## COMMUNICATIONS LICENSING APPLICATION GUIDELINES

<table>
<thead>
<tr>
<th>LICENCE</th>
<th>CATEGORIES OF SERVICES</th>
<th>APPLICATION REQUIREMENTS</th>
<th>LICENCE FEES (VAT EXCLUSIVE)</th>
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</table>
| Domestic Courier Services | • **Company Profile:** to include  
➢ Certified copy of the Certificate of Incorporation of the company in Uganda  
➢ Certified copy of the Certificate of registration (if not incorporated in Uganda)  
➢ Certified copy of the Memorandum and Articles of Association.  

• **Business Plan:** to include  
➢ Business objectives  
➢ Business concept (*business and service/product description, customer and geographical coverage etc*)  
➢ Economic, market and financial analysis (*with proposed initial prices and cash flow statement*),  
➢ Evidence of capital (*bank deposits, credit facilities and audited accounts*)  
➢ Operations arrangements (*human resource plan, customer service plan, support arrangements*)  

• Photocopy of insurance policy | • Application processing fee US$170  
• Annual Licence fees US $1,000  
• Annual Levy: 1% of Gross Annual Revenue from Licensed Services |
| Regional (COMESA) Services | • **Company Profile:** to include  
➢ Nature and structure of the applicant (*a subsidiary, associated companies, joint ventures, etc*)  
➢ Certified copy of the Certificate of Incorporation of the company in Uganda  
➢ Certified copy of the Certificate of registration (if not incorporated in Uganda)  
➢ Certified copy of the Memorandum and Articles of Association.  

• **Business Plan:** to include  
➢ Business objectives  
➢ Business concept (*business and service/product description, customer and geographical coverage etc*)  
➢ Economic, market and financial analysis (*with proposed initial prices and cash flow statement*),  
➢ Evidence of capital (*bank deposits, credit facilities and audited accounts*)  
➢ Operations arrangements (*human resource plan, customer service plan, support arrangements*)  

• Photocopy of insurance policy | • Application processing fee US $425  
• Annual Licence fees US $2,500  
• Annual Levy: 1% of Gross Annual Revenue from Licensed Services |
| International Courier Services | **Company Profile:** to include  
- Nature and structure of the applicant (a *subsidiary, associated companies, joint ventures*, etc)  
- Certified copy of the Certificate of Incorporation of the company in Uganda  
- Certified copy of the Certificate of registration (*if not incorporated in Uganda*)  
- Certified copy of the Memorandum and Articles of Association.  
- **Business Plan:** to include  
  - Business objectives  
  - Business concept (*business and service/product description, customer and geographical coverage etc*)  
  - Economic, market and financial analysis (*with proposed initial prices and cash flow statement*),  
  - Evidence of capital (*bank deposits, credit facilities and audited accounts*),  
  - Operations arrangements (*human resource plan, customer service plan, support arrangements*)  
- **Photocopy of insurance policy** | **Application processing fee**  
US $850  
**Annual Licence fees**  
US$5,000  
**Annual Levy:**  
1% of Gross Annual Revenue from Licensed Services |
| Equipment vendors and installers | **Company Profile:** to include  
- Nature and structure of the applicant (a *subsidiary, associated companies, joint ventures*, etc)  
- Certified copy of the Certificate of Incorporation of the company in Uganda  
- Certified copy of the Certificate of registration (*if not incorporated in Uganda*)  
- Certified copy of the Memorandum and Articles of Association.  
- **Business Plan:** to include  
  - Business concept (*business and service description etc*)  
  - Source of capital (*bank deposits, credit facilities and audited accounts*)  
- **Technical Application:** to include  
  - Demonstration of technical experience and capability | **Application processing fee**  
US$85  
**Annual Licence Fees**  
US$500 |
### Public Service Provider Licence (PSP)

**N.B:** Applicants for the Public Service Provider Licence can choose any one of the two Categories or all of them, **BUT** the applicant must fulfil the specific requirements of each category.

