

APPLICATION PROCESS

Step 1

- Applicant obtains application form from the authority or online website www.zicta.com.
- Fills in the form clearly indicating the License type attach Business Plan, Certified Directors' IDs and PACRA Certificate etc.

Step 2

The licensing officer verifies completeness of the application form.

Applicant is advised to pay application fee (Profoma Invoice Issued to applicant)

Step 3

Note that the authority shall within sixty (60) days after receiving application fee, approve or reject the application by performing the following activities;

- Internal licensing committee (ILC) will evaluate the application and make recommendations to Management
- Management Licensing Committee (MLC) will consider the application and recommendations made by ILC
- MLC will approve or reject the application

APPROVED

Where the Authority fails to make a decision within sixty days the application will be deemed to have been licensed and shall proceed to pay license fees and collect licence.

- If the application is approved, the applicant will be required to pay a licence Fee.

The Authority issues the licence.

REJECTED

Where the authority rejects an application the applicant will be informed accordingly

- The authority may request for further information in respect of an application.
- If the information is not provided within 14 days, the authority shall reject the application.
- The applicant is free to appeal