

UNITED REPUBLIC OF TANZANIA  
**TANZANIA COMMUNICATIONS REGULATORY AUTHORITY**  
ISO 9001: 2015 CERTIFIED



***GUIDELINES FOR APPLICATION OF INDIVIDUAL LICENCES***

**July 2021**

## ***Application Guidelines and Fees for Individual Licences***

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## **1.0 APPLICATION PROCEDURE FOR INDIVIDUAL LICENCES**

These guidelines for application of individual licences in the United Republic of Tanzania are issued in accordance to Electronic and Postal Communications Act (EPOCA) 2010, Electronic, and Postal Communications (Licensing) Regulations, 2018.

### **1.1 ROLE OF TCRA IN LICENSING**

As an independent Government institution responsible for regulation of the electronic and Postal Communication sector in the country, the Tanzania Communications Regulatory Authority (TCRA) is responsible for issuance, renewal and cancellation licences.

The aim of these guidelines is to provide guidance to applicants of individual licences and this shall apply to the following types of licences: -

- a) Network Facilities Licences;
- b) Network Services Licences;
- c) Application Services Licences; and
- d) Content Services Licences.

### **1.2 DEFINITIONS**

The following are the key definitions for the above types of licences: -

- a) Application Services means the reselling of electronic communication services to end users;
- b) Network Services means a service for the carrying of information in the form of speech or other sound, data, text or images, by means of guided or unguided electromagnetic energy but does not include services provided solely on the customer side of the network boundary;
- c) Content Services means service offered for sound, data, text or images whether still or moving except where transmitted on private communication; and
- d) Network Facilities means any element, or combination of physical infrastructure used principally for, or in connection with, the provision of Content Services and other application services, but does not include customer premise equipment.

## **1.3 REVIEW OF INDIVIDUAL LICENCES GUIDELINES**

These Guidelines will be reviewed and amended from time to time as appropriate considering further the Authority's experience, technological advancement, the law and practice.

### **2.0 PROCEDURE FOR APPLICATION OF INDIVIDUAL LICENCES**

- a) Any person who wishes to apply for a licence prescribed under item 1.1 shall fill an application form available in the Individual Licences Application System and pay fees as set out in the First Schedule of the Electronic and Postal Communications (Licensing) Regulations, 2018.
- b) The application form referred to under item 2 (a) shall be accompanied by the following documents: -

#### **2.0.1 General**

- i. Transmittal letter to the DG;
- ii. Photo copy of receipt for application fees;
- iii. A certified copy of certificate of Incorporation or Registration;
- iv. A certified copy of Company's Memorandum of Association;
- v. A certified copy of certificate of Taxpayer Identification Number (TIN);
- vi. A certified copy of certificate of Tax Clearance;
- vii. Information on track record (references);
- viii. Company Profile; and
- ix. Content service licence applicants to also complete Form CS

#### **2.0.2 Business Plan**

- i. Manuals, brochures and technical specifications;
  - ii. Network rollout plan (coverage, customer base projections, construction plan, radio frequency);
  - iii. Network configurations;
  - iv. Services to be offered;
  - v. Costing structure;
  - vi. Service Pricing;
  - vii. Customer care strategy (quality of services);
  - viii. Projected financial statement, cash flow and balance;
  - ix. Financing plan;
  - x. Capital Investment Ratio (Equity: Debt); and
  - xi. Human resource development strategy
- c) Successful applicants shall be invited to make a presentation to TCRA on their technical and business plans;
  - d) Upon successful presentation of technical and business plans, in consultation with the sector Ministry, TCRA will issue the licence to successful applicants;
  - e) Prior to issuance of a content services licence, the Authority shall issue construction permit to successful applicant for the following: -

- i. Transmission sites;
  - ii. Studio;
  - iii. Multiplex head-ends;
  - iv. Uplink earth stations; and
  - v. Any broadcasting services.
- f) The Construction Permit shall be valid for one year and upon completion of construction of the station, the Authority will conduct an inspection of the facilities: -
- i. Upon approval by the Authority, the station shall be granted one-month test transmission whereby no formal radio and television programmes shall be allowed except music; and
  - ii. Upon satisfactory transmission test the station shall be granted operating licence.
- g) The successful applicant shall be required to pay fees as prescribed in the First Schedule of the Electronic and Postal Communications (Licensing) Regulations, 2018 for the construction permit or extension of the permit.

## 2.1 SERVICE AREA OF INDIVIDUAL LICENCES

The service area for Regional Network Facilities, Network Services, and Application Services Licence shall be a maximum of ten regions. The service area for District Network facilities, Network Services and Application Services Licence, shall be a maximum of three districts. The service area for Regional Content Service (Radio Broadcasting) Licence shall be a maximum of ten points of presence. The service area for District Content Services Licence shall be a maximum of three points of presence.

## 2.2 ROLL OUT PLAN OF INDIVIDUAL LICENCES

The applicant of individual licences are require to submit the roll out plan of the services they intend to deploy once issued the licence and the roll out plan shall be as shown below.

