



**Communications  
Commission  
of Kenya**

**APPLICATION  
FOR DOT KE DOMAIN  
NAME REGISTRY  
SERVICES PROVIDER  
AND DOT KE  
SUBDOMAIN NAME  
REGISTRAR SERVICES  
PROVIDERS UNDER THE  
UNIFIED LICENSING  
FRAMEWORK  
CCK/F/LCS/TL**

**NOT FOR SALE**

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**1. MANDATORY REQUIREMENTS FOR AN APPLICANT**

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**A:** this application should be completed in English and any document in foreign language translated into English

**B:** the application should be addressed to the Director/Licensing, Compliance and Standards (see address below) with a covering letter summarizing the profile of the applicant and the licence/s applied for,

**C:** the application should be accompanied by a sworn affidavit submitting the documents listed therein in line with the template attached as Annex 1 herein.

**D:** The table below shows fees payable for the various licences:

<b>ULF Licence</b>	<b>Application Fee (Kshs.)</b>	<b>Initial Licence Fee* (Kshs.)</b>	<b>Annual Operating Fee (Kshs.)</b>
Application Service Provider (Dot KE Domain Name Registry Services Provider)	5,000/=	100,000/=	0.4% of annual gross turnover or 80,000/= whichever is higher
Dot KE Sub-domain Name Registrar Services Provider	Nil	One Time Registration Fees of Kshs 10,000	

Payments can be made in Banker's or company cheque at our Cashier's office on ground floor. The Cashier's office is open between **0900** and **1200** hours and in the afternoon from **1400** to **1600** hours on weekdays (and closed on public holidays and weekends).

**E:** For more information on the licensing procedures and processes, see Annex 4 below.

**F:** Please present a completed application form at our offices on 1<sup>st</sup> Floor, CCK Centre Waiyaki Way, at the Front Desk.

**G:** For information on which kind of entity can apply for any electronic communications license, please refer to Annex 3 attached.

**H:** The License will be issued for a period of 15 years

## 2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY

No	Application Requirements	Receiving Officer	Checking Officer
1.	Is a covering letter on applicant letterhead included?		
2.	Is the application duly completed?		
3.	Is the application signed, giving applicant's name and designation?		
4.	Is the licence/s applied for within the ULF Market Structure?		
5.	Is business plan for applied licence/s enclosed?		

**Are the following documents listed on an affidavit sworn by one of the Directors**

No	Application Requirements	Receiving Officer	Checking Officer
6.	Copy of Certificate of Incorporation/Registration Certificates or others (specify) .....		
7.	Is/are original CR/12(s) 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 shareholder directors?		
8.	<b>Notarized</b> Copy of Certificate of Incorporation for a foreign applicant or shareholder of an applicant		
9.	<b>Notarized</b> Copy of Share Certificate or equivalent of a foreign applicant or a shareholder of an applicant		
10.	Copy of Certificate from CMA for listed companies		
11.	Copy of Valid Tax Compliance Certificate		
12.	Copies of ID/passport for directors and shareholders		
13.	Is a copy of the relevant document as listed below provided? ( <i>Indicate which document is provided</i> ).		
	• Memorandum and Articles of Association of the Company; or		
	• Cooperative Society's By-Laws, Minutes of the Last AGM and Membership Agreement Terms and Conditions; or		
	• Partnership Deed for business name; or		
	• Constitution of the Society and Minutes of its last AGM etc.		

**The Receiving Officer MUST tick ALL the boxes above before accepting and logging an application.**

**Receiving Officer's Comments:** .....

**Receiving Officer's Name:** .....

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

**The Checking Officer MUST tick ALL the boxes above before recommending the application for further consideration.**

**Checking Officer's Comments:** .....

**Checking Officer's Name:** .....

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

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**3. NAME OF APPLICANT**

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*(in bold capital letters in the order the names appear on Registration Certificate etc)*

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**4. APPLICANT'S CONTACTS**

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**1. Physical Address:**

Town ..... Street/Road

LR No. .... Floor ..... Room

Name of Building .....

**2. Postal Address:**

P. O. Box ..... Postal Code

Post Office Town .....

**3. Phone and Fax Contact:**

Tel. No. .... Fax. No.

Mobile ..... Other Tel. Nos.

**4. Email Address:** .....

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**5. LICENCE(S) APPLIED FOR**

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*Please tick the category/ies of licence/s you wish to be considered for. More information on licensing under the Unified licensing Framework (ULF) Market Structure is available on CCK Website: [www.cck.go.ke](http://www.cck.go.ke).*

**Application Service Provider**

(Dot KE Domain Name Registry Services Provider)

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**Dot KE Sub-Domain Name Registrar Services Provider**

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**6. OTHER INFORMATION ABOUT THE APPLICANT**

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1. State whether any of the partners/ directors/ shareholders is undischarged bankrupt.  
*(If so indicate give details)*

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2. State whether any of the partners/ directors/ shareholders have a beneficial interest  
in any other business licensed to provide or operate telecommunication services.

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## 7. REFEREES

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The following details should be completed by two different referees who have known the entity/person in a professional capacity.

