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**REGULATION N°007/R/SM-ICT/RURA/2019 of 15/11/2019 ON  
RADIO FREQUENCY MANAGEMENT**

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## **PREAMBLE**

Pursuant to the Law n° 09/2013 of 1st March 2013 establishing the Rwanda Utilities Regulatory Authority especially in its article 2;

Pursuant to the Law N° 24/2016 of 18/06/2016 governing Information and Communication Technologies, especially in its articles 47, 48, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 273, 274 and 291;

Whereas Radio frequency is a national limited natural resource that needs to be managed in a regulated manner so that it is effectively used by those who provide radiocommunication services, in order to promote national interest, attract investment and promote fair competition;

Based on the stakeholders' consultation that was conducted from 28<sup>th</sup> May to 15<sup>th</sup> June 2019 on radio frequency management regulations;

After consideration and deliberation in its session of 15<sup>th</sup> November, 2019, the Regulatory Board

**Hereby issues the following regulation:**

## CHAPTER ONE: GENERAL PROVISIONS

### **Article One: Purpose**

The purpose of this regulation is to put in place the licensing framework for effective and efficient management of the radio frequency spectrum in the Republic of Rwanda.

### **Article 2: Definitions**

In this spectrum management Regulation, unless otherwise specified, the terms below shall have the following meanings:

- a) **“Amateur service”**: A radiocommunication service for the purpose of self-training, intercommunication and technical investigations carried out by amateurs, that is, by duly authorized persons interested in radio technique solely with a personal aim and without pecuniary interest;
- b) **“East African Communication Organisation (EACO)”**: a regional organization that brings together national ICT regulators, operators, services providers (in the telecommunication, broadcasting and postal sub-sectors), ICT training institutions and other stakeholders in the communication sector within the East African region;
- c) **“Harmful interference”**: any radiation or induction which endangers the functioning of a radio-navigation service or of a safety service or degrades, obstructs or interrupts an authorized radio or telecommunication service;
- d) **“ICT Law: Law N°24/2016 of 18/06/2016 Governing Information and Communication Technologies**;
- e) **“International Telecommunication Union (ITU)”** means a globally managed agency of the United Nations that is responsible for the development, management and standardization of information and communication technology;
- f) **“License”** means the authorization to use the assigned radio frequency for the provision of the licensed services;
- g) **“Licensee”** means a person or an entity licensed by the Regulatory Authority to provide any communication services;
- h) **“Person”**: a natural or legal person;
- i) **“Radiocommunication”** means the transmission and/or reception of signals by the use of radio waves for specific telecommunication services;
- j) **“Regulatory Authority”** means the Rwanda Utilities Regulatory Authority
- k) **“Short range devices (SRD)”** means the radio transmitters which provide either unidirectional or bi-directional communication and which have low capability of causing interference to other radio equipment. SRDs use either integral, dedicated or external antennas and all modes of modulation can be permitted subject to relevant standards. SRDs are not considered a radiocommunication service under the ITU Radio Regulations;

- 1) “**World Radiocommunication Conference (WRC)**” means the Conference that is organized by ITU to review and as necessary, revise the Radio Regulations, the international treaty governing the use of the radio-frequency spectrum and the geostationary-satellite and non-geostationary-satellite orbits.

### **Article 3: Scope**

This Regulation shall apply to any person who needs to use any radio frequency band or part of it in the Republic of Rwanda.

### **Article 4: Objectives**

The main objectives of this Regulation are:

- a) To promote efficient use of the spectrum as a key enabler for the economic growth and social development of the country,
- b) To ensure fair competition, innovation and efficient use of the radio frequency,
- c) To avoid wastage and speculative acquisition of spectrum resources,
- d) To ensure equitable and fair allocation of spectrum resources,
- e) To provide guidance to stakeholders about the application, assignment and use of radio frequency.

## **CHAPTER TWO: RADIO FREQUENCY PLANNING AND MANAGEMENT**

### **Section One: Management and assignment of radio frequency**

#### **Article 5: Radio Frequency Allocation**

The frequency spectrum planning, management and assignment shall be based on the national table of frequency allocation (NTFA) as well as the regional and international standards adopted in Rwanda.

The National table of frequency allocation shall be based on the article 5 of the ITU Radio Regulation and shall also include specific needs and benefits of the country. The national table of frequency allocation shall be updated from time to time in consultation with all the stakeholders to ensure its smooth implementation.

