LEGAL NOTICE…….

THE KENYA INFORMATION COMMUNICATIONS (DOMAIN NAMES ADMINISTRATION) REGULATIONS, 2025

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SCHEDULE

THE KENYA INFORMATION AND COMMUNICATIONS ACT
(Cap. 411A)

IN EXERCISE of the powers conferred by section 83F of the Kenya Information and Communications Act, the Cabinet Secretary of Information, Communications and the Digital Economy makes the following Regulations—

	PART I—PRELIMINARY
Citation.	**1.** These Regulations may be cited as the (Domain Names Administration) Regulations, 2025.
Interpretation.	**2.** In these Regulations, unless the context otherwise requires—
	"accredit" means to identify and set standards for the performance of registration functions, to recognise entities meeting those standards, and to enter into an accreditation agreement that sets forth the rules and procedures applicable to the provision of registrar services;
	"Act" means the Kenya Information and Communications Act, Cap 411A;
	"administrative contact" means the entity responsible for the maintenance of a domain name;
Cap 411A	"Authority" means the Communications Authority of Kenya established under section 3 of the Act;
	"contact address" means the physical address, active and reachable telephone number, facsimile number and email address;
	"Domain Name System (DNS)" means a naming system database in which internet domain names are located and translated into Internet Protocol (IP) addresses;
	"establishment documents" include a charter, registration certificate, trust deeds in which a trust has been established or other instruments by which a body is established including its governing and administrative structure;
	"ICANN" means the Internet Corporation for Assigned Names and Numbers;
	".Ke ccTLD" means Kenya's country code top-level domain name;
	"registrant" means a domain name holder;
	"Registrant agreement" means the agreement between registrars and their registrants to ensure compliance of the registrant with the Act and these Regulations, to provide a domain name to be used by the registrant and the terms thereto;
	"registrar" means an entity that is licensed by the Authority to administer the process of registration and modification of domain names;
	"registrar fees" means the domain name fees collected by registrars from the registrants, and payable to Registries in accordance with domain name price determinations of the Authority;

	"registrar services" means the services to be performed by the registrar which allow for the registration and management of domain names in sub-domains;
Cap 411A	"registration" means the process of acquiring a domain name pursuant to a licence issued under section 83F of the Act;
	"Registry" means an entity responsible for keeping all records and performing other functions provided under these Regulations;
	"registry data" means all data maintained in the Registry Database by a Registry, including but not limited to— (a) domain names; (b) registrar name and contact information; (c) registrant name and contact information; (d) zone records; (e) registration and renewal dates; and (f) all other data submitted by the registrars concerning particular domain names, as may be specified in the Registrar Agreement;
	"Registry database" means a database comprising of Registry data;-
	"registry services" means the services to be performed by the Registry in accordance with these regulations including the generation of either DNS resource records that are published authoritatively, or responses to domain name availability lookup, or WHOIS requests for some or all of the domain names;
	"reseller" means an appointed agent or representative of a registrar;
	"technical contact" means the entity responsible for maintaining the primary name server for a domain name and for effecting technical changes to a domain name;
	"WHOIS" means an enquiry and response protocol used for enquiring databases that store the registered users or assignees of an Internet resource.

Objects.	**3.** The object of these Regulations is to—
	(a) provide a framework for the administration and management of the .Ke ccTLD; and
	(b) specify requirements for licensing of registrars and the Registry.
	PART I—LICENSING PROCEDURES AND REGISTRY PROVISIONS
Application process.	**4.** (1) A person who intends to apply for a licence for the provision of registry or registrar services shall make an application in Form AR1 set out in the Schedule and accompanied by fees set out thereto.
	(2) The application under paragraph (1) shall be accompanied by ——

	(a) details on the full names, nationality and contact address of the applicant;
	(b) establishment documents;
	(c) in the case of a company—
	(i) the Certificate of Registration;
Cap. 486	(ii) a current copy of CR 12 issued by the Registrar of Companies under the Companies Act;
	(iii) a detailed business plan for the proposed services—
	(iv) proof of financial and technical capability to provide services, qualified personnel, meet statutory and regulatory obligations;
	(v) current audited accounts;
	(vi) technical proposal for the services to be provided including roll out plan;
	(vii) proof of tax compliance;
	(viii) appointed agents of the applicant and their areas of operation, if any;
	(ix) detailed information relating to the proposed system including infrastructure system or services to be provided; and
	(x) where applicable, information relating to the previous experience in the management of the proposed system or the provision of the services for which a licence is sought.
	(3) Every applicant shall be required to have a physical address within the Republic of Kenya or an agent, and shall provide all relevant details thereto.
	(4) Where an applicant fails to submit documents or information required under paragraph (2), the Authority may request an applicant to furnish it with the documents or information that has not been provided in support of an application.
	(5) Upon receipt of a complete application, the Authority shall, within one hundred and fifty days, approve or reject an application for a licence, and communicate its decision in writing to the applicant.
	(6) Where the Authority rejects an application, it shall provide the reasons in writing for rejection to the applicant, within thirty days from the date of such decision.
	(7) Where an application is denied, the applicant may— (a) apply to the Authority for a review of the decision and shall provide all necessary documents relevant to support the application for review; (b) upon satisfying the reasons specified under sub-regulation (6), make a fresh application in the manner

