



## **NATIONAL COMMUNICATION AUTHORITY**

### **VSAT LICENCE APPLICATION FORM**

MANDATORY REQUIREMENTS FOR AN APPLICANT

#### **SECTION ONE:**

##### **i. INSTRUCTIONS**

- A. This application should be completed in English
- B. The application should be addressed to the Director General (NCA, Gumbo-Juba) with a covering letter summarizing the profile of the applicant and the license applied for,
- C. The application should be accompanied by a sworn affidavit submitting the documents listed therein and attached to this application
- D. The application fees will be determined in accordance with existing tariffs regulations
- E. Diplomatic Missions and Organizations accredited to South Sudan may channel their application through the Ministry of Foreign Affairs and International corporation [part C: above, is not applicable for such an application,
- F. Educational and research institutions must attach a letter/Certificate of Registration from the relevant authorities.
- G. Foreign entities not based in South Sudan applying for VSAT licences should notarize all their documents,
- H. Some of the parts in this application form require a technically qualified person to complete. Please request the assistance of your service provider to fill in the required information,
- I. Service providers are required to complete all the technical parts; they are therefore advised to liaise with Directorate of technical Affairs to obtain accurate technical information and have the application verified and recommended for processing
- J. Please present a completed application form at our offices at Gumbo on Bor and Nimule road junction, Ministry of ICT and Postal Services Building



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**ii. APPLICATION DETAILS**

New Application

Licence Renewal

**FOR OFFICIAL USE ONLY: APPLICATION ACCEPTANCE SECTION**

NO	APPLICATION REQUIREMENTS	RECEIVING OFFICER	CHECKING OFFICER
1.	Is a covering letter on company letterhead included?		
2.	Does the letter include the Applicant profile?		
3.	Is application fully completed?		
4.	Is the application signed, giving Applicant's name and designation?		
Are the following copies provided and listed on an affidavit sworn by one of the Directors			
5.	Certificate of Incorporation/Registration Certificates		
6.	Is original letter from registrar of companies provided indicating names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non		
7.	Relevant Authorization from relevant government institutions in case the law requires to do so.		
8.	Valid Tax Compliance Certificate		
9.	Clear Copies of ID for directors and shareholders or notarized passports in case of foreigners. In the case of government officials, submit appointment letter of the officer.		

**\*All foreign passport copies should be certified by a notary public**



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**The Receiving and Checking Officers MUST confirm submission of all requirements by checking against each requirement before accepting and logging an application**

Receiving Officer	Checking Officer
<p><b>Comments:</b> .....</p> <p><b>Name:</b> .....</p> <p><b>Signature: ..... Date: .....</b></p>	<p><b>Comments:</b> .....</p> <p><b>Name:</b> .....</p> <p><b>Signature: .....Date: .....</b></p>



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**SECTION TWO: ADMINISTRATIVE INFORMATION**

Company/NGO Name: .....

Trade Name: .....

**Contact:**

Postal Address: .....Physical Address: .....

City: .....State: .....County.....

Telephone No. .... Fax No. ....

Email.....

Company/NGO Registration No.....

Do you already possess an **NCA** License? Yes  No

If the answer is yes, what is your number? Number.....



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**SECTION THREE: CONTACTS**

	TECHNICAL	
NAME		
ID/TIN		
Location		
Township		
State		
County		
Telephone Number		
Postal Address		
Email		
Fax Number		
Mobile		

**SECTION FOUR: CLASS OF SERVICE**

Fixed	<input type="checkbox"/>	Aeronautical R. Location	<input type="checkbox"/>
Astronomy	<input type="checkbox"/>	Metrological	<input type="checkbox"/>
Mobile	<input type="checkbox"/>	Maritime	<input type="checkbox"/>
R. Exploration	<input type="checkbox"/>	Radio Location	<input type="checkbox"/>
Satellite Research	<input type="checkbox"/>	Broadcasting	<input type="checkbox"/>
Amateur	<input type="checkbox"/>	Maritime	<input type="checkbox"/>

**SECTION FIVE:**

Technical Specifications – Radio Equipment

Make			
Model			
Equipment Serial number			
Uplink Frequency			
Down Link Frequency			
Bandwidth (KHz)			
Output Power	<b>Watts:</b>	<b>dBm:</b>	
Emission Class			
Preferred Call Sign			
Coordinates of the Site	<b>Latitude:</b>	<b>Longitude:</b>	
<b>Technical Specifications – Antenna</b>			
Site Category	<b>TX:</b>	<b>RX:</b>	<b>Host: Repeater:</b>
Type of Service	<b>Voice:</b>	<b>Data:</b>	<b>Broadcasting:</b>
Antenna Make			
Antenna Model			





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**SECTION SEVEN: FOR OFFICIAL USE**

**i. COMMENTS FROM DIRECTORATE OF TECHNICAL AFFAIRS**

Date of Receiving Application: ..... Registration Number: .....

This Application has been processed and the following action taken:

Recommended

Additional Information Required

Not Recommended

Frequency License Number: .....

Authorizing Officer/ Title: .....

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

**ii. ASSISTANT DIRECTOR FOR LICENSE & STANDARDS'S COMMENTS**

The applicant **MEETS/ DOES NOT MEET** the Authority's requirements and is hereby **RECOMMENDED/NOT RECOMMENDED** for Licensing/Renewal

.....  
.....

Subject To: .....

.....

The reasons for not recommending the applicant are as follows:

.....  
.....

Name: .....

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

Date.....



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**III. LEGAL DIRECTOR'S COMMENTS**

The applicant **MEETS/ DOES NOT MEET** the Authority's requirements and is hereby **RECOMMENDED/NOT RECOMMENDED** for Licensing/Renewal

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.....

Subject To: .....

.....

The reasons for not recommending the applicant are as follows:

.....  
.....

Name: .....

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

Date.....





**NATIONAL COMMUNICATION AUTHORITY**

**DIRECTOR GENERAL'S APPROVAL**

Approved

Not Approved

Reasons if not approved:

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**Signature:**

**Date:**