





**eprocedures.**  
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## Sectoral Permits / Information and Communication Technology (ICT) / Frequency spectrum licences / Aircraft radio licence

### Summary of the procedure

#### List of steps

##### List of steps (7)

- 1 Apply for licence
- 2 Pay application fees 
- 3 Obtain official receipt
- 4 Obtain notification of payment
- 5 Pay licence fees 
- 6 Obtain official receipt
- 7 Obtain aircraft network licence






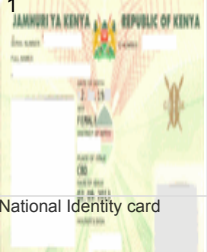
#### Where to go?



#### What you will get

7
Aircraft network licence

#### Required documents

1 	1	1 	1 	1 	1
Application form for aircraft licence (CA/F/FSM/11)	Cover letter	List of shareholders and directors - CR 12	Tax compliance certificate	Work permit	Aircraft certificate of registration
1	1	1 	1 	3 6	
Certificate of airworthiness	KCAA inspection report	Contract	National Identity card	Receipt - Ecitizen CA (x 2)	

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**How much?**

Estimated cost of the procedure : **KES 5,800**

KES 4,800 ( For aircraft licence)

KES 1,000 ( Application fees )

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**How long ?**

	min.	max.
Total time (sum):	3d 1/2	8d
<u>of which:</u>		
Waiting time in queue (sum):	10mn	45mn
Attention at counter:	20mn	55mn
Waiting time until next step (sum):	3d	7d

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**Legal justification?**

Kenya Information and Communications Act

Frequency spectrum fee schedule 2018



## Detailed steps

### 1 | Apply for licence

#### Contact details



##### Entity in charge

#### Communications Authority of Kenya

P.O. Box 14448, Nairobi, 00800

Tel: +254 703 042 000, /

+254 730 172 000

Email: [info@ca.go.ke](mailto:info@ca.go.ke)

Website: <http://www.ca.go.ke/>

Directions: Google maps



##### Unit in charge

#### Frequency department -1st floor wing B

Mon: 08:00 - 17:00

Tue: 08:00 - 17:00

Wed: 08:00 - 17:00

Thu: 08:00 - 17:00

Fri: 08:00 - 17:00



##### Person in charge

#### Mr. Peter Njoroge

Deputy director frequency planning and coordination

Tel: +254 204 242 000

Email: [ngige@ca.go.ke](mailto:ngige@ca.go.ke),  
[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

#### Requirements

1. Application form for aircraft licence (CA/F/FSM/11) (original)
  2. Cover letter (original)  
Duly signed on applicant's letterhead and stating the purpose for which the network is required
  3. List of shareholders and directors - CR 12 (copy)  
It should not be older than 2 months
  4. Tax compliance certificate (copy)
  5. Work permit (original)  
For foreign directors
  6. Aircraft certificate of registration (copy)
  7. Certificate of airworthiness (copy)
  8. KCAA inspection report (copy)
  9. Contract (copy)  
Between the owner and operator of the aircraft where applicable
  10. National Identity card (original)  
For Kenyan citizens
- or
- Passport (copy)  
For foreign directors

#### Time frame

Waiting time in queue: Min. 5mn - Max. 30mn

Attention at counter: Min. 5mn - Max. 15mn

## Legal justification

1. Kenya Information and Communications Act  
Section 36

## Recourse: Communications Authority of Kenya



### Entity in charge

#### Communications Authority of Kenya

P.O. Box 14448, Nairobi, 00800

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### Person in charge

#### Mr. Mohamed A. Haji

Director frequency spectrum

Tel: +254 204 242 458

Email: [haji@ca.go.ke](mailto:haji@ca.go.ke)



**Entity in charge:**

**Certified by:**

**Date/Signature:**

## 2 | Pay application fees

### Contact details



#### Entity in charge

#### **Government of Kenya eCitizen Portal**

Tel: +254 207 903 260

Email: [support@ecitizen.go.ke](mailto:support@ecitizen.go.ke)

Website: <https://www.ecitizen.go.ke/>

### Expected results

1. Invoice - ecitizen CA
2. Receipt - Ecitizen CA

### Cost **KES 1,000**

#### **KES 1,000**

Application fees

### Time frame

Attention at counter: Min. 5mn - Max. 10mn

## Recourse: Government of Kenya eCitizen Portal



Entity in charge

**Government of Kenya eCitizen Portal**

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Website: <https://www.ecitizen.go.ke/>