## **Article 6: License Exempt frequency bands**

The National Table of Frequency Allocation shall prescribe all the license exempt frequencies or frequency band;

The Regulatory Authority shall from time to time provide terms and conditions for the use of any of the license exempt frequency bands as it may deem necessary;

However, all eligible users are required to notify the Regulatory Authority and their operations should be in conformity with the applicable laws and regulations. The users in these bands shall not claim protection from interference and shall not cause interference to other licensed users in other bands.

## **Article 7: Re-farming**

In order to cater for the technological advancements and efficient spectrum management, re-farming or re-allocation of services to other frequency bands shall be implemented by the Regulatory Authority and endeavour to minimize or avoid any loss incurred by the affected parties. However, the Regulatory Authority is not liable for any loss incurred by the existing spectrum users if they have been informed in advance about that change.

## **Article 8: Spectrum management**

The management of the radio frequency in the Republic of Rwanda is the responsibility of the Regulatory Authority;

The Regulatory Authority may require to withdraw or replace the frequency in compliance with the laws and regulations in force;

The radiocommunication license shall not give the licensee full ownership of the frequency he or she is given. Such frequency may upon request of the regulatory Authority be shared with any other licensees.

## **Section 2: Frequency assignment**

### **Article 9: Conditions for Frequency assignment**

Any application for a radiocommunication license shall be based on the licensing requirements and application form as prescribed in the Annexes 2 and 3 respectively;

When the Regulatory Authority is satisfied with the application, the applicant may be assigned a radio frequency, which shall be used in accordance with the prescribed technical and operating parameters;

The Regulatory Authority may assign frequencies when it is satisfied that such assignment shall not cause harmful interference to any station or licensee operating in accordance with the National Table of Frequency allocation and other applicable laws;

The Regulatory Authority may impose such conditions as it may deem necessary on the use of the assigned frequencies;

All the spectrum frequencies in the Republic of Rwanda shall be assigned based on the Use-or lose condition. The Regulatory Authority shall have the right to withdraw any frequency that is not operational as per the applicable laws and regulations.

#### **Article 10: Methods of frequency assignment**

The Regulatory Authority shall use any of the following methods of frequency assignment depending on the level of competition, availability of spectrum and the aggregate demand at any point in time:

- a) First-come first-served: when there is surplus spectrum and low demand;
- b) Comparative qualitative evaluation of bids (beauty contest): when there is medium availability and moderate demand;
- c) Auction: where there is scarcity of spectrum and high demand;
- d) Automatic assignment: where there is unlimited sharing capability.

The Regulatory Authority reserves the rights to decide on the use of any of the method in the national interest.

#### **Article 11: Temporary assignments for trials or research**

The Regulatory Authority may permit the use of frequency for technological research, industry and medical service purposes provided that the applicant justifies the reason for that application. However, such services shall not be funded by the regulatory authority unless otherwise initiated by the authority.

The procedures and conditions for the use of such frequencies are defined in Annex 1 to this Regulation.



## **CHAPTER 3: LICENSING REGIME FOR RADIO FREQUENCY MANAGEMENT**

### **Section One: Licensing requirements and payments of fees**

#### **Article 12: License application and procedures**

Any person wishing to possess, establish, install or use any radiocommunication station within the Republic of Rwanda shall apply for a radiocommunication license;

An application letter addressed to the Director General of the Rwanda Utilities Regulatory Authority shall be accompanied by an application form together with other documents as prescribed in annex 2 and 3 depending on the type of service to be performed;

An applicant for the radiocommunication license shall be considered eligible after fulfilment of all the requirements determined by the Regulatory Authority depending on the type of the radiocommunication service applied for;

The processing of the application for the Radiocommunication license by the Regulatory Authority shall take a maximum of thirty (30) days. Where coordination with neighboring countries is required, the process may take longer and the applicant shall be notified of the process;

The licensee shall comply with the provisions of the international telecommunications convention and their annexes which the Rwandan government has ratified.

#### **Article 13: Obligations of the licensee**

After assignment of the radiocommunication license, the licensee shall have the following obligations:

- a) Ensure efficient use of the assigned spectrum;
- b) Maintain the inventory of the assigned frequencies and be able to provide it any time up on request by the Regulatory Authority;
- c) Avoid harmful interference, unauthorised emission and illegal use of the spectrum;
- d) Keep the license updated by regularly renewing it and paying the required annual fees;
- e) Migrate to a different frequency or frequency band when deemed necessary by the Regulatory Authority;

- f) Make no change to the licensed station including station parameters like technical specification and station location without a written authorisation from the Regulatory Authority;
- g) Transmit the assigned call sign at the end of every complete communication where required by the terms of the license. In case of continuous, frequent or extended use of the transmitting equipment, the call sign shall be transmitted at least once every thirty minutes;
- h) Ensure reimbursement, refund and/or indemnification of its customers in case of cessation of activity.