	provided under this regulation.
	(8) Where a person is dissatisfied with the decision of the Authority under paragraph (7), the applicant may within thirty days of the decision appeal to the Communications and Multimedia Appeals Tribunal.
	(9) A licensee may be subject to other terms and conditions as may be specified by the Authority.
Eligibility requirements of a Registry.	**5.** (1) An applicant intending to administer and maintain a Registry for the management of domain names shall apply for a licence to the Authority in a manner specified in these Regulations.
	(2) In addition to the requirements under regulation 4, an applicant shall submit the documents specified under regulation 6 (1).
	(3) Subject to the provisions of the Act or these Regulations, where the Authority has made a determination that a Registry does not have the requisite capabilities or is in contravention of the Act or these Regulations, the Authority may—
	(a) suspend the services of the Registry;
	(b) revoke the license issued to the Registry; or
	(c) appoint an alternative Registry or an interim committee to continue providing Registry services.
Cap.7L	(4) In making a determination under this regulation, the Authority shall be guided by the provisions of the Fair Administrative Action Act.
Approval of Registry's policy documents.	**6.** (1) A Registry shall develop and implement relevant administrative and operational policies to facilitate the effective discharge of its obligations under these Regulations including the following—
	(a) accreditation policy for registrars and resellers;
	(b) an alternative dispute resolution policy;
	(c) code of practice for registrars and resellers;
	(d) a data and information sharing policy;
	(e) a policy on the requirements and procedures for registration requests, verification of registration criteria, registrants' data on speculative registration of domain names, abusive registration of domain names and on timely identification of domain names that have been registered and used in bad faith;
	(f) a policy on treatment of intellectual property rights;
	(g) registrar and Registrant Agreement containing the specific terms and conditions of the relationship between the Registry and the registrars when accessing the Registry Database; and

	(h) a WHOIS policy.
	(2) The policy documents referred under paragraph (1) together with any revisions thereto shall be approved by the Authority before being implemented and made publicly available on the Registry's official website.
	(3) The approval envisaged under paragraph (2) shall not be unreasonably withheld.
Validity and renewal of a licence.	**7.** (1) A Registry licence shall be valid for a period of fifteen years.
	(2) The Authority may renew a Registry licence for an additional period of ten years subject to the Authority being satisfied of the proof furnished to establish previous compliance with the Act, these Regulations, relevant laws, policies and guidelines.
	(3) A Registry shall notify the Authority of its intention to renew or decline to renew a licence by duly filling Form AR1 set out in the Schedule, at least twenty-four months before the expiry of the licence.
	(4) Where the Authority rejects an application, it shall provide the reasons in writing for rejection to the applicant, within thirty days of the decision.
	(5) A licence may be subject to other terms and conditions as may be stipulated by the Authority.
WHOIS Database.	**8.** (1) The Registry shall implement, with due diligence, a WHOIS Database facility for the purpose of ensuring the security, stability and resilience of the .Ke ccTLD by providing accurate and up-to-date registration information about the domain names therein.
	(2) The WHOIS Database shall contain necessary and relevant information about the points of contact administering the domain names under the .Ke ccTLD and the registrants.
	(3) The information on the WHOIS Database referred to in paragraph (2) shall be limited to the purpose of the Database.
Oversight role of the Authority.	**9.** (1) The Authority shall monitor and supervise the Registry administration, financial soundness and management of the .Ke ccTLD to ensure compliance with the Act and these Regulations.
	(2) Pursuant to paragraph (1), the Authority may request additional information or documentation from the Registry and issue directives to the Registry for correcting or improving the organisation, administration and management of the .Ke ccTLD.
General obligations of the Registry.	**10.** A Registry shall, for the duration of the licence, provide Registry services in accordance with the Act, these Regulations, relevant policies, guidelines and technical specifications prescribed by the Authority from time to time and applicable policies and procedures including—
	(a) accredit registrars;
	(b) receive, process and register domain name applications;
	(c) receive payments for, and renew domain name registrations;

	(d) accept, process, store and disseminate registry data;
	(e) implement, maintain and enhance technical and administrative infrastructure to ensure that suitable service levels are met including the maintenance of a system that is resilient, robust and available;
	(f) provide registrar support services in relation to the relevant sub-domain;
	(g) implement decisions relating to domain names registered in a sub-domain which it is licensed to operate that arise out of .Ke ccTLD dispute resolution process;
	(h) within twenty-four hours, upon being aware of an issue which may significantly impede the operations of the Registry notify the Authority for incident management;
	(i) convene fora through meetings, colloquiums, workshops, webinars, and other consultative platforms in order to—
	(i) facilitate consultation and collaboration in implementation of the Act, these Regulations, relevant laws, policies, and guidelines; and
	(ii) promote data and information sharing including sharing of experiences, best practices, emerging issues with respect to domain names administration; and
	(j) advise the Authority on policy, operational requirements and other considerations with respect to the Registry's sub-domain.
Specific terms and conditions applicable to the registry.	**11.** (1) In addition to the general obligations under regulation 10, the Registry shall—
	(a) preserve the security and stability of its delegated sub-domain, the .Ke ccTLD and the Domain Name System in general;
	(b) comply with the Act, these Regulations, relevant law, policies, guidelines and procedures set by the Authority, the Registrar Agreement and procedures of the delegated sub-domain;
	(c) submit to the Authority draft copies of its proposed policies referred under regulation 6 for approval;
	(d) manage and, where necessary, provide registry services by utilizing globally accepted standards and measures in domain name registry management;
	(e) provide all registrars with access to the Registry domain platform in accordance with provisions of the Registrar Agreement; and
	(f) meet any technical and other operational standards set by the Authority from time to time, including the implementation of new technologies and advances in Registry operations.