S/No	TYPE OF SERVICE	STATUS (Operational OR Plan)	PLAN/TIME FRAME (In phases)	AREA
1.	E.g. <i>Network Facilities-DTT/ Channel Aggregation/Content Services-FTA TV/Content Services-Radio</i>	Operational  <i>(Example)</i>	March,  2021(Phase I)  <i>(Example)</i>	Dar es Salaam, Morogoro, Dodoma, Mwanza, Bukoba, Mtwara, Kigoma, Iringa, Arusha, Moshi.*
		Planned	April- December 2021	Iringa, Songea, Mbeya, Iringa,

		<i>(Example)</i>	(Phase II) <i>(Example)</i>	Singida, Igunga, Kahama, Mpanda, Babati, Chato, Ruangwa, Mbozi, Sumbawanga, Sengerema and Geita **
2.	<i>Any Additional Services e.g. DTH etc.</i>	Operational	November 2021	Countrywide*

\* Filled Service area in the table is not actual but to guide the applicant/licensee to fill relevant information.

\*\* Filled timeframe in the table is not actual but to guide the applicant/licensee to fill relevant information.

Only for Network Facilities Licence applicant, the roll out plan shall be as shown in the table below.

S/NO.	TYPE OF SERVICE	STATUS	CAPACITY	PLAN/ TIMEFRAME	AREA
1	Switching Center (1 EPC, 1 ICC and 1 SDM)	Plan	5000 Simultaneous users	November 2021 - May 2023	Dar es Salaam for National Distribution
2	Tower/Poles (15)	Plan	45 Radios	December, 2022 - May 2023	Dar es Salaam, Pwani, Bagamoyo (Urban)
3	Radio Communication Transmitter and Links (45)	Plan	3240 Simultaneous users	November 2023 – May 2024	Dar es Salaam, Pwani, Bagamoyo (Urban)
4	Fiber optic cable (45 Km)	Plan	10 Gps	May 2024 – December 2025	Mwanza

### 2.3 SHAREHOLDING STRUCTURE OF INDIVIDUAL LICENCES

The applicant of individual licences shall be required to provide the shareholding structure as shown in the table below:-

S/N	NAME	NATIONALITY	SHARES (%)
1.	ABC Limited*	Tanzanian	45
2.	Jina Mtu*	Ugandan	55

\* Filled items in the table are not actual but to guide the applicant/licensee to fill relevant information.

## 2.4 TRANSMITTER AND STUDIO EQUIPMENT AND LAYOUT

For Content Services the applicant shall be required to provide transmitter details and studio layout as shown in the table below.

S/N	ITEM	REQUIRED STANDARDS BASELINE
1	<b>TRANSMITTER</b> <i>(This Requirement is exclusive for Radio Applicants. For Television, this part is the obligation of Multiplex Operator and is not required.)</i>	Transmitter Power: Not more than 2KW for booster station
		Antenna Gain: Not more than 12dbi
		Frequency Assignment: As shall be/already assigned by the Authority
		Effective Radiated Power: Not more than 10KW
2	<b>STAND BY GENERATOR</b>	Availability of Stand by Generator with minimum 17 KVA
3	<b>STUDIO LAYOUT (MINIMUM REQUIREMENT)</b>	On Air Studio (4mx4m)
		Production Studio (4mx5m)
		News Room (4mx4m)
		Control Room (4mx4m)
		Fenced Studio
		Three Administrative Offices
		Toilet
		Availability of Resting Room
4	<b>STUDIO EQUIPMENT (MINIMUM REQUIREMENT)</b>	Availability of Library
		One audio mixer with ten channels
		One Teleprompter (for news reading)
		Three Studio Camera 180 degrees
		Video Switcher and video recorder
		Studio Lights
		Microphone ( Omni, Uni and Bi directional)
		Playout System
		Three set of Head Phones
		Intercom System and hybrid telephone
		UNI and OMNI Directional Microphones
		MIC Cut/Talkback Facility
		Monitor Speaker 2 SETS
		Character Generator for graphics
Power backup		

## **2.5 DURATION OF THE INDIVIDUAL LICENCES**

The Authority may issue a licence for duration and market segment as provided in the First Schedule of the Electronic and Postal Communications (Licensing) Regulations, 2018.

## **2.6 LICENCING CONDITIONS OF INDIVIDUAL LICENCES**

The applicant and licensee for individual licence shall abide to the following: -

- a) An applicant of a licence shall be required to have a physical address in a place within the United Republic and shall provide particulars of such address to the Authority;
- b) A licensee shall, prior to change of office, submit to the Authority a notice of the change of physical address;
- c) The Licensee shall pay respective licence category fees as per First Schedule of the Electronic and Postal Communications (Licensing) Regulations, 2018; and
- d) The licensee need to comply with all conditions specified in respective licences.

## **2.7 RENEWAL OF INDIVIDUAL LICENCES**

A Licensee whose licence is about to expire and intends to continue with provision of service, shall apply for renewal by filling a Renewal form available in the Individual Licences Application System and pay fees as set out in the First Schedule of the Electronic and Postal Communications (Licensing) Regulations, 2018.

The Licensee shall submit the Renewal Form together with the following documents to the Authority:-

- a) A copy of receipt for latest annual licence fees or royalty payment;
- b) A copy of the expiring Licence; and
- c) Certified copies of memorandum and articles of association, share certificates and evidence from the Registrar of companies indicating the shareholding change if any.

A Licensee of an Individual Licence shall apply for renewal 12 months before expiration of the licence. The Authority shall renew the licence subject to fulfillment of licence conditions.