



National Communications Authority

ANNUAL LICENSING COMPLIANCE GUIDELINES

FOR COMMUNICATIONS INFRASTRUCTURE AND SERVICES (CISP) LICENSEES

January 2023
Licensing & Compliance Unit
Regulatory Affairs Department

Introduction

All the Communications Infrastructure and Services (CISP) licensees are required to be compliant with all the regulations of the National Communications Authority (NCA) and the license terms and conditions. In reference to article 16 of the license terms and conditions, Licensees are required to be compliant with regulations of the authority. Therefore, NCA is conducting a period compliance examination on all operators in the ICT sector

Compliance Guide

All CISP licensees should complete the compliance forms that are sent by the authority, within 15 days. Compliance information that is required are the following:

- Information of the infrastructure and services the license operates or provides
- Proof of Payment of Annual fees, as stipulated in the fee structure document available on the NCA website
- Copy of the Spectrum license
- Spectrum Utilization information
- International Bandwidth (name of the satellite gateway/ submarine cable provider)

Compliance Form (**Appendix A**) will be fully completed and submitted to the authority. It is recommended for the licensees to request an explanation or further information when necessary.

Annual Compliance Certificate

Upon submission of the full completed forms, the authority will review and request for more information if necessary. Annual Compliance certificate will be issued to fully compliant licensees.

Forms and any clarifications will be submitted to this email: licensing@nca.gov.so

Appendix A: Compliance Submission Form

1. Licensee Details	
Name of Licensee	
License No.	
Address:	
Chief Executive Officer/Manager	Name:
	Email:
	Tel:
Legal Contact:	Email:
	Tel:

2. Regulatory Documents Required		
- Please attach the following documents and tick the appropriate box		
1.	Annual Fee Proof of payment (Copy of deposit Receipt)	<input type="checkbox"/>
2.	Spectrum Fees Proof of payment (Copy of deposit Receipt)	<input type="checkbox"/>
3.	Copy of Spectrum License	<input type="checkbox"/>
4.	Spectrum Utilization/usage	<input type="checkbox"/>
5.	Tax Compliant Certificate	<input type="checkbox"/>

3. Infrastructure Owned/operated by the operator

- Please list all infrastructure deployed by the company

1.	Fiber optic infrastructure (kilometers covered, capacity, and map of the fiber network)
2.	Mobile network infrastructure (coverage of 2G/3G/4G network) <ul style="list-style-type: none">- Provide each infrastructure coverage, mentioning cities and rural areas covered.- Provide a map for each
3.	

4. Submission

Name:	
Title:	
Date:	
Signature:	
Stamp:	

--	--

FOR NCA USE ONLY

--