<table>
<thead>
<tr>
<th>PSP Category 1: Public Voice and Data, e.g.,</th>
<th>An application accompanied by the following separated/stand alone annexes:</th>
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<tbody>
<tr>
<td>• Cellular service (Mobile Virtual Network Operators-MVNO),</td>
<td>• <strong>Company Profile:</strong> to include</td>
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<tr>
<td>• Fixed voice service,</td>
<td>• Nature and structure of the applicant (<strong>a subsidiary, associated companies, joint ventures, etc</strong>)</td>
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<tr>
<td>• Global mobile personal communications by satellite (GMPCS) services,</td>
<td>• Certified copy of the Certificate of Incorporation of the company in Uganda</td>
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<tr>
<td>• Internet access (including IP telephony + Virtual Private Networks),</td>
<td>• Certified copy of the Certificate of registration (if <strong>not incorporated in Uganda</strong>)</td>
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<td>• Internet exchange services (IXPs for Corporate companies, e.g., Banks),</td>
<td>• Certified copy of the Memorandum and Articles of Association.</td>
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<tr>
<td>• Virtual Private Networks (VPNs) that are <strong>NOT</strong> provided over the Internet,</td>
<td>• <strong>Business Plan:</strong> to include</td>
</tr>
<tr>
<td>• etc</td>
<td>• Business concept (<strong>business and service/product description, customer and geographical coverage etc</strong>)</td>
</tr>
<tr>
<td></td>
<td>• Economic, market and financial analysis (<strong>with proposed initial prices and cash flow statement</strong>),</td>
</tr>
<tr>
<td></td>
<td>• Evidence of capital (<strong>bank deposits, credit facilities and audited accounts</strong>¹)</td>
</tr>
<tr>
<td></td>
<td>• Operations arrangements (<strong>human resource plan, customer service plan, support arrangements</strong>)</td>
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<tr>
<td></td>
<td>• <strong>Technical Application:</strong> to include</td>
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<tr>
<td></td>
<td>• service technology,</td>
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<tr>
<td></td>
<td>• illustrated network description with capacities and facilities/infrastructure to be leased from licensed providers,</td>
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<tr>
<td></td>
<td>• essential resource/facilities requirements,</td>
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<tr>
<td></td>
<td>• interconnection interface arrangements/requirements</td>
</tr>
<tr>
<td></td>
<td>• Quality of Service levels and equipment standards.</td>
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</tbody>
</table>

**NB:** 1. Any provider wishing to utilize Prepaid services will be required to indicate measures put in place to protect consumers of the prepaid services.

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¹ For a newly formed company, audited accounts of shareholders or documentary evidence of shareholder’s creditworthiness (from bank or established financial institution)
<table>
<thead>
<tr>
<th>PSP Category 2: Capacity Resale, e.g.,</th>
<th>An application accompanied by the following separated/stand alone annexes:</th>
</tr>
</thead>
</table>
| • Capacity Resale services (local and international),  
  • Calling Cards,  
  • etc | • **Company Profile:** to include  
  ▶ Certified copy of the Certificate of Incorporation of the company in Uganda  
  ▶ Certified copy of the Memorandum of Association.  
  • **Business Plan:** to include  
  ▶ Business concept (business and service/product description, customer and geographical coverage etc)  
  ▶ Economic, market and financial analysis (with proposed initial prices and cash flow statement),  
  ▶ Evidence of capital (bank deposits, credit facilities and audited accounts)  
  ▶ Operations arrangements (human resource plan, customer service plan, support arrangements)  
  • **Technical Application:** to include  
  ▶ service technology,  
  ▶ illustrated network description with facilities/infrastructure to be leased from licensed providers,  
  ▶ essential facilities requirements,  
  ▶ any interconnection interface arrangements/requirements  
  ▶ Quality of Service levels and equipment standards. |

**NB:** 1. Any provider wishing to utilize Prepaid services will be required to indicate measures put in place to protect consumers of the prepaid services.

| Class 1: Public Pay Communication Services (e.g., Internet Café, Payphones, telephone bureaus etc) | All are encouraged to register by submit notification together with  
  • Copy of Trading Licensing  
  • Indication of area/location of Operations  
  • Services being provided  
  **NB.** Any provider wishing to provide Prepaid services shall have to first apply for individual licences (Public service provider) and shall to indicate measures put in place to protect consumers of the prepaid services. |
|---|---|
| | • Application Processing: N/A  
  • Annual Licence Fee: NIL  
  • Annual Levy: NIL |
<table>
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<tr>
<th>Class 2: Private Network* Services</th>
<th>No application requirements except in the case where there is need to use the Essential Facilities, like Spectrum and the Numbering resource. In this case, they shall have to apply for AUTHORISATION to use these facilities.</th>
</tr>
</thead>
</table>
| **Public Infrastructure Provider** | An application should indicate the following:  
- name of applicant (company),  
- business address,  
- contact telephone number,  
- facsimile number,  
- email address  
as well as website address/URL where available.  
The name and designation of contact person within applicant’s organisation should also be included.  
The above should be accompanied by the following separately bound/stand alone annexes:  
- **Company Profile**: to include  
  - Nature and structure of the applicant (*a subsidiary, associated companies, joint ventures, etc*)  
  - Certified copy of the Certificate of Incorporation of the company in Uganda  
  - Certified copy of the Certificate of registration (*if not incorporated in Uganda*)  
  - Certified copy of the Memorandum and Articles of Association.  
- **Business Plan**: to include  
  - Business concept (*business description, target customer and geographical coverage etc*)  
  - Economic, market and financial analysis (*with proposed initial prices and five year cash flow statements*),  
  - Evidence of capital and proposed financing structure (*bank deposits, credit facilities and audited accounts*)  
  - Operations arrangements (*human resource plan, customer service plan, support arrangements*)  