**Entity in charge:**

**Certified by:**

**Date/Signature:**

### 3 | Obtain official receipt

#### Contact details



##### Entity in charge

##### **Communications Authority of Kenya**

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Email: [info@ca.go.ke](mailto:info@ca.go.ke)

Website: <http://www.ca.go.ke/>

Directions: Google maps



##### Unit in charge

##### **Cash office - CA**

Mon: 08:00 - 17:00

Tue: 08:00 - 17:00

Wed: 08:00 - 17:00

Thu: 08:00 - 17:00

Fri: 08:00 - 17:00



##### Person in charge

##### **Mr. Peter Njoroge**

Deputy director frequency planning and coordination

Tel: +254 204 242 000

Email: [ngige@ca.go.ke](mailto:ngige@ca.go.ke),  
[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

#### Expected results

1. Communication Authority official receipt

#### Requirements

1. Receipt - Ecitizen CA (copy)

#### Time frame

Waiting time until next step: Min. 3 days - Max. 7 days

## Recourse: Communications Authority of Kenya



### Entity in charge

#### **Communications Authority of Kenya**

P.O. Box 14448, Nairobi, 00800

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Email: [info@ca.go.ke](mailto:info@ca.go.ke)

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Directions: Google maps

### Unit in charge

#### **Frequency department -1st floor wing B**

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### Person in charge

#### **Mr. Mohamed A. Haji**

Director frequency spectrum

Tel: +254 204 242 458

Email: [haji@ca.go.ke](mailto:haji@ca.go.ke)



**Entity in charge:**

**Certified by:**

**Date/Signature:**



## 4 | Obtain notification of payment

### Contact details



#### Entity in charge

#### **Communications Authority of Kenya**

P.O. Box 14448, Nairobi, 00800

Tel: +254 703 042 000, /

+254 730 172 000

Email: [info@ca.go.ke](mailto:info@ca.go.ke)

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#### Unit in charge

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[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

### Expected results

1. Notification of payment- CA

### Time frame

Attention at counter: Max. 5mn

### Legal justification

1. Kenya Information and Communications Act  
Section 36

### Additional information

The notification is send via email.

## Recourse: Communications Authority of Kenya



### Entity in charge

#### **Communications Authority of Kenya**

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Director frequency spectrum

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Email: [haji@ca.go.ke](mailto:haji@ca.go.ke)



**Entity in charge:**

**Certified by:**

**Date/Signature:**

## 5 | Pay licence fees

### Contact details



#### Entity in charge

#### Government of Kenya eCitizen Portal

Tel: +254 207 903 260

Email: [support@ecitizen.go.ke](mailto:support@ecitizen.go.ke)

Website: <https://www.ecitizen.go.ke/>

### Cost KES 4,800

#### KES 4,800

For aircraft licence

### Time frame

Attention at counter: Min. 5mn - Max. 10mn

### Legal justification

1. Frequency spectrum fee schedule 2018

### Additional information

Annual frequency fees are payable before 30th June of each year.

## Recourse: Government of Kenya eCitizen Portal



Entity in charge

**Government of Kenya eCitizen Portal**

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**Entity in charge:**

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## 6 | Obtain official receipt

### Contact details



#### Entity in charge

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[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

### Expected results

1. Communication Authority official receipt

### Requirements

1. Receipt - Ecitizen CA (copy)

### Time frame

Waiting time in queue: Max. 5mn

Attention at counter: Max. 5mn

## Recourse: Communications Authority of Kenya



### Entity in charge

#### **Communications Authority of Kenya**

P.O. Box 14448, Nairobi, 00800

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**Entity in charge:**

**Certified by:**

**Date/Signature:**

## 7 | Obtain aircraft network licence

### Contact details



#### Entity in charge

#### **Communications Authority of Kenya**

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[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

### Expected results

1. Aircraft network licence

### Time frame

Waiting time in queue: Min. 5mn - Max. 10mn

Attention at counter: Min. 5mn - Max. 10mn

### Legal justification

1. Kenya Information and Communications Act  
Section 36

## Recourse: Communications Authority of Kenya



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