

COMMUNICATIONS LICENSING APPLICATION GUIDELINES

LICENCE	CATEGORIES OF SERVICES	APPLICATION REQUIREMENTS	LICENCE FEES (VAT EXCLUSIVE)
Courier licence	Domestic Courier Services	<ul style="list-style-type: none"> • Company Profile: to include <ul style="list-style-type: none"> Ø Certified copy of the Certificate of Incorporation of the company in Uganda Ø Certified copy of the Certificate of registration (<i>if not incorporated in Uganda</i>) Ø Certified copy of the Memorandum and Articles of Association. • Business Plan: to include <ul style="list-style-type: none"> Ø Business objectives Ø Business concept (<i>business and service/product description, customer and geographical coverage etc</i>) Ø Economic, market and financial analysis (<i>with proposed initial prices and cash flow statement</i>), Ø Evidence of capital (<i>bank deposits, credit facilities and audited accounts</i>) Ø Operations arrangements (<i>human resource plan, customer service plan, support arrangements</i>) • Photocopy of insurance policy 	<ul style="list-style-type: none"> • Application processing fee US\$170 • Annual Licence fees US \$1,000 • Annual Levy: 1% of Gross Annual Revenue from Licensed Services
	Regional (COMESA) Services	<ul style="list-style-type: none"> • Company Profile: to include <ul style="list-style-type: none"> Ø Nature and structure of the applicant (<i>a subsidiary, associated companies, joint ventures, etc</i>) Ø Certified copy of the Certificate of Incorporation of the company in Uganda Ø Certified copy of the Certificate of registration (<i>if not incorporated in Uganda</i>) Ø Certified copy of the Memorandum and Articles of Association. • Business Plan: to include <ul style="list-style-type: none"> Ø Business objectives Ø Business concept (<i>business and service/product description, customer and geographical coverage etc</i>) Ø Economic, market and financial analysis (<i>with proposed initial prices and cash flow statement</i>), Ø Evidence of capital (<i>bank deposits, credit facilities and audited accounts</i>) Ø Operations arrangements (<i>human</i> 	<ul style="list-style-type: none"> • Application processing fee US \$425 • Annual Licence fees US \$2,500 • Annual Levy: 1% of Gross Annual Revenue from Licensed Services

		<p><i>resource plan, customer service plan, support arrangements)</i></p> <ul style="list-style-type: none"> • Photocopy of insurance policy 	
	International Courier Services	<ul style="list-style-type: none"> • Company Profile: to include <ul style="list-style-type: none"> Ø Nature and structure of the applicant (<i>a subsidiary, associated companies, joint ventures, etc</i>) Ø Certified copy of the Certificate of Incorporation of the company in Uganda Ø Certified copy of the Certificate of registration (<i>if not incorporated in Uganda</i>) Ø Certified copy of the Memorandum and Articles of Association. • Business Plan: to include <ul style="list-style-type: none"> Ø Business objectives Ø Business concept (<i>business and service/product description, customer and geographical coverage etc</i>) Ø Economic, market and financial analysis (<i>with proposed initial prices and cash flow statement</i>), Ø Evidence of capital (<i>bank deposits, credit facilities and audited accounts</i>) Ø Operations arrangements (<i>human resource plan, customer service plan, support arrangements</i>) • Photocopy of insurance policy 	<ul style="list-style-type: none"> • 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	Customer Services and Internal Block Wiring	<ul style="list-style-type: none"> • Company Profile: to include <ul style="list-style-type: none"> Ø Nature and structure of the applicant (<i>a subsidiary, associated companies, joint ventures, etc</i>) Ø Certified copy of the Certificate of Incorporation of the company in Uganda Ø Certified copy of the Certificate of registration (<i>if not incorporated in Uganda</i>) Ø Certified copy of the Memorandum and Articles of Association. • Business Plan: to include <ul style="list-style-type: none"> Ø Business concept (<i>business and service description etc</i>) Ø Source of capital (<i>bank deposits, credit facilities and audited accounts</i>) • Technical Application: to include <ul style="list-style-type: none"> Ø Demonstration of technical experience and capability 	<ul style="list-style-type: none"> • Application processing fee US\$85 • Annual Licence Fees US\$500

<p>Public Service Provider Licence (PSP)</p> <p>N.B: Applicants for the Public Service Provider Licence can choose any one of the two Categories or all of them, <u>BUT</u> the applicant must fulfil the specific requirements of each category.</p>	<p>PSP Category 1: Public Voice and Data, e.g.,</p> <ul style="list-style-type: none"> • Cellular service (Mobile Virtual Network Operators- MVNO), • Fixed voice service, • Global mobile personal communications by satellite (GMPCS) services, • Internet access (including IP telephony + Virtual Private Networks), • Internet exchange services (IXPs for Corporate companies, e.g., Banks), • Virtual Private Networks (VPNs) that are NOT provided over the Internet, • etc 	<p>An application accompanied by the following separated/stand alone annexes:</p> <ul style="list-style-type: none"> • Company Profile: to include <ul style="list-style-type: none"> Ø Nature and structure of the applicant (<i>a subsidiary, associated companies, joint ventures, etc</i>) Ø Certified copy of the Certificate of Incorporation of the company in Uganda Ø Certified copy of the Certificate of registration (<i>if not incorporated in Uganda</i>) Ø Certified copy of the Memorandum and Articles of Association. • Business Plan: to include <ul style="list-style-type: none"> Ø Business concept (<i>business and service/product description, customer and geographical coverage etc</i>) Ø Economic, market and financial analysis (<i>with proposed initial prices and cash flow statement</i>), Ø Evidence of capital (<i>bank deposits, credit facilities and audited accounts¹</i>) Ø Operations arrangements (<i>human resource plan, customer service plan, support arrangements</i>) • Technical Application: to include <ul style="list-style-type: none"> Ø service technology, Ø illustrated network description with capacities and facilities/infrastructure to be leased from licensed providers, Ø essential resource/facilities requirements, Ø interconnection interface arrangements/requirements Ø Quality of Service levels and equipment standards. <p>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.</p>	<ul style="list-style-type: none"> • Application Processing: US \$2,500. • Annual Licence Fee: US \$10,000. • Annual Levy: 1% of Gross Annual Revenue from Licensed 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)