#### **Article 14: Validity of the License**

The radiocommunication license shall be valid for a period of one (1) year;

If at the expiration of that period the licensee fails to renew his license, the later automatically loses the right to use that frequency and the Regulatory Authority may reallocate the relevant frequency to another applicant;

For operators who are licensed to provide radiocommunication network or services for a period of more than one (1) year, the radiocommunication license shall be valid for the period equivalent to that of the parent license, provided that the annual frequency fees and other related fees are regularly paid.

#### **Article 15: License renewal**

The radiocommunication license shall be renewed upon request by the licensee forty-five days (45) prior to expiration of the current license;

The licensee applying for the license renewal shall inform the Regulatory Authority of any change he is intending to make on the radiocommunication station;

Failure to renew the radiocommunication license by the operator licensed to provide radiocommunication network or service shall lead to cease of any further operation related to radio frequency.

#### **Article 16: Spectrum fees**

Unless otherwise prescribed by this regulation, any use of the radio frequency shall be subject to the payment of the spectrum fee in accordance with the Ministerial Order No. 03/RURA/2005 of 14/07/2005 as it may be amended from time to time.

### **Article 17: Short Range devices**

The device designed to operate over short range and low power level shall be permitted to operate in the Republic of Rwanda in accordance with ITU recommendations, EACO guidelines and other international standard as well as industry based standards. The use of these devices shall not be protected from harmful interference and shall not cause interference to other services in the same or adjacent bands.

### **Section 2: license transfer, suspension, revocation and cancellation**

#### **Article 18: License transfer**

No transfer of radio frequency shall be valid and effective without prior written consent of the Regulatory Authority. Where the Regulatory Authority consents to a transfer of radiofrequency, it may impose on the transferee, any new terms and conditions for the use of such radio frequency.

No radio frequency licensee is allowed to sell out the radio frequency and in case he/she fails to utilise the radio frequency, he/she returns it to the Regulatory Authority in writing.

#### **Article 19: Procedure for license transfer**

A license transfer proceeding is initiated by an application from the licensee. Until the Authority has issued an approval of the transfer, no licensee may attempt to transfer its license to another person.

A license transfer proceeding shall be conducted in the same manner as review of a license application. The transferee shall be considered as the applicant to assume the operational license.

#### **Article 20: license suspension**

The Regulatory Authority may suspend a radiocommunication license before its expiry due to the following reasons:

- a) If the radiocommunication licensee deliberately or through carelessness, transmits a false distress signal or disturbs or harms safety and emergency radiocommunications in some other way;
- b) If the licensee fails to comply with any notification requirement of the Regulatory Authority or if he/she does not disclose all required information.

#### **Article 21: License revocation**

A license revocation proceeding may be initiated by the Regulatory Authority.

The Regulatory Authority may revoke a license before the expiration of the license validity in the following circumstances:

- a) If the licensee, despite ordered corrective measures, seriously and repeatedly violates a license condition essential for non-interference in radiocommunications, or fails to meet the liability to pay for a radio license or frequency reservation;
- b) If there is an illegal use of radio frequency by the licensee or if the radio frequency is used in contrary with the license provisions;
- c) If the licensee fails to commence operation of the radio frequency within one (1) year after its assignment;
- d) If it is established that the licensee is engaged in or is supporting activities amounting to treason;
- e) If a binding international agreement ratified by Rwanda requires the revocation of license;
- f) Failure of the licensee to provide the Regulatory Authority with monitoring and reporting data required by the license or failure to cooperate with the Authority inspection and audits;
- g) If the licensee submits false or deliberately misleading data or information to the Regulatory Authority; or
- h) Bankruptcy, financial insolvency or liquidation of the licensee.

**Article 22: Procedures for license suspension and revocation**

Where the Regulatory Authority deems it right to suspend or revoke a radio communication license, the following steps shall be respected.