### 1. 1<sup>st</sup> Referee

**I certify that the information given in this form is true and correct to the best of my knowledge**

Full Name: \_\_\_\_\_  
(Block letters as the names appear on the ID/Passport)

**Postal Address:**

P.O. Box: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Post Office Town: \_\_\_\_\_

**Phone and Fax Contact:**

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ Alternative Tel. No. \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Occupation: \_\_\_\_\_ Signature: \_\_\_\_\_

### 2. 2<sup>nd</sup> Referee

**I certify that the information given in this form is true and correct to the best of my knowledge**

Full Name: \_\_\_\_\_  
(Block letters as the names appear on the ID/Passport)

**Postal Address:**

P.O. Box: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Post Office Town: \_\_\_\_\_

**Phone and Fax Contact:**

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ Alternative Tel. No. \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Occupation: \_\_\_\_\_ Signature: \_\_\_\_\_

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**8. DECLARATION**

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I/We hereby certify the information we have provided in this application is true and correct to the best of my/ our knowledge. I/We also understand that it is an offence under the Penal Code to give false information in support of any application.

Name.....

Designation.....

Signature.....

Date.....

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**9. COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO: -**

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**Director/Licensing, Compliance and Standards**  
**Communications Commission of Kenya**  
**1<sup>st</sup> Floor, CCK Centre, Waiyaki Way**  
**P. O. Box 14448**  
**NAIROBI - 00800**  
**Tel: 254-20- 4242000/070304000/0736121515/121414**  
**Fax: 254-20- 4242430**

**FOR OFFICIAL USE ONLY**

The applicant **MEETS/ DOES NOT MEET** the Commission's requirements and is hereby **RECOMMENDED/NOT RECOMMENDED** for:

.....  
The reasons for not recommending the applicant are as follows:-

.....  
.....

Name.....

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

CLC No..... Date.....

**Official stamp**

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**ANNEX 1: TEMPLATE OF THE AFFIDAVIT TO BE SUBMITTED**

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**REPUBLIC OF KENYA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT**

**CHAPTER ..... LAWS OF KENYA**

**AND**

**IN THE MATTER OF AN APPLICATION FOR LICENSE FROM THE  
COMMUNICATIONS COMMISSION OF KENYA**

**AFFIDAVIT**

I, \_\_\_\_\_ of Post Office Box  
Number \_\_\_\_\_

\_\_\_\_\_ (Town) \_\_\_\_\_ (Postcode) \_\_\_\_\_

do hereby make oath and state as follows:

1. THAT I am an adult of sound mind and \_\_\_\_\_  
(position/ status in the applicant entity) of \_\_\_\_\_ (name  
of the applicant) and hence competent to swear this Affidavit.
2. THAT I am a citizen of the \_\_\_\_\_ and holder of  
National Identity Card No. (or Passport No.) \_\_\_\_\_.
3. THAT \_\_\_\_\_ (name of the applicant) has resolved  
to make an application to the Commission for a  
\_\_\_\_\_ (name of the licence in accordance with  
the Commission's Market Structure) licence/s.

4 THAT I have submitted the following copies of our documents in support of the said application:

4.1. Registration and ownership status:

4.1.1. For an applicant registered under the Companies Act (Cap 486):

4.1.1.1. Copy of Certificate of Incorporation

4.1.1.2. an original letter from the Registrar of Companies listing Names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non shareholder directors– Original Form CR/12

4.1.1.3. Attached original CR/12 for other companies which are shareholder of the Applicant until all shares are attributed to individuals.

**[Note that companies wishing to be considered for a licence in the communications sector must allot a minimum of 20% of their total shares to individual Kenyan citizens within three (3) years from the date of issuance of the licence/s].**

4.1.2. a copy of Business Name/ Registration Certificate , or

4.1.3. a copy of Certificate of Incorporation etc.

4.1.4. if the company is listed in a stock exchange in Kenya, copy of Certificate from Capital Markets Authority (CMA).

4.1.5. For any foreign company which is a shareholder of the Applicant attach copies **certified by a Notary Public** of:

4.1.5.1. Certificate of Incorporation of the foreign company/ies and

4.1.5.2. Share Certificate of the foreign company/ies providing details as in 4.1.1.2 above

4.1.6. Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant:

4.1.6.1. Both sides of the ID should be copied onto the same side of an A4 size paper, and

4.1.6.2. Passport copies should include pages showing the nationality, date of issue and expiry, name and photograph of holder. Please note that all foreign passport copies should be notarized.

4.2. Compliance with Kenya Revenue Authority

rules:4.2.1. Copy of Valid Tax Compliance Certificate.

4.3. A business plan in line with the guideline at Annex 2 below.

4.4. A copy of one of the documents listed below:

APPLYING ENTITY	REQUISITE CONSTITUTING DOCUMENT
<b>1. Company</b>	Memorandum and Articles of Association; or
<b>2. Cooperative Society</b>	Cooperative Society's By-Laws, Minutes of Last AGM, and Membership Agreement Terms & Conditions; or
<b>3. Partnership</b>	Partnership Deed for business names or
<b>4. Society</b>	Constitution of the Society and Minutes of its last AGM etc.



