



FORM No. 004

NCA HF/VHF RADIO APPLICATION FORM

Note: Please fill the form in upper case and clearly spell out contact details and be sure to include all information necessary to ease the processing of your application!

1. The following documentation MUST accompany this from:

- a. An application letter addressed to the office of the Director General, National Communication Authority, Ministry of Telecom Building, Gumbo, Juba South Sudan.
- b. A technical, operational or business description and justification of what the frequency license is desired for.
- c. A copy of memorandum and articles of association, company/NGO/Association registration certificates, operations license, tax clearance certificate and letter of no objection from Media Authority.
- d. A copy of Nationality certificate for nationals or passport for foreigners in case of an application for private frequency use such as amateur applications or for research purposes.
- e. The completed application form and support documentation must be submitted by hand, post or email to National Communication Authority (NCA) offices; Ministry of Telecommunications building, Gumbo, Juba, South Sudan

2. Application Processing

- a. The National Communication Authority (NCA) is the sole government agency responsible for authorising any entity or individual to operate Telecommunications system for personal or public purposes or offer Telecommunications and ICT services within the geographical boundaries of South Sudan as stipulated in the National Communication Act 2012
- b. NCA also manages South Sudan's Radio Frequency Spectrum to ensure efficient and harmonised use of the frequency resources in compliance with international standards. This is achieved through issuing licences that grant authorisation to particular frequency channels, allocations or frequency bands.

- c. The licensing process examines all aspects that are relevant for the particular requested



service and/or frequency. Depending on eligibility of the licensee through fulfilment of the license conditions and requirements, the license request can be granted else otherwise denied.

- d. In order to qualify for a radio frequency license, the applicant need to supply documents that qualify the legality of applicant, justifies service and need for frequency, demonstrates capability and explains technical details of the intended radio frequency utilisation.
- e. Applicant could be contacted by e-mail, written correspondence or by phone, if additional information is needed.
- f. If the application is approved, the applicant will be contacted via phone or email and informed of the license offer and the next steps. The license offer will be officially made through an invoice for payment of the license fees. The invoice is valid for a period of two **(02) months** from the date of issue and states the fees to be paid before a licensee is issued. This fees will include a 5% administrative fee and any other charges as required by the law.
- g. The NCA HF/VHF license has a one (01) year validity and the licensee is required to renew the license annually. It is recommended that the license renewal process is commenced at least two (02) months before expiration to avoid inconveniences such as penalties or license revocation.
- h. The NCA reserves the rights to restrict or revoke the license under circumstances that can be technological, functional, or administrative. This may include frequency re-farming requirements resulting from regional or international treaties to which South Sudan is party, failure by licensee to fulfil license obligations and conditions, abuse of the license among other scenarios as stipulated by the law.

3. Terms and conditions of the licensee

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

- a. Scope of the licensee
- b. Obligations to consumers
- c. Obligations to other licensees
- d. Obligations to the authority
- e. Obligations to the state

For further information contact us on +211-925-258-885, email: info@nca.gov.ss or visit our website: www.nca.gov.ss



4. Applicant Detail (All fields are mandatory)	
Institution Name:	
Address:	
Applicant is a(n): (Tick as applicable)	
Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Unincorporated Association/Partnership <input type="checkbox"/> NGO <input type="checkbox"/>	
Nature of Application: (Tick as applicable)	
New application <input type="checkbox"/>	
Modification an existing licence <input type="checkbox"/> Renewal of an existing licence <input type="checkbox"/>	
Telephone:	Mobile:
Email:	Website:
Name of Representative:	
Title:	Department:
Date of submission:	
When issued, license Owner will be:	
Address of the Owner:	
State:	County:
Registration No:	TIN:
Email:	Website:
Billing name:	
Name and contacts of person in charge of technical issues:	
Declaration: I/we declare that information provided below is accurate. I/we do understand that license that is issued based on incorrect information can have legal consequences including financial penalties and/or license revocation.	
Name:	Signature:
Date:	Official stamp