	(2) Subject to approval by the Authority, the Registry shall develop and implement relevant policies and procedures for effective administration of the Domain Name System.
Change or modification of domain names.	**12.** (1) The Registry may change or modify domain name data in the Registry upon written request by a registrant through the registrar within five days of receipt of the request.
	(2) Despite paragraph (1), a registrar may submit to the Registry a request to change or modify data.
	(3) Where the Registry makes a change or modifies domain name data as contemplated under paragraphs (1) or (2), the Registry shall register and keep records of the change or modification.
	(4) A change or modification of domain name data shall not affect the original expiry date of a registered domain name.
Application of international standards.	**13.** A Registry shall be operated in accordance with the best practices of the Internet Corporation for Assigned Names and Numbers.
	PART III—REGISTRARS
Validity and renewal of a registrar licence.	**14.** (1) A registrar licence shall be valid for a period of fifteen years.
	(2) The Authority may renew a registrar licence on such terms and conditions as the Authority upon proof of previous compliance with the Act, relevant laws, policies, guidelines and these Regulations.
	(3) A registrar shall notify the Authority of its intention to renew or decline to renew a licence by duly filling Form AR1 set out in the Schedule, at least six months before the expiry of the licence.
	(4) Where the Authority rejects an application, it shall provide the reasons in writing for rejection to the applicant, within thirty days of the decision.
	(5) A licence may be subject to such terms and conditions as may be stipulated by the Authority.
Application for a domain name registration.	**15.** (1) A person may apply for a .Ke ccTLD domain name to a registrar by—
	(a) submitting a completed domain name registration application form accessible on the registrar's official website; and
	(b) making a payment of all domain name registration fees or any other service in connection with the registration.
	(2) A registrar shall upon receipt of a complete application under paragraph (1), communicate with the applicant and verify the identification details within five working days.
	(3) After verification and being satisfied with the applicant's details, the registrar and applicant may enter into an agreement for registration and management of domain names.
	(4) The agreement referred under paragraph (3) shall contain the

	following—
	(a) a provision for the applicant's consent that the Registry shall have powers to access the registrant's data;
	(b) circumstances where a party may terminate the agreement at any time with the other party where there is a gross breach of the agreement;
	(c) defined conditions under which a registrant may change the registrar at no cost; and
	(d) provisions requiring parties' compliance, where applicable, to the Act, these Regulations, technical specifications issued by the Authority and Registry, and relevant laws, policies or guidelines.
	(5) Upon the registrar and applicant entering into an agreement pursuant to paragraph (3), the registrar shall submit the applicant's accurate and verified details to the Registry for domain name activation and registration.
	(6) On activation and registration, the registrar shall assign the use of the registered domain name to the registrant.
Transfer of domain names.	**16.** (1) A domain name may be transferred to a new registrant upon a written request to the Registry through the registrar.
	(2) The registrar shall, within five days of receipt of a request for transfer of a registered domain name, submit to the Registry the request for the transfer.
	(3) The transfer of the domain name shall not affect the original date of expiry of the domain name.
Validity of a domain name.	**17.** A registered domain name shall be valid for a period of one year subject to renewal.
Renewal of a domain name.	**18.** (1) A registered domain name may be renewed for several years upon payment of renewal fees for not more than five years at once.
	(2) Where a registered domain name has not been renewed before the expiration day, it shall enter a protection period of ninety days from the expiration day.
	(3) Where a domain name has not renewed within the protection period under paragraph (2), the domain name shall be deleted.
	(4) A registrar shall give a registrant at least sixty days' notice to renew a domain name registration before expiry of the domain name.
	(5) A registrant may apply for renewal of a domain name to the Registry through the registrar before expiry of the domain name in the specified form and manner and upon payment of any applicable fee.
Deletion of a domain name.	**19.** A registered domain name may be deleted where—
	(a) a request for deletion is submitted to the Registry by the registrant through the registrar;
	(b) the domain name has expired and is not renewed within the protection period;

	(c) it is identical or confusingly similar to a name whose right is recognised under national or international law;
\	(d) it has been registered by a domain name holder who has no rights or legitimate interest on it;
	(e) it was registered primarily for the purpose of being sold to the person whose right is legally recognised or established in Kenya;
	(f) it has been registered for the purpose of preventing its legitimate owner, who is legally recognized or established in Kenya from reflecting that domain name in a corresponding domain name;
	(g) it was registered primarily for the purpose of disrupting the business of a competitor;
	(h) it was intentionally registered for attracting the internet or website users for commercial gains by creating a likelihood of confusion with the domain name corresponding to a rightful holder who is legally recognised or established in Kenya;
	(i) it is a personal name for which there is no demonstrable link between the domain name holder and the domain name registered; and
	(j) the information kept in relation to the domain name in the Registry is false, inaccurate or misleading.
General obligations of a registrar.	**20.** (1) A registrar, in exercising their duties under these Regulations, shall have the following obligations—
	(a) register domain name, on behalf of its registrants in compliance with these Regulations;
	(b) submit to the Registry all necessary information on the registrants;
	(c) maintain accurate records with regards to the issued domains;
\	(d) ensure that the information and data provided by a registrant are submitted to the Registry in a complete and accurate manner;
	(e) take all reasonable steps to verify the information and data and notify the registrant of the consequences of submitting false information or data;
	(f) upon request by the Registry, submit within time specified in the notice or in any case not later than fourteen days of receiving the request, documents that can be used to verify the completeness and accuracy of the submitted registrant data;
	(g) implement, maintain and enhance technical and administrative infrastructure to ensure that suitable service levels are met including the maintenance of a system that