5. THAT I swear that the documents listed in 4 above are authentic copies of the original documents issued by the relevant authorities to the applicant.

6. THAT this Affidavit is sworn in support of \_\_\_\_\_  
(Applicant's name) application for \_\_\_\_\_ license.

7. THAT what is deponed to herein above is true and within my own knowledge.

SWORN at \_\_\_\_\_ by the said )

)

\_\_\_\_\_ )

)

This \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ )

)

BEFORE ME )

)

)

)

COMMISSIONER FOR OATHS )

)

Drawn by:

\_\_\_\_\_ (law firm)

\_\_\_\_\_ (physical address)

P. O. Box \_\_\_\_\_

\_\_\_\_\_ (town)

\_\_\_\_\_ (postal code)

(Deponent)

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**ANNEX 2: BUSINESS PLAN GUIDELINE**

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Please provide separately a Business Plan ensuring that the following details are included in the sequence provided below. Where an applicant applies for more than one licence (of the ASP, CSP and NFP), the listed sub-headings of the business plan; technology, market information, financial projections, billing information and quality of service information, including services to be offered, have to be provided separately for each license category.  
Any additional information is encouraged.

**1. Executive Summary:**

Briefly describe your organization and the business concept.

**2. Technical Information**

Provide the proposed system configuration with block diagrams, proposed technology interface with other licensees, network and terminal equipments and/or customer premise equipment (CPE) and the standards they conform to etc.

**3. Frequency Spectrum** *(for NFP applicants only)*

In case you require frequency resources to rollout your business, please indicate the preferred frequency band(s). Frequency resources will however require a separate application subject to availability.

**4. Market Information**

4.1. Indicate envisioned rollout plan for the first three years:

Year	Number of Subscribers/Users/Scope of Coverage
Year 1	
Year 2	
Year 3	

4.2. Provide a description of each proposed service and how the service is to be accessed by the public.

4.3. Demonstrate knowledge of the market segment by discussing the competition issues- what products and companies are likely to compete on the provision of the same or similar products/services.

**5. Billing Information**

5.1. Describe the billing system you intend to deploy (and where applicable details of the software/hardware),

5.2. Describe how customers will be billed indicating whether billing shall be per unit or timed (second, minute etc) and if the bills shall be itemised or if billing shall be in volumes,

5.3. Provide information on the proposed tariff for each service (Kenya Shillings or United States Dollar). Single currency to be used for uniformity.

**6. Financial Information**

Provide at least three-year financial projections including Income statements, Balance sheet and Cash Flow statement projections as per International Accounting Standards (IAS)

**Note that the income statements should be derived from the product of rollout plan (part 4.1 above) and billing information (part 5 above)**

## **7. Quality of Service Assurance**

Describe how you will ensure provision of quality services and how quality services will be maintained.

**NB: IF YOU REQUIRE ANY FREQUENCY RESOURCE(S), YOU SHALL BE REQUIRED TO APPLY FOR IT SEPARATELY AND IT SHALL BE ASSIGNED SUBJECT TO AVAILABILITY.**

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## **ANNEX 4: INFORMATION ON THE LICENSING PROCEDURE AND PROCESS**

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### **1. Process of issuing a licence**

Submission of an application may be done through the postal system or in person at our office. We encourage you to present your application in person where our receiving officer will check the documents and advise you on any shortcoming.

Once the receiving officer has confirmed that all documentations are in order, you will be requested to pay the application fees. Please retain your original payment receipt.

### **2. Consideration and approval of application by the Commission**

An application which meets all the licensing requirements will be processed within **135 days** from the date of submission.

The Commission considers applications on a first-come-first-served basis. Although your application will undergo many internal processes, you will be informed in writing and advised on the way forward in the event that the application is not successful at any stage.

### **3. Letter of licence offer**

If the application is approved, you will be informed in writing (letter of offer) and may also be contacted via phone/email.

The letter of offer is valid for a period of 6 months from the date it's written and states the amount of money to be paid before a licence is issued.

Please note that the upfront operational fees in the offer letter are prorated on monthly bases. This may therefore differ depending on the date you wish to make the payment. You may therefore wish to get in touch with our office to be advised on the correct operating fees before making the payment.

### **4. Operational period**

Once you have paid the offer fees, you will be issued with a licence. You will then be required to put the licence into operation within 12 months from the date of issuance of the licence.

### **5. Terms and conditions of the licence**

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

- Scope of the licence
- Obligations to consumers
- Obligations to other licensees
- Obligations to the Commission
- Obligations to the state

Please visit our website: <http://www.cck.go.ke> where you can download sample licences.

**6. Resources for rolling out the licensed systems or services**

After you are issued with a licence, you will be required to apply for resources related to the rollout of your licence. These include frequency, numbering and type approval of your equipment/s.

**THE COMMISSION DOES NOT GUARANTEE AVAILABILITY OF RESOURCES  
OR TYPE APPROVAL OF EQUIPMENT/S.**