

Documents to be Submitted to Apply for a New License, to Change Location or Renew the Private Radiocommunication Station License¹

1. Non Governmental Organization (NGO)

1.1 New license application

- 1.1.1 Registration certificate attesting that the NGO is registered by the Ministry of Justice or by any regional governmental Institutions empowered to issue such certificate.
- 1.1.2 Supporting letter from the employer of the NGO that indicates the place of work and the period of length of the work to be done by the NGO.
- 1.1.3 Technical brochure of the radiocommunication equipment.
- 1.1.4 If the radiocommunication equipment is going to be installed on a vehicle, title deed of the vehicle which indicates the name of the owner, model and plate number of the vehicle.

¹ Registration certificate, title deed, Identity card, certificate and other related documents have to be submitted with a copy. The original documents will be returned back to the applicant after the submitted copy is counter checked with the original.

- 1.1.5 If the vehicle has not yet arrived in Ethiopia, the applicant has to submit a letter confirming that it is going to notify the Agency the arrival of the vehicle and submit the details of the vehicle indicated under 1.1.4 above.
- 1.1.6 If the title deed of the vehicle is in the possession of another person, a letter from that person indicating that the title deed is in its possession.
- 1.1.7 A written application to the Agency requesting to import radiocommunication equipment. The application shall enclose a filled in and signed Private Radiocommunication Station License Application Form attached with this Directive as Annex I. (The Form is available free of charge from the Licensing Division of the Agency.)

1.2 Change of location of the licensed radiocommunication station.

- 1.2.1 Application letter requesting change of location to the Agency.
- 1.2.2 Supporting letter from the employer of the NGO indicating the reason for the change of location, the place where the station is going to move and the period of stay in the new cite.
- 1.2.3 If the station is going to move to a vehicle, the document indicated under 1.1.4 above.

1.3 To renew the license

1.3.1 Valid registration certificate from the Ministry of Justice or from any regional governmental institution empowered to issue such certificate.

1.3.2 The license card.

1.3.3 Appropriate radio frequency spectrum fee.

2. Private Institutions

2.1 New license application

2.1.1 Valid business license.

2.1.2 If the applicant is doing the work for another person, a supporting letter from that person indicating the period of length of the work to be done and the place of work.

2.1.3 Technical brochure of the radiocommunication equipment.

2.1.4 If the radiocommunication equipment is going to be installed on a vehicle, title deed of the vehicle which indicates the name of the owner, model and plate number of the vehicle.

2.1.5 If the vehicle has not yet arrived in Ethiopia, the applicant has to submit a letter confirming that it is going to notify the Agency the arrival of the vehicle and submit the details of the vehicle indicated under 2.1.4 above.

2.1.6 If the title deed of the vehicle is in the possession of another person, a letter from that person indicating that the title deed is in its possession.

2.1.7 A written application to the Agency requesting to import radiocommunication equipment. The application shall enclose a filled in and signed Private Radiocommunication Station License Application Form attached with this Directive as Annex I. (The Form is available free of charge from the Licensing Division of the Agency.)

2.2 Change of location of the licensed radiocommunication station.

2.2.1 Application letter requesting change of location which also indicate the reason for change of location, the place where the station is going to move and the period of stay in the new cite.

2.2.2 If the applicant is doing the work for another person, a supporting letter from that person indicating the reason for change of location, the place where the station is going to move and the period of stay in the new cite.

2.2.3 If the station is going to move to a vehicle, the document indicated under 2.1.4 above.

2.3 To renew the license

2.3.1 Valid business license.

2.3.2 The license card.

2.3.3 Appropriate radio frequency spectrum fee.

3. Government Institution

3.1 New license application

3.1.1 Enabling legislation.

3.1.2 Technical brochure of the radiocommunication equipment.

3.1.3 If the radiocommunication equipment is going to be installed on a vehicle, title deed of the vehicle which indicates the name of the owner, model and plate number of the vehicle.

3.1.4 If the vehicle has not yet arrived in Ethiopia, the applicant has to submit a letter confirming that it is going to notify the Agency the arrival of the vehicle and submit the details of the vehicle indicated under 3.1.3 above.

3.1.5 If the title deed of the vehicle is in the possession of another person, a letter from that person indicating that the title deed is in its possession.

3.1.6 A written application to the Agency requesting to import radiocommunication equipment. The application shall enclose a filled in and signed Private Radiocommunication Station License Application Form attached with this Directive as Annex I. (The Form is available free of charge from the Licensing Division of the Agency.)

3.2 Change the location of the licensed radiocommunication station.

3.2.1 Application letter requesting change of location which also indicate the reason for change of location, the place where the station is going to move and the period of stay in the new cite.

3.2.2 If the station is going to move to a vehicle, the document indicated under 3.1.3 above.

3.3 To renew a license

3.3.1 Presentation of the license card.

3.3.2 Appropriate radio frequency spectrum fee.

4. Embassies and International Organizations

4.1 New license application

4.1.1 Supporting letter from the Ministry of Foreign Affairs.

4.1.2 Technical brochure of the radiocommunication equipment.

4.1.3 If the radiocommunication equipment is going to be installed on a vehicle, title deed of the vehicle which indicates the name of the owner, model and plate number of the vehicle.

4.1.4 If the vehicle has not yet arrived in Ethiopia, the applicant has to submit a letter confirming that it is going to notify the Agency the arrival of the vehicle and

submit the details of the vehicle indicated under 4.1.3 above.

4.1.5 A written application to the Agency requesting to import radiocommunication equipment. The application shall enclose a filled in and signed Private Radiocommunication Station License Application Form attached with this Directive as Annex I. (The Form is available free of charge from the Licensing Division of the Agency.)

4.2. Change of Location of the licensed radiocommunication station.

4.2.1 Application letter requesting change of location which also indicate the reason for change of location, the place where the station is going to move and the period of stay in the new cite.

4.2.2 If the station is going to move to a vehicle, the document indicated under 4.1.3 above.

4.3. To renew a license

4.3.1 Presentation of the license card.

4.3.2 Appropriate radio frequency spectrum fee.

5. Amateur

5.1 If the Amateur is an Ethiopian

5.1.1 Identity card.

5.1.2 Technical brochure of the radiocommunication equipment

5.1.3 One portrait photo of the applicant taken within the last six months.

5.1.4 Radio operator or amateur radio operator certificate.

5.1.5 Birth certificate.

5.1.6 Written application letter for Amateur license to the Agency.

5.2 If the Amateur is a foreigner

5.2.1 A passport with a copy of the first four pages of the passport.

5.2.2 A residential permit.

5.2.3 Amateur radiocommunication station license from other country, if any.

5.2.4 One portrait photo of the applicant taken within the last six months.

5.2.5 Written application letter for Amateur license to the Agency.

5.3 To renew a license

5.3.1 Valid identity card or passport.

5.3.2 Valid residential permit, if the applicant is a foreigner.

5.3.3 The license card.

5.3.4 Appropriate radio frequency spectrum fee.