	is resilient, robust and available;
	(h) update the Registry Database with the sub-domain registration information;
	(i) register domain names if the registrant has complied with the requirements of the Act, these Regulations and the Registrar Agreement.
	(j) non-disclosure of personal data of the registrants to any third party unless required by legal enforcement organs pursuant to a court order or statute;
	(k) ensuring that a correct configuration of technical infrastructure is used in communications with the Registry;
	(l) providing to the Registry an active contact telephone number staffed on a twenty-four hours a day, seven days a week, three hundred and sixty-five days a year basis, which will be used to solve technical and operation issues;
	(m) process personal data of persons kept in the Registry in compliance with the laws governing personal data processing.
	(2) The registrar shall ensure that the registrants submit the following information in relation to each domain name—
	(a) identification details;
	(b) physical address;
	(c) email address;
	(d) telephone number;
	(e) name and contact details of the registrar responsible for the concerned domain name;
	(f) contact details of technical and administrative contacts for the domain name; and
	(g) zone records.
	(3) The registrar shall ensure that the information submitted under paragraph (2) complies with the requirements of these Regulations.
	(4) Upon the registration of a domain name, the registrar shall update the Registry Database with the information that the registrar collects from the registrants during the registration process.
Specific terms and conditions for a Registrar.	**21.** In addition to the general obligations under regulation 20, a registrar shall—
	(a) ensure its information system is interoperable with the Registry;
	(b) ensure that the registry data stored in a Registry Database

	is kept accurate and up-to-date;
	(c) pay any applicable regulatory and Registry fees to the Authority and Registry, as the case may be;
	(d) register domain names and where necessary, update the information which is associated with each registered domain name in the Registry Database; and
	(e) comply with any technical and other operational standards prescribed by the Authority from time to time, including the implementation of new technologies and advances.
	PART IV—GENERAL PROVISIONS
Winding up of operations.	**22.** (1) Subject to the approval of the Authority, where a Registry or registrar intends to discontinue its operations, the Registry or registrar shall—
	(a) give the Authority and its subscribers a minimum of six months' notice, in writing, of its intention to discontinue its operations; and
	(b) publish in at least two newspapers of national-wide circulation.
	(2) In addition to the requirements set out under paragraph (1), a Registry or registrar shall—
	(a) arrange for its registrars or registrants to be on-boarded by another licensed Registry or registrar;
	(b) make arrangements for its records and certificates to be archived in a secure manner; and
	(c) with the written approval from the Authority transfer its records to another Registry or registrant in a secure manner.
	(3) A Registry or registrar who contravenes this regulation commits an offence under the Act.
Obligations of registrants.	**23.** Every registrant shall—
	(a) have the right to use the domain name during the validity of the registration; and
	(b) provide the registrars, with accurate and reliable information on domain registration and update them as necessary.
Records.	**24.** (1) A registrar shall keep records of the registered domain names and all the holder's details and provide the same to the Authority or Registry upon request.
	(2) A Registry or registrar shall archive all relevant information and data as specified by the Authority in at least electronic and paper form for a period of at least seven years after the end of the contractual relationship with a registrar or registrant as the circumstances may permit.
List of reserved names.	**25.** The Registry shall prepare and publish on its website a list of reserved domain names including government names, international Internet bodies names, one-character names, and two-character names,

	amongst others.
Data Protection	**26.** (1) The Registry and registrars shall keep the personal information of the registrants in the Registry Database confidential, and not provide access to the personal information of the registrants to any third party, except as provided by law or a court order.
Cap.411C.	(2) The Data Protection Act shall apply to processing of personal data pursuant to the Act and these Regulations.
Security procedures.	**27.** (1) The Registry and registrars shall comply with any relevant security procedures, in addition to their internal security procedures.
	(2) The Registry and registrars shall retain the backup copy of the data in the system and establish security procedures in a manner that ensures the confidentiality, integrity and availability of the information system and the ability to restore the information in case of loss, alteration or destruction.
Periodic audits.	**28.** (1) The Authority or its appointed agent shall, at least once every financial year, audit the operations of the administrator of the Registry and registrars, to evaluate compliance with the Act and these Regulations.
	(2) A Registry or registrar shall, when requested to do so by the Authority—
	(a) provide the Authority or its appointed agents with assistance as may be requested by the Authority or its appointed agents;
	(b) respond in writing, to any enquiries which may be submitted to the Registry or registrar by the Authority or its appointed agents; or
	(c) provide the Authority or its appointed agents with information, resources or data in the Registry's or registrar's possession or control as may be reasonably requested by the Authority, to the extent that the information resources or data is required for the purposes of conducting the audits or tests outlined under paragraph (1).
Alternative dispute resolution mechanisms.	**29.** Where a dispute arises in relation to the registration of a domain name, the aggrieved party shall seek redress through the alternative dispute resolution mechanisms established by the Registry with the other concerned party.
Sanctions.	**30.** A person who contravenes the provisions of these Regulations commits an offence under the Act.
Application of General Licensing Regulations.	**31.** The Kenya Information and Communications (General Licensing) Regulations, 2025 shall, with necessary modifications, apply to these Regulations.
Preservation of proceedings.	**32.** Any proceedings, instruments and any right of review or appeal subsisting immediately before the commencement of these Regulations by virtue of the repealed regulations shall after the commencement of these Regulations be treated as subsisting by virtue of the corresponding enactment in these Regulations.
Revocation.	**33.** The Kenya Information and Communications (Electronic Certification and Domain Name Administration) Regulations, 2010 are revoked.

SCHEDULE

Form AR1 **(r.4(1)(a))**

Application for dot ke domain name registry and business process out sourcing services provider under the unified licensing framework

New App ☐ **Transfer** ☐ **Renewal** ☐

1. MANDATORY REQUIREMENTS FOR AN APPLICANT

A: this application should be completed in English and any document in foreign language translated into English

B: the application should be addressed to the Director/Licensing, Compliance and Standards (see address below) with a covering letter summarizing the profile of the applicant and the licence/s applied for,

C: the application should be accompanied by a sworn affidavit submitting the documents listed therein in line with the template attached as Annex 1 herein.