	<p>PSP Category 2: Capacity Resale, e.g.,</p> <ul style="list-style-type: none"> • Capacity Resale services (local and international), • Calling Cards, • etc 	<p>An application accompanied by the following separated/stand alone annexes:</p> <ul style="list-style-type: none"> • Company Profile: to include <ul style="list-style-type: none"> Ø Certified copy of the Certificate of Incorporation of the company in Uganda Ø Certified copy of the Memorandum of Association. • Business Plan: to include <ul style="list-style-type: none"> Ø Business concept (<i>business and service/product description, customer and geographical coverage etc</i>) Ø Economic, market and financial analysis (<i>with proposed initial prices and cash flow statement</i>), Ø Evidence of capital (<i>bank deposits, credit facilities and audited accounts</i>) Ø Operations arrangements (<i>human resource plan, customer service plan, support arrangements</i>) • Technical Application: to include <ul style="list-style-type: none"> Ø service technology, Ø illustrated network description with facilities/infrastructure to be leased from licensed providers, Ø essential facilities requirements, Ø any interconnection interface arrangements/requirements Ø Quality of Service levels and equipment standards. <p>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.</p>	<ul style="list-style-type: none"> • Application Processing: US \$ 2,500 • Annual Licence Fee: US \$ 3,000 • Annual Levy: 1% of Gross Annual Revenue from Licensed services
<p>General Authorisation</p>	<p>Class 1: Public Pay Communication Services (e.g., Internet Café, Payphones, telephone bureaus etc)</p>	<p>All are encouraged to register by submit notification together with</p> <ul style="list-style-type: none"> • Copy of Trading Licensing • Indication of area/location of Operations • Services being provided <p>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.</p>	<ul style="list-style-type: none"> • Application Processing: N/A • Annual Licence Fee: NIL • Annual Levy: NIL

	Class 2: Private Network* Services	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.	
Infrastructure ² Provider Licence	Public Infrastructure Provider	<p>An application should indicate the following:</p> <ul style="list-style-type: none"> • name of applicant (company), • business address, • contact telephone number, • facsimile number, • email address • as well as website address/URL where available. <p>The name and designation of contact person within applicant's organisation should also be included.</p> <p>The above should be accompanied by the following separately bound/stand alone annexes:</p> <ul style="list-style-type: none"> • Company Profile: to include <ul style="list-style-type: none"> Ø Nature and structure of the applicant (<i>a subsidiary, associated companies, joint ventures, etc</i>) Ø Certified copy of the Certificate of Incorporation of the company in Uganda Ø Certified copy of the Certificate of registration (<i>if not incorporated in Uganda</i>) Ø Certified copy of the Memorandum and Articles of Association. • Business Plan: to include <ul style="list-style-type: none"> Ø Business concept (<i>business description, target customer and geographical coverage etc</i>) Ø Economic, market and financial analysis (<i>with proposed initial prices and five year cash flow statements</i>), Ø Evidence of capital and proposed financing structure (<i>bank deposits, credit facilities and audited accounts¹</i>) Ø Operations arrangements (<i>human resource plan, customer service plan, support arrangements</i>) 	<ul style="list-style-type: none"> • Application Processing: US \$2,500. • One time initial fee: US \$100,000³ • Annual Licence Fee: US \$10,000 • Annual Levy: 1% of Gross Annual Revenue from Licensed services

² The 13th 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

		<ul style="list-style-type: none"> • Technical Application: to include <ul style="list-style-type: none"> Ø Detailed description of planned infrastructure facilities, indicating technology to be used, capacities to be installed (<i>in switching and transmission facilities</i>) and illustrated with network diagram Ø Facilities/infrastructure sharing initiatives taken or planned leasing from other licensed providers, Ø Roll out plan Ø Essential resource/facilities requirements , Ø Interconnection interface arrangements/requirements Ø Disaster recovery plan Ø Demonstration of technical experience and capability as well as access to technical expertise and experience <p>NB: Successful applicants shall be required to submit letters of credit in favour of UCC as follows:</p> <p>§ US\$ 2,000,000 for applicants using spectrum designated as being critical (currently listed as 451-457MHz and 461-467MHz, 824-834MHz and 869-874MHz, 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)</p> <p>§ US\$ 250,000 for applicants using spectrum designated as being strictly for national coverage (currently listed as 1787-1802MHz, 3.3,3.5 and 2.5 GHz)</p> <p>§ US\$ 25,000 for all other Public Infrastructure Provider licence applicants</p>	
	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

