



FORM No. 009

ICT/TELECOM SERVICE/EQUIPMENT SALER/DEALER 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. An operational and/or business description and justification of the license purpose
- c. A copy of memorandum and articles of association, company/NGO/Association registration certificates, operations license, tax clearance certificate and any other legal document.
- d. A copy of Nationality certificate for nationals or passport for foreigners in case of unincorporated business
- 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 issues licenses to and regulates all entities engaged in business of Import, Export, Supply, Vending or Selling of Telecommunication/ICT equipment within the territorial boundaries of South Sudan.
- c. The licensing process examines all aspects that are relevant for the particular request. Depending on eligibility of the licensee through fulfilment of the license conditions and requirements, the license request can be granted else otherwise denied.



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- d. In order to qualify, the applicant need to supply documents that qualify the legality of applicant, demonstrates financial and technical capability and explains the business plan to be executed.
 - 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. Depending on the particular application, the NCA Telecommunication/ICT equipment supplier/Vender license duration varies from one (01) to five (05) years validity and the licensee is required to renew the license as appropriate. It is recommended that the license renewal process is commenced at least two (02) months before license 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



5. Technical Information

Details of ICT/Telecommunication Equipment

(Please use attachments if space provided is insufficient)

S/N	Equipment Type	Trademark/Make	Model
01			
02			
03			
04			
05			
06			
07			
08			

FOR OFFICIAL USE ONLY (FREQUENCY ASSIGNMENT SECTION)

Final decision on license assignment:.....

Authorizing officer/Title:.....

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



ANNEXURE: SELLER/DEALER'S GUIDELINES AND LICENSE CONDITIONS

1. In these conditions, "relevant telecommunication equipment" means the telecommunication equipment imported, hired, sold, offered or possessed for sale by the holder of a Sellers and Dealer's Licence.
2. A holder of a Sellers and Dealer's Licence shall:-
 - (a) Unless he holds a Sellers and Dealer's Individual Licence, register with the NCA in respect of each of the premises under his control or occupation at which he imports, hires, sells, offers or possesses for sale any telecommunication equipment.
 - (b) Submit in writing any information as the NCA may require relating to its particulars, and the description and scope of its business dealings in the relevant telecommunication equipment; and
 - (c) Inform NCA of any change of the information submitted to the under sub-paragraph (b).
3. A holder of a Sellers and Dealer's Class License shall comply with the standards and specifications issued by NCA from time to time in relation to the relevant telecommunication equipment.
4. A holder of a Sellers and Dealer's Class License if required by NCA, produce at his expense any relevant telecommunication equipment for inspection by NCA.
5. A holder of a Sellers and Dealer's Class License shall not have in his possession:
 - a) Any telecommunication equipment that is prohibited in South Sudan;
 - b) Any device or equipment that is capable of monitoring or intercepting the transmissions of a radiocommunication network, scanning receivers, military communication equipment, telephone voice changing equipment, automatic call diverters, or



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- c) Any device or equipment that can be used to insert or duplicate the identification of an authorized telecommunication equipment to an unauthorised telecommunication equipment.
6. A holder of a Sellers and Dealer’s Class Licence shall comply with the NCA policies and directions in relation to the relevant telecommunication equipment as specified from time to time.
7. The Licensee shall
- a) Exhibit his Sellers and Dealer’s Licence, i.e. this Licence, at all times in a prominent position at each place of his business;
 - b) Affix any labels NCA considers necessary before any telecommunication equipment is displayed or offered for sale;
 - c) Ensure that every advertisement, pamphlet or brochure relating to any telecommunication equipment which he/she sells or offers for sale contains such information as NCA may specify; and
 - d) Maintain a record of every sale of any type of telecommunication equipment,
8. Where necessary, the Licensee shall inform every purchaser or hirer to whom he sells or lets any telecommunication equipment of the need to obtain a licence from the Ministry under the Act for the possession, operation, installation or use of such telecommunication equipment.
9. Notwithstanding the grant of this Licence, the Licensee shall obtain NCA’s approval for the operation of any telecommunication equipment for demonstration purposes if needed.
10. The authority may modify, suspend, revoke or refuse to renew a license in accordance with section 62 of the communications Act 2012.
11. Except with the Authority’s prior written consent, the Licensee shall not assign, transfer, sublet or otherwise dispose of the benefit of this License, or permit any person to participate in any of the benefits, powers or authority granted by this License.
12. The Licensee shall comply with any directives and notifications, which



the Authority may, from time to time, issue.

13. Nothing in this Licence shall render the Authority liable or responsible for any infringement by a Licensee, of copyright in any work or any patent or for any breach of any written law by the Licensee.
14. The Authority shall have the power to take action against the Licensee under the Act and to suspend or revoke this License by notice in writing where the Licensee:-
- a) Furnishes false, misleading or inaccurate information in his application for this Licence or to the Ministry;
 - b) Misuses any telecommunication equipment; or
 - c) Fails to comply with any of the conditions of this Licence, any provision of any code of practice, standard of performance or