D: The table below shows fees payable for the various licences:

ULF Licence	**Application Fee** (Kshs.)	**Initial Licence Fee*** (Kshs.)	**Annual Operating Fee** (Kshs.)
Dot KE Sub-domain Name Registrar Services Provider	Nil	Onetime Registration Fees of Kshs 10,000/=	
Business Processes Outsourcing	Nil	Onetime Registration Fee of Kshs 10,000/=	

Payments can be made in Banker's or company cheque at our Cashier's office on ground floor at CA Centre. The Cashier's office is open between **0900** and **1200** hours and in the afternoon from
1400 to **1600** hours on weekdays (and closed on public holidays and weekends).

E: For more information on the licensing procedures and processes, see Annex 4 below.

F: Please present a completed application form, with ALL pages intact, at our offices on 1st Floor, CA Centre Waiyaki Way, at the Front Desk.

G: For information on which kind of entity can apply for any electronic communications license, please refer to Annex 3 attached.

H: The License will be issued for a period of 15 years

2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY

No	Application Requirements	Receiving Officer	Checking Officer
1.	Duly signed Cover letter on applicant's letterhead		
2.	Duly completed application form		
3.	Declaration by the applicant with name, designation, signature and date		
4.	Has the applicant Stamped the application with Company Stamp		
5.	Duly executed affidavit submitting copies of the documents (no erasures)		
6.	Business plan for the licence/s applied for enclosed		
7.	Application fees paid		

*Submit all documents using a sworn affidavit while all **foreign** documents must be **notarized.** Where application documents are signed by a foreigner, a **work permit** for the foreigner should be submitted.*

No	Application Requirements	Receiving Officer	Checking Officer
	Registration Details of Applicant		
8.	Copy of Certificate of Incorporation/Registration Certificates or equivalent and similar documents for other shareholder companies where there is chain ownership in the applicant. Where the Applicant is a Government Agency/body, a copy of the Act, Gazette Notice or other relevant legal Instrument creating the Agency.		
	Ownership Details of Applicant		
9.	Copy of the **current** CR/12 or equivalent issued within the last 2 months **indicating names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non shareholder directors**. Similar documents or equivalent with similar details, where there is chain ownership of the applicant, until all shares are attributed to individuals. For Societies, a copy of the minutes of the last AGM or document indicating the officials/office bearers		
	Identification Documents of owners/Directors (Individuals and Companies)		
10.	**Clear** Copies of ID for directors and shareholders or **notarized** copies of passports In case of government officials, submit a gazette notice appointing the officer. Copy of Certificate from the Capital Markets Authority (CMA) (or its equivalent for foreign companies) in case of listed companies.		
	Other Requirements		
11.	A copy of the relevant document as listed below to be provided: Society By-Laws or Constitution, (immediately prior to submission of Application) and Membership Agreement Terms and Conditions for Societies Partnership Deed for Partnerships		
12.	For MVNO Service applicant, submit a letter from proposed Host Mobile Network Operator (HMNO) indicating availability of spare capacity and willingness by the HMNO to host the proposed MVNO services		
13.	Certificate Practice Statement and Certification Policy in case on E-CSP applicant		
14.	Copy of Valid Tax Compliance Certificate of the Applicant (Not of the owners/Directors)		

The Receiving and Checking Officers MUST confirm submission of all requirements by checking against each requirement before accepting and logging an application

Receiving Officer	Checking Officer
Comments:…….	**Comments: ……..**
Name: ……..……	**Name: ……..……..**
Signature: ……Date: …….	**Signature: ……Date: ……**

3. NAME OF APPLICANT

……
……

Explain the literal meaning of the Name……
……

4. APPLICANT'S CONTACTS

1. Physical Address:

Town ……..... Street/Road……

LR No……Floor…….. Room ……...

Name of Building .....

2. Postal Address:

P. O. Box……. Postal Code……..…….…….

Post Office Town……..

3. Phone and Fax Contact:

Tel. No……. Fax. No……...……

Mobile …… Other Tel. Nos……

4. Email Address: …….

5. LICENCE(S) APPLIED FOR

Please tick the category/ies of licence/s you wish to be considered for. More information on licensing under the Unified licensing Framework (ULF) Market Structure is available on CA Website: www.ca.go.ke.

Dot KE Sub-Domain Name Registrar Services Provid ☐

Business Process Outsourcing Services Provider ☐

6. OTHER INFORMATION ABOUT THE APPLICANT

1. State whether any of the partners/ directors/ shareholders is undischarged bankrupt. *(If so provide details)*

……

2. State whether any of the partners/ directors/ shareholders have a beneficial interest in any other business licensed by the Authority to provide services or operate telecommunication systems or both.

7. REFEREES *(individual persons from Kenya)*

Two different referees who have known the entity/person in a professional capacity, but are not employees or Directors of the applicant should complete the following details;

1. 1st Referee

I certify that the information provided given in this form is true and correct to the best of my knowledge

Full Name: ……

(Block letters as the names appear on the ID/Passport)

Postal Address:

P.O. Box: …… Postal Code: ……

Post Office Town: …….

Phone and Fax Contact:

Tel. No …… Fax No.. ……

Mobile No: ……. Alternative Tel. No: ……. …….

Email Address: …….

Occupation: ……. Signature: ……

2nd Referee

I certify that the information provided given in this form is true and correct to the best of my knowledge

Full Name: …….

(Block letters as the names appear on the ID/Passport)

Postal Address:

P.O. Box :…… Postal Code: ……

Post Office Town : …….

Phone and Fax Contact:

Tel. No. ……. Fax No: ……. ……

Mobile No…… Alternative Tel. No……. ……

Email Address: …….

Occupation: ……Signature: ……

8. DECLARATION

I/We hereby certify the information we have provided in this application is true and correct to the best of my/ our knowledge. I/We also understand that it is an offence under the Penal Code to provide false information in support of any application.

