covering letter summarising the profile of the applicant and the licence/s applied for,
- C:** the application should be accompanied by copies of the following documents certified by a Notary Public

1. Certificate of Incorporation in the county of registration.
2. Share Certificate of the Applicant.
3. An agreement with a GMPCS Gateway Service provider if any.
4. An agreement with a Regional Representative covering Kenya if any.
5. A certificate as a signatory of the GMPCS MoU.
(for voluminous documents, certification may be done at the cover page provided that the number of pages in the document is stated)

- D:** fees payable for the satellite landing rights authorisation licence:

A non-refundable application fee of Kenya shillings ten thousand (Kshs. 10,000) or its equivalent in United States Dollars is chargeable. If the application is successful, the Applicant will be required to pay a onetime Registration fee amounting to United States Dollars twelve thousand five hundred (USD 12,500) only.

Payments can be made in Banker's or Company Cheque at the Cashier's office on ground floor. 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 and weekends)

- E:** for more information on the licensing procedures and processes, see Annex 3 below.
- F:** please present a completed application form at our offices on 1st Floor, CCK Centre Waiyaki Way, at the Front Desk.

2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY

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?		
Are the following copies provided and certified by Notary Public?			
5.	Certificate of Incorporation		
6.	Share Certificate for the Applicant company		
7.	An agreement with a GMPCS Gateway Service provider, if any		
8.	An agreement with a Regional Representative covering Kenya, if any		
9.	A certificate as a signatory of the GMPCS MoU		

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:**

3. NAME OF APPLICANT

(in bold capital letters in the order the names appear on Certificate of Incorporation)

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4. APPLICANT'S CONTACTS

4.1. Name of Contact Person:

4.2. Physical Address:

Town Street/Road

Name of Building

4.3. Postal Address:

P. O. Box

Postal/Zip Code

4.4. Phone and Fax Contact:

Tel. No. Fax. No.

Mobile Other Tel. Nos.

4.5. Email Address:

4.6. Company Website:

5. SATELLITE INFORMATION

5.1. Name of Satellite

5.2. Footprint/Beam

5.3. Band

5.4. Satellite longitude

5.5. Nominal Elevation

5.6. Minimum Elevation

5.7. Azimuth: Start - End

5.8. Orbit of Satellite

5.9. Downlink Frequency

5.10. Uplink Frequency

5.11. Polarization

6. 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 give false information in support of any application.

Name.....

Designation.....

Signature.....

Date.....

7. COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO: -

**Director/Licensing, Compliance and Standards
Communications Commission of Kenya
1st Floor, 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 licenced as a

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

.....
Name.....

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

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

Official stamp

ANNEX 3: INFORMATION ON THE LICENSING PROCEDURE AND PROCESS

1. Process of submitting an application

Submission of an application may be done through the postal system or in person at our office. We encourage you to present your application in person where our receiving officer will check the documents and advise you on any shortcoming.

Once the receiving officer has confirmed that all documentations are in order, you will be requested to pay the application fees. Please retain your original payment receipt.

2. Consideration and approval of application by the Commission

An application which meets all the licensing requirements will be processed within **135 days** from the date of submission.

The Commission considers applications on a **first-come-first-served** basis. Although your application will undergo many internal processes, you will be informed in writing and advised on the way forward in the event that the application is not successful at any stage.

3. Licence offer

If the application is approved, you will be informed in writing (letter of offer) and may also be contacted via phone/email.

The letter of offer is valid for a period of **six (6)** months from the date it's written and states the offer fees to be paid before a licence is issued.

The offer fees include the licence fee and upfront operational fees. Please note that the upfront operational fees in the offer letter are prorated on monthly bases. This may therefore differ depending on the date you wish to make the payment. You may therefore wish to get in touch with our office to be advised on the correct operating fees before making the payment.

4. Operational period

Once you have paid the offer fees, you will be issued with a satellite landing rights authorisation. To provide any services in Kenya related to this authorisation, you will be required to enter into agreement with an Application Service Provider (ASP) licenced in Kenya and file the agreement with the Commission.

5. Terms and conditions of the licence

The licence terms and conditions include (but are not limited) to the following:

- Scope of the licence
- Obligations to consumers
- Obligations to other licencees
- Obligations to the Commission
- Obligations to the state

Please visit our website: www.cck.go.ke where you can download sample licences.