1. Technical data of the Base Station (*indicates mandatory info)
Site ID:
Location of station*:
Call Sign:
Frequency Bandwidth:
Class of Station (Land Mobile, Mobile or Transportable)*:
TX Latitude (Format +0D MM SS.ss)*:
TX Longitude (Format +0D MM SS.ss)*:
Height above sea level (M)*:
Height of the tower (M)*:
Radius of service*:
Area of transmission (National/State/County name)*:
Estimated date of begin of the service*:
Date of the end of service*:



2. Base Station Equipment Information (All fields are mandatory)	
Equipment name:	
Manufacturer:	
Make and Model:	
Serial number of TX:	
Radiated power (W): E – e.r.p, I – e.i.r.p or V – e.m.r.p. (Tick appropriate)	
Power to Antenna (W):	Radiated Power (W):
Type of power: Z – Carrier power, Y - mean power, X – Peak Power (Tick appropriate)	
Max. Power density dBW/Hz:	
Frequency Range (Lowest to Highest):	
Sensitivity (μ V):	
Receiver Sensitivity:	
ITU Emission Class:	

3. Antenna Information (All fields are mandatory)	
Antenna name:	
Manufacturer:	
Model:	
Antena Frequency range (Lowest to Highest):	
Class of antenna: T – Transmitting only, R – Receiving only, C – Combined (Tick appropriate)	
Antenna type (Omni directional [Yes/No]):	



Polarisation: H – Horizontal, V – vertical, L – Linear, CR – Circular Right, CL – Circular Left (Tick appropriate)	
Height above ground level (M):	Elevation(deg.):
Azimuth of Max Radiation (Main Lobe) Deg:	
Antenna Gain (dBi):	Gain type (D/I/V):
Beam width (Vert):	Beam width (Hor):
Reference antenna:	Cross-Polar Discrimination (dB)
Cross Polar Discrimination (dB):	Max. Effective Height (M):

4. Technical data of the Mobile Station (*indicates mandatory info)		
Mobile ID:		
Mobile Name*:		
Call Sign:		
Frequency Bandwidth:		
Class of Station (Land Mobile, Mobile or Transportable)*:		
Number of Sets:		
Vehicle Model:	Plate No.	Colour:
Height above sea level (M)*:		
Area of transmission (National/State/County name)*:		
Estimated date of begin of the service*:		
Date of the end of service*:		



FOR OFFICIAL USE ONLY (FREQUENCY ASSIGNMENT SECTION)

1. Frequency Information	
Assigned Base Station Frequency (ies):	
Response Mobile Handset Frequency (ies):	
Class of Emission:	
Band Width:	
Target Frequency:	
Traffic:	Peak Hour:

Final decision on Frequency assignment:.....

Authorizing officer/Title:.....

Signature:.....Date:.....



ANNEXURE: GUIDELINES AND CONDITIONS

- ✓ The applicant is responsible for the application during the process of evaluation and administrative correspondence. The applicant will be charged for all costs related to the license. Once the license is issued, all responsibility for the license will be transferred to the licence *OWNER*. The Owner shall submit all documents that are taken as provisional, within 6 months from the date of issuing. Failure to do so, can lead to termination of the license.
- ✓ If applicant is future owner, then the *postal address* shall be entered as stated in the registration. Real address have to be provided as this address will be used for official correspondence after issuing of the license.
- ✓ Desired date of end of the service should be indicated for services with limited mission. Open ended services will have license duration as stated in the law, valid from the date of issuing of the license. The License fee will be charged annually, unless requested duration is shorter than 12 months.
- ✓ Before purchase, the applicant should confirm that the equipment is already type approved by the NCA and after purchase, the technical data of equipment needs to be submitted to authority as confirmation of technical compliance. The information concerning model of the transmitter as stated in manufactures declaration of conformity and manufacturer's compliance certificate has to be submitted not later than 6 months after issuing the license.