Name……

Designation……

Signature……

Date……Company Stamp……..……

9. COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO: -

Director/Licensing, Compliance and Standards
Communications Authority of Kenya
1st Floor, CA Centre, Waiyaki Way
P. O. Box 14448
NAIROBI - 00800
Tel: 254-20- 4242000/070304000/0736121515/121414
Fax: 254-20- 4242430

FOR OFFICIAL USE ONLY

CLC Deferment Section:

CLC#	Reason for deferment	Name & Signature

CLC COMMENTS

Name of Applicant:……

The applicant **MEETS/ DOES NOT MEET** the Authority's requirements and is hereby **RECOMMENDED/NOT RECOMMENDED** for Licensing/Renewal/Upgrade/Transfer

……

…… ……

Subject To: ……

……..

The reasons for not recommending the applicant are as follows: -

……..……

Name:……...…….……

Designation……. Signature……

CLC No.…… Date……..…….……

ANNEX 1: TEMPLATE OF THE AFFIDAVIT TO BE SUBMITTED

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT

CHAPTER ....., LAWS OF KENYA

AND

IN THE MATTER OF AN APPLICATION FOR LICENSE FROM THE COMMUNICATIONS AUTHORITY OF KENYA

AFFIDAVIT

I, _____ of Post Office Box Number

_____(*Town*)_____(*Postcode*)_____
do hereby make oath and state as follows:

1. THAT I am an adult of sound mind and _____

(position/ status in the applicant entity) of _____*(name of the applicant)* and hence competent to swear this Affidavit.

2. THAT I am a citizen of the _____and holder of

National Identity Card No. (or Passport No.) _____.

3. THAT _____(*name of the applicant*) has resolved to make an application to the Authority for a _____*(name of the licence in accordance with the Authority Market Structure)* licence/s.

4 THAT I have submitted the following copies of our documents in support of the said application:

4.1. Registration and ownership status:

4.1.1. For an applicant registered under the Companies Act (Cap 486):

4.1.1.1. Copy of Certificate of Incorporation

4.1.1.2. an original letter from the Registrar of Companies listing Names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non shareholder directors– Original Form CR/12

4.1.1.3. Attached original CR/12 for other companies which are shareholder of the Applicant until all shares are attributed to individuals.

[Note that companies wishing to be considered for a licence in the communications sector must allot a minimum of 30% of their total shares to individual Kenyan citizens.

4.1.2. a copy of Business Name/ Registration Certificate , or

4.1.3. a copy of Certificate of Incorporation etc.

4.1.4. if the company is listed in a stock exchange in Kenya, copy of Certificate from Capital Markets Authority (CMA).

4.1.5. For any foreign company which is a shareholder of the Applicant attach copies **certified by a Notary Public** of:

4.1.5.1. Certificate of Incorporation of the foreign company/ies and

4.1.5.2. Share Certificate of the foreign company/ies providing details as in 4.1.1.2 above

4.1.6. Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant:

4.1.6.1. Both sides of the ID should be copied onto the same side of an A4 size paper, and

4.1.6.2. Passport copies should include pages showing the nationality, date of issue and expiry, name and photograph of holder. Please note that all foreign passport copies should be notarized.

4.2. Compliance with Kenya Revenue Authority rules:4.2.1. Copy of Valid Tax Compliance Certificate.

4.3. A business plan in line with the guideline at Annex 2 below.

4.4. A copy of one of the documents listed below:

APPLYING ENTITY	REQUISITE CONSTITUTING DOCUMENT
2. Cooperative Society	Cooperative Society's By-Laws, Minutes of Last AGM, and Membership Agreement Terms &Conditions; or
3. Partnership	Partnership Deed for business names or
4. Society	Constitution of the Society and Minutes of its last AGM etc.

5. THAT I swear that the documents listed in 4 above are authentic copies of the original documents issued by the relevant authorities to the applicant.

6. THAT this Affidavit is sworn in support of _____

   (*Applicant's name*) application for _____license.

7. THAT what is deponed to herein above is true and within my own knowledge.

SWORN at _____(Location))

by the said (Name of Applicant/Deponent)

) _____

_____) _____

) (*Deponent*)

This _____day of _____ in the year_____)

)

BEFORE ME)

)

COMMISSIONER FOR OATHS/MAGISTRATE)

Drawn by:

_____ (*law firm*)

_____(*physical address*)

P. O. Box _____

_____ *(town)*

_____*(postal code)*

ANNEX 2: SECTOR POLICY REQUIREMENT

Note that companies wishing to be considered for a licence in the communications sector must allot a minimum of 30% of their total shares to individual Kenyan citizens.

NB: IF YOU REQUIRE ANY FREQUENCY RESOURCE(S), YOU SHALL BE REQUIRED TO APPLY FOR IT SEPARATELY AND IT SHALL BE ASSIGNED SUBJECT TO AVAILABILITY.

ANNEX 3: INFORMATION ON THE LICENSING PROCEDURE AND PROCESS

1. **Process of issuing a licence**

   Submission of an application may be done through the postal system or in person at our office. We encourage you to present you application in person where our receiving officer will check the documents and advice you on any shortcoming.

   Once the receiving officer has confirmed that all documentations are in order, you will be requested to pay the application fees. Please retain your original payment receipt.

2. **Consideration and approval of application by the Authority**

   An application, which meets all the licensing requirements, will be processed within **71 days** from the date when all the requirements have been met..

   The Authority considers applications of a first-come-first-served basis. Although your application will undergo many internal processes, you will be informed in writing and advised on the way forward in the event that the application is not successful at any stage.

3. **Letter of licence offer**

   If the application is approved, you will be informed in writing (letter of offer) and may also be contacted via phone/email.

   The letter of offer is valid for a period of 6 months from the date it's written and states the amount of money to be paid before a licence is issued.