| **Application Processing**: US $2,500.  
**One time initial fee**: US $100,000\(^3\)  
**Annual Licence Fee**: US $10,000  
**Annual Levy**: 1% of Gross Annual Revenue from Licensed services |

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2 The 13\(^{th}\) October 2006 Ministerial Guidelines define infrastructure as being “Plant, equipment and systems associated with transmission, reception and switching of telecommunications (electronic) signals”

3 Applicants intending to use wireless infrastructure exclusively in the ISM (Industrial, Scientific and Medical) bands (2.4GHz and 5.8GHz) instead pay US $2,000 as their one time entry fee and are exempted from paying annual licence fees
• Technical Application: to include
  - Detailed description of planned infrastructure facilities, indicating technology to be used, capacities to be installed (in switching and transmission facilities) and illustrated with network diagram
  - Facilities/infrastructure sharing initiatives taken or planned leasing from other licensed providers,
  - Roll out plan
  - Essential resource/facilities requirements,
  - Interconnection interface arrangements/requirements
  - Disaster recovery plan
  - Demonstration of technical experience and capability as well as access to technical expertise and experience

NB: Successful applicants shall be required to submit letters of credit in favour of UCC as follows:

- **US$ 2,000,000** for applicants using spectrum designated as being critical (currently listed as 451-457MHz and 461-467MHz, 824-834MHz and 869-879MHz, 880-890MHz and 925-935MHz, 890-915MHz and 935-960MHz, 1710.2-1785MHz and 1805.2-1880MHz, 1920-1980MHz and 2110-2170MHz, as well as 2010-2025MHz)

- **US$ 250,000** for applicants using spectrum designated as being strictly for national coverage (currently listed as 1787-1802MHz, 2300-2400MHz, 2500-2690MHz and 3300 - 3400MHz)

- **US$ 25,000** for all other Public Infrastructure Provider licence applicants

Private Network* Infrastructure

No application requirements except in the case where there is need to use the Essential Facilities, like Spectrum and the Numbering resource. In this case, they shall have to apply for AUTHORISATION to use these facilities.

*A private network is one established and operated based on the following:

- For the sole use of members of the owning body/entity in a private closed user group,
- Established within property boundaries, only extending into public domain to link up geographically separated branches owned, leased or rented by the entity and only upon receipt of the necessary permission from the respective public authorities,
- Telecommunication services on the network not offered for monetary gain
• Established, operated and maintained in line with public safety requirements.
Licence Application Processing Procedure

1. An application for a licence is made to the Executive Director, P. O. Box 7376 Kampala

2. Payment of application processing fees is made and application submitted at front office (using form provided)

3(a). If the application meets the respective requirements, it will be publicised in the newspapers giving members of the public a period of two weeks to give comments or objection to the application.

3(b). If the application does not meet the respective requirements, the applicant will be informed about the missing items within a week of its receipt.

4(a). If there is no objection raised, the applicant will be given a licence document, which must be signed by the applicant and returned to the Commission within 30 days.

4(b). If an objection was raised, the Commission will investigate within 2 weeks of receipt of the objection.

5(a). If the commission does not find any reasons not to grant a licence, the applicant will be given a licence, which must be signed and returned to the Commission within 30 days.

5(b). If during the investigation the Commission finds valid reasons not to grant the licence, the application will be rejected and the applicant informed accordingly within a week after close of the investigation.

6. If the applicant is dissatisfied, the Commission may cause a public hearing to consider allegations raised about the applicant.

If the public hearing resolves the matter, the Commission will act accordingly.

If the applicant is not satisfied with the results of the public hearing, the applicant may appeal under the Law.

An invoice for the applicable licence fee will be issued within a week after the applicant returns the duly signed and stamped licence document, and the applicant will have 30 days to effect payment.

If the licence fees are paid, UCC shall have the licence signed and issue an annual certificate as well.

If applicant fails to pay licence fees, application process will be cancelled.

This process must be completed within 150 days of submitting application to UCC