

Annexure D**Standard Application Procedures**

- (1) The relevant application form is obtainable at any office and website (www.icasa.org.za) of the Authority. The form must be completed in full and submitted at any office of the Authority.
- (2) The authority shall issue an invoice with a reference number for the prescribed application fee which is non-refundable.
- (3) The applicant must submit proof of payment for the application to be considered.
- (4) For applications subject to the standard application procedures, the following information shall be provided unless otherwise specified in these or other regulations.
- (5) If the information to be supplied is not applicable, then the term 'not applicable' shall be written with a short explanation.

I. APPLICANT'S DETAILS

No.	Information Required
1	<p>Name, address, identification number telephone number and E-mail address of applicant</p> <ul style="list-style-type: none"> • If the applicant is a South African citizen, a copy of the identity document shall be submitted to the Authority. • If the applicant is a foreigner a copy of the passport as well as proof of status shall be submitted to the Authority. <p>In the case of companies:</p> <ul style="list-style-type: none"> • A copy of the Company's registration certificate; and • The name and address of directors and/ or principal executives
2	<p>When applying for a Radio Frequency Spectrum Licence for Amateur Radio, the following shall be supplied by the applicant in addition to that specified in item 1:</p> <ul style="list-style-type: none"> • A copy of the applicant's Amateur Radio Operator's Certificate.
3	<p>When applying for a Radio Frequency Spectrum Licence for a high frequency (HF Band) cross-border communication system in the Southern African Development Community, the following must be supplied by the applicant in addition to that specified in 1:</p> <ul style="list-style-type: none"> • The registration numbers of any vehicles in which the radio apparatus may be installed.
4	<p>When applying for a Radio Frequency Spectrum Licence for a high frequency (HF Band) cross-border communication system in a territory other than in the Southern African Development Community, the following shall be supplied by the applicant in addition to that specified in 1:</p>

<ul style="list-style-type: none"> • A copy of the Radio Frequency Spectrum Licence issued in the foreign country; • Proof of validity of the foreign Radio Frequency Spectrum Licence; and • A completed form of notice (AP1/A15) in respect of a transmitting terrestrial station.

(ii) TECHNICAL INFORMATION (SYSTEM DESIGN)

No.	Information Required	
1	Site names	Name of place where equipment is located
2	Site code	Code assigned to place
3	Site coordinates	Geographic coordinates to locate places on maps in degrees, minutes and seconds (ddmmss)
4	Frequency (Hz)	Airwaves through which the radio waves are transmitted
5	Bandwidth (MHz)	Amount of frequency occupied by the transmitted signal (RF bandwidth)
6	Modulation scheme	Method of transmitting radio signals
7	Bit rate (bits/s)	Speed of transmitting digital radio signals
8	Antenna site	Where antenna is situated
9	Antenna type	Type of antenna
10	Antenna diameter (m)	Diameter of antenna
11	Antenna gain (dB)	Gain of antenna in terms of decibels (dB)
12	Antenna polarisation (H/V)	Horizontally or vertically polarised
13	Transmit power (dBmW/W)	Transmitted power at the output of antenna
14	Receiver sensitivity threshold (dBmW)	Lowest value of signal detected by receiver
15	Fixed loss (dB): transmit and receive	Percentage of lost power
16	Type of service	Data service, voice, paging, telemetry, etc.
17	Area and direction of operation	Geographical area of service
18	Applicants must provide diagrams or sketches of proposed operations	
19	Adherence to EMC specifications	
20	Equipment specifications, type-approval certificates	