   Please note that the upfront operational fees in the offer letter are prorated on monthly bases. This may therefore differ depending on the date you wish to make the payment. You may therefore wish to get in touch with our office to be advised on the correct operating fees before making the payment.

4. **Operational period**

   Once you have paid the offer fees, you will be issued with a licence. You will then be required to put the licence into operation within 12 months from the date of issuance of the licence.

5. **Terms and conditions of the licence**

   The licence terms and conditions include (but are not limited) to the following:

   - Scope of the licence
   - Obligations to consumers
   - Obligations to other licensees
   - Obligations to the Authority
   - Obligations to the state

   Please visit our website: http://www.ca.go.ke where you can download sample licences.

6. **Resources for rolling out the licensed systems or services**

   After you are issued with a licence, you will be required to apply for resources related to the rollout of your licence. These include frequency, numbering and type

approval of your equipment/s.
THE AUTHORITY DOES NOT GUARANTEE AVAILABILITY OF RESOURCES OR TYPE APPROVAL OF EQUIPMENT/S.

FORM AR2 (r.4(1)(a))

Application for Dot Ke domain name registry and business process out sourcing services provider under the unified licensing framework

New App ☐ **Transfer** ☐ **Renewal** ☐

1. MANDATORY REQUIREMENTS FOR AN APPLICANT

A: this application should be completed in English and any document in foreign language translated into English

B: the application should be addressed to the Director/Licensing, Compliance and Standards (see address below) with a covering letter summarizing the profile of the applicant and the licence/s applied for,

C: the application should be accompanied by a sworn affidavit submitting the documents listed therein in line with the template attached as Annex 1 herein.

D: The table below shows fees payable for the various licences:

ULF Licence	**Application Fee** (Kshs.)	**Initial Licence Fee*** (Kshs.)	**Annual Operating Fee** (Kshs.)
Dot KE Sub-domain Name Registrar Services Provider	Nil	Onetime Registration Fees of Kshs 10,000/=	
Business Processes Outsourcing	Nil	Onetime Registration Fee of Kshs 10,000/=	

Payments can be made in Banker's or company cheque at our Cashier's office on ground floor at CA Centre. The Cashier's office is open between **0900** and **1200** hours and in the afternoon from

1400 to **1600** hours on weekdays (and closed on public holidays and weekends).

E: For more information on the licensing procedures and processes, see Annex 4 below.

F: Please present a completed application form, with ALL pages intact, at our offices on 1st Floor, CA Centre Waiyaki Way, at the Front Desk.

G: For information on which kind of entity can apply for any electronic communications license, please refer to Annex 3 attached.

H: The License will be issued for a period of 15 years

2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY

No	Application Requirements	Receiving Officer	Checking Officer
15.	Duly signed Cover letter on applicant's letterhead		
16.	Duly completed application form		
17.	Declaration by the applicant with name, designation, signature and date		
18.	Has the applicant Stamped the application with Company Stamp		
19.	Duly executed affidavit submitting copies of the documents (no erasures)		
20.	Business plan for the licence/s applied for enclosed		
21.	Application fees paid		

*Submit all documents using a sworn affidavit while all **foreign** documents must be **notarized.** Where application documents are signed by a foreigner, a **work permit** for the foreigner should be submitted.*

No	Application Requirements	Receiving Officer	Checking Officer
	Registration Details of Applicant		
22.	Copy of Certificate of Incorporation/Registration Certificates or equivalent and similar documents for other shareholder companies where there is chain ownership in the applicant. Where the Applicant is a Government Agency/body, a copy of the Act, Gazette Notice or other relevant legal Instrument creating the Agency.		
	Ownership Details of Applicant		
23.	Copy of the **current** CR/12 or equivalent issued within the last 2 months **indicating names of shareholders, their addresses, their nationalities, shares held by each, names of directors and whether directors are nominees or not or whether non shareholder directors**. Similar documents or equivalent with similar details, where there is chain ownership of the applicant, until all shares are attributed to individuals. For Societies, a copy of the minutes of the last AGM or document indicating the officials/office bearers		
	Identification Documents of owners/Directors (Individuals and Companies)		
24.	**Clear** Copies of ID for directors and shareholders or **notarized** copies of passports In case of government officials, submit a gazette notice appointing the officer. Copy of Certificate from the Capital Markets Authority (CMA) (or its equivalent for foreign companies) in case of listed companies.		
	Other Requirements		
25.	A copy of the relevant document as listed below to be provided: Society By-Laws or Constitution, (immediately prior to submission of Application) and Membership Agreement Terms and Conditions for Societies Partnership Deed for Partnerships		
26.	For MVNO Service applicant, submit a letter from proposed Host Mobile Network Operator (HMNO) indicating availability of spare capacity and willingness by the HMNO to host the proposed MVNO services		
27.	Certificate Practice Statement and Certification Policy in case on E-CSP applicant		
28.	Copy of Valid Tax Compliance Certificate of the Applicant (Not of the owners/Directors)		

The Receiving and Checking Officers MUST confirm submission of all requirements by checking against each requirement before accepting and logging an application

Receiving Officer	Checking Officer
Comments:…….	**Comments: ……..**
Name: ……..……	**Name: ……..……..**
Signature: ……Date: ……	**Signature: ……Date: ……**

3. NAME OF APPLICANT

(Explain the literal meaning of the Name)

……

Literal Meaning of the Entity's Name……

……

4. APPLICANT'S CONTACTS

1. Physical Address:

Town ……..... Street/Road……

LR No……Floor…….. Room ……...

Name of Building .....

2. Postal Address:

P. O. Box……. Postal Code……..…….…….

Post Office Town……..

