



SOUTH AFRICAN RADIO LEAGUE

The National Body for Amateur Radio in South Africa

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RAE Registration Information Sheet

IMPORTANT: This information sheet will assist you to complete your application for the Radio Amateur's Examination using the online registration system.

Important notes

All applications must be made via the online computer system.

We will normally use email to communicate with you. If you do not have your own email address then please make arrangements to use someone else's email, or set up your own email with any one of the free service providers. (Gmail, etc)

Your application will NOT be considered complete until all the required information has been provided AND the appropriate examination fees have been paid.

Procedure

1. Read this information sheet, and obtain all the information required.
2. Register as a user on the online system at <http://www.sarl.org.za/Web3/RAE/RAERegistration.aspx>. Keep a note of your user name and password. These will be required subsequently to complete any outstanding items, or if you need to change or correct any information.
3. Complete all the RAE registration sections online.
4. At the end you can request an email to be sent to you containing all your registration details. Please check this carefully, and ensure that everything is correct and complete.
5. Certain information is mandatory. Your application will NOT be complete until all these items have been provided. The last registration page ("Finalize application") will always summarize the current status of your application.
6. Various additional documents will be required, depending on your particular situation. You may submit these documents in any of the following ways:
 - a. Preferred option: Scan and Upload directly to this website, or
 - b. Scan and email to rae@sarl.org.za, or
 - c. Fax to 086 208 1381

Requirements

You will need the following information in order to complete your application:

Identity document **or** Passport **or** Birth certificate.

Decide on where you wish to write the exam.

- A list of current Exam Centres is available at <http://www.sarl.org.za/Web3/RAE/ExamCentresPublic.aspx>

Do you require special exam arrangements due to a physical or mental handicap? A medical certificate from a registered medical practitioner will be required.

You must select at least two South African callsigns in order of preference. While every effort will be made to provide your preferred choice of callsign this cannot be guaranteed, as the SARL does not

have direct access to ICASA records, and cannot reserve callsigns. See notes below on how to create and test valid SA callsigns.

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Page 1 Name and details of person who will be responsible for payment of your ICASA licence in future.

ICASA requires the Name and details of a next-of-kin **not living with you**. Note that the ID number or passport number of your next-of-kin will be required.

Details of parent/guardian if under 18 as at the date of the examination.

Additional documents required

Copy of your SA Identity document or passport.

All candidates must provide proof of ability to correctly set up, adjust and operate an amateur HF Radio apparatus. Please ensure that you contact any of the authorised examiners before the date of the examination. The Operating Assessment Certificate may be submitted to the examiner and attached to the answer papers.

- **A list of authorised examiners is available at**
http://www.sarl.org.za/public/licences/RAE_HF_Assessors.asp

All applicants MUST sign the ICASA Letter of Authorisation and submit to the RAE Manager before the closing date.

- **This can be downloaded via the registration website, or from**
http://www.sarl.org.za/Web3/Documents/ICASA_Signature_Page.pdf.
- **Once completed you must upload it to the website.**

The required Examination Fees must be received by the SARL before the closing date in order for you to be entered in the examination.

Creating valid SA Callsigns

All callsigns consist of three parts as follows:

1. Country/licence prefix: For Class A you may choose ZR or ZS; For Class B you may only use ZU.
2. Zone / Call Area: This is a digit from 1 to 6 **based on your home address** as follows:
 - 1 – Western Cape
 - 2 – Eastern Cape
 - 3 – Northern Cape
 - 4 – Free State
 - 5 – Kwazulu-Natal
 - 6 – Gauteng, North-West, Limpopo and Mpumalanga
3. Personal suffix: From 1 to 3 letters of your choice.

When choosing your suffix, be aware that shorter callsigns are very desirable, so it is unlikely that you will find a free single-letter suffix, and many two-letter suffixes are already allocated.

You must request at least two callsigns with your registration. While every effort will be made to provide your preferred choice of callsign, this cannot be guaranteed as the SARL does not have direct access to ICASA records, and cannot reserve callsigns. It is recommended that you provide three callsigns in order of preference to expedite the allocation process.

The registration website will check each of your choices for validity, and whether the callsign is currently available according to the SARL records. You will not be able to save invalid callsign choices.

Temporary callsign & password

Once your registration is complete and the required examination fees have been received you will automatically be given access to the Member's-only section of the SARL website, and will be able to access content which is reserved for members. A temporary callsign and password will be allocated to you for this purpose, and can be used until the examination results are available and your permanent callsign is allocated.