3. Phone and Fax Contact:

Tel. No……. Fax. No……...……

Mobile …… Other Tel. Nos……

4. Email Address: …….

5. LICENCE(S) APPLIED FOR

Please tick the category/ies of licence/s you wish to be considered for. More information on licensing under the Unified licensing Framework (ULF) Market Structure is available on CA Website: www.ca.go.ke.

Dot KE Sub-Domain Name Registrar Services Provid ☐

Business Process Outsourcing Services Provider ☐

6. OTHER INFORMATION ABOUT THE APPLICANT

1. State whether any of the partners/ directors/ shareholders is undischarged bankrupt. *(If so provide details)*

   ……

2. State whether any of the partners/ directors/ shareholders have a beneficial interest in any other business licensed by the Authority to provide services or operate telecommunication systems or both.

……

7. REFEREES *(individual persons from Kenya)*

Two different referees who have known the entity/person in a professional capacity, but are not employees or Directors of the applicant should complete the following details;

2. 1st Referee

I certify that the information provided given in this form is true and correct to the best of my knowledge

Full Name: ……

(Block letters as the names appear on the ID/Passport)

Postal Address:

P.O. Box: …… Postal Code: ……

Post Office Town: …….

Phone and Fax Contact:

Tel. No …… Fax No..……

Mobile No: ……. Alternative Tel. No: ……. …….

Email Address: …….

Occupation: ……. Signature: ……

2nd Referee

I certify that the information provided given in this form is true and correct to the best of my knowledge

Full Name: ……

(Block letters as the names appear on the ID/Passport)

Postal Address:

P.O. Box :…… …… Postal Code: ……

Post Office Town :…… …….

Phone and Fax Contact:

Tel. No. …… Fax No: ……
……

Mobile No…… Alternative Tel. No……

Email Address: …….

Occupation: ……Signature: …….

8. DECLARATION

I/We hereby certify the information we have provided in this application is true and correct to the best of my/ our knowledge. I/We also understand that it is an offence under the Penal Code to provide false information in support of any application.

Name……

Designation……

Signature……

Date……Company Stamp……..……

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Fax: 254-20- 4242430

CLC Deferment Section:

CLC#	Reason for deferment	Name & Signature

FOR OFFICIAL USE ONLY

Applicant's Name ……

CLC COMMENTS

The applicant **MEETS/ DOES NOT MEET** the Authority's requirements and is hereby **RECOMMENDED/NOT RECOMMENDED** for Licensing/Renewal/Upgrade/Transfer

……

……

Subject To: ……

……..

The reasons for not recommending the applicant are as follows: -

……..……

Name:……...…….……

Designation……. Signature……

CLC No.…… Date……..…….……

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REPUBLIC OF KENYA

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CHAPTER ....., LAWS OF KENYA

AND

IN THE MATTER OF AN APPLICATION FOR LICENSE FROM THE COMMUNICATIONS AUTHORITY OF KENYA

AFFIDAVIT

I, _____ of Post Office Box Number

_____(*Town*)_____(*Postcode*)_____
do hereby make oath and state as follows:

1. THAT I am an adult of sound mind and _____

(position/ status in the applicant entity) of _____*(name of the applicant)* and hence competent to swear this Affidavit.

2. THAT I am a citizen of the _____and holder of

National Identity Card No. (or Passport No.) _____.

3. THAT _____(*name of the applicant*) has resolved to make an application to the Authority for a _____*(name of the licence in accordance with the Authority Market Structure)* licence/s.

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5. THAT I swear that the documents listed in 4 above are authentic copies of the original documents issued by the relevant authorities to the applicant.

6. THAT this Affidavit is sworn in support of _____

   (*Applicant's name*) application for _____license.

7. THAT what is deponed to herein above is true and within my own knowledge.

SWORN at _____(Location))

by the said (Name of Applicant/Deponent)

) _____

_____) _____

) (*Deponent*)

This _____day of _____ in the year_____)

)

BEFORE ME)

)

COMMISSIONER FOR OATHS/MAGISTRATE)

Drawn by:

_____ (*law firm*)

_____(*physical address*)

P. O. Box _____

_____ *(town)*

_____*(postal code)*

ANNEX 2: SECTOR POLICY REQUIREMENT

Note that companies wishing to be considered for a licence in the communications sector must allot a minimum of 30% of their total shares to individual Kenyan citizens UPFRONT.

NB: IF YOU REQUIRE ANY FREQUENCY RESOURCE(S), YOU SHALL BE REQUIRED TO APPLY FOR IT SEPARATELY AND IT SHALL BE ASSIGNED SUBJECT TO AVAILABILITY.

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3. **Letter of licence offer**

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   The letter of offer is valid for a period of 6 months from the date it's written and states the amount of money to be paid before a licence is issued.

   Please note that the upfront operational fees in the offer letter are prorated on monthly bases. This may therefore differ depending on the date you wish to make the payment. You may therefore wish to get in touch with our office to be advised on the correct operating fees before making the payment.

4. **Operational period**

   Once you have paid the offer fees, you will be issued with a licence. You will then be required to put the licence into operation within 12 months from the date of issuance of the licence.

5. **Terms and conditions of the licence**

   The licence terms and conditions include (but are not limited) to the following:

   - Scope of the licence
   - Obligations to consumers
   - Obligations to other licensees
   - Obligations to the Authority
   - Obligations to the state

   Please visit our website: http://www.ca.go.ke where you can download sample licences.

6. Resources for rolling out the licensed systems or services

After you are issued with a licence, you will be required to apply for resources related to the rollout of your licence. These include frequency, numbering and type approval of your equipment/s.

THE AUTHORITY DOES NOT GUARANTEE AVAILABILITY OF RESOURCES OR TYPE APPROVAL OF EQUIPMENT/S.

Made on the ……., 2025.

William Kabogo Gitau,
Cabinet Secretary for Information, Communications and the Digital Economy.