- a) A written notice to be sent to the licensee informing him/her of his/her breach of license obligations and fixing deadline for the correction of the unlawful conduct;
- b) If the licensee fails to address the raised issues, the Regulatory Authority will hold a hearing on the non-compliance of the licensee;
- c) After hearing his/her representations, the Regulatory Authority confirms the non-compliance and communicates its findings to the licensee and the reasons thereof;
- d) Having taken into account the nature, gravity and consequences of the non-compliance, the license shall be suspended or revoked and a final notification shall be sent, instructing him/her to cease the operation of the radio frequency.

### **Article 23: Return of the suspended or revoked license**

If the radiofrequency license has been suspended or revoked, it shall have immediate effect from the date of suspension or revocation and the licensee shall within five (5) days from the date of suspension or revocation return the license to the Regulatory Authority. During that period, the licensee shall not operate or provide any service he/she was licensed for.

### **Article 24: License Cancellation**

The Regulatory Authority may cancel the license if:

- a) the licensee is guilty of fraud or intentional misrepresentation when applying for the license;
- b) after notification of license issuance, the licensee fails to withdraw its license within a period of two (2) months;
- c) the licensee fails to use the assigned frequencies within one year after its assignment;
- d) the original purpose for which the operator's license was issued no longer exists.

### **Section 3: Inspection and compliance with these regulations**

#### **Article 25: Monitoring and Inspection**

The Regulatory Authority shall at any time monitor and inspect all licensed stations for the purpose of ensuring efficient utilization of frequencies and compliance with licensed parameters.

For this purpose, the licensee shall provide unlimited access to its installations to the officers of the Regulatory Authority conducting the exercise.

The Regulatory Authority shall restrict the installation or operation of radiocommunications equipment or erection of structures within a prescribed area, if it is of the opinion that such installation or operation will cause harmful interference to other operators and/or negatively affect the well-being of the people around that area. The licensee shall make available all records regarding the stations' operation any time as may be required by the Regulatory Authority. The Regulatory Authority shall provide the format in which the required records shall be provided.

#### **Article 26: Interference**

The licensee shall report in writing any case of interference to the Regulatory Authority. The licensee shall prior to the reporting of interference, provide a report justifying that it has conducted all necessary steps to check if the interference is not due to the internal configuration of their network;

The Regulatory Authority shall investigate the reported interference in view of establishing its cause and solving the problem;

Where the Regulatory Authority finds that some actions need to be undertaken to avoid or mitigate against any interference, the licensee shall be required to abide by the instructions of the Regulatory Authority and carry out the instructed actions.

**Article 27: Storage and disposal of the unused communication equipment**

Any radiocommunication equipment used by the radiocommunication licensee shall always be a property of the licensee;

In case the licensee ceases his/her operations, all the equipment that he/she has been using must be uninstalled and kept in a store. The Regulatory Authority shall inspect the licensee's premises to ensure that the equipment has been disconnected and kept safely;

In case the licensee wishes to export the disconnected equipment, he/she shall inform the Regulatory Authority one week before the exportation time.

Where the radio communication equipment can no longer be used for any reason (end of life) and the licensee need to dispose it, the Regulatory Authority shall be informed in writing and shall supervise the handover of the equipment to be disposed to the company responsible for the disposal.

**Article 28: Noncompliance with the provisions of this regulation**

Any person who contravenes to the provisions of this regulation shall be liable to administrative fines related to electronic communications as stipulated in the law N°24/2016 of 18/06/2016 governing Information and Communication Technologies.

**CHAPTER IV: TRANSITIONAL AND FINAL PROVISIONS**

**Article 29: Transitional period**

Any person exercising activity related to the use of radio frequency is given a period of three months (3) to comply with the provisions of this Regulation from the date of its signature.

**Article 30: Repealing provision**

All prior provisions contrary to this regulation are hereby repealed.

**Article 31: Commencement**

This regulation shall come into force on the date of its signature by the Chairperson of the Regulatory Board.

**Kigali on 15<sup>th</sup>/11/ 2019**

(Sé)

**Dr. Ignace GATARE**

**Chairperson of the Regulatory Board**

## **ANNEX 1: TEMPORARY USE OF RADIO FREQUENCY FOR TESTING OF NEW TECHNOLOGIES**

### **1. Introduction**

- 1.1 The Regulatory Authority may permit temporary access to radio frequency for technological testing and research purposes as well as equipment demonstration provided there is valid justification for that application.
- 1.2 The Regulatory Authority is very supportive of any technological research and innovation. It is in that case that the Regulatory Authority issues the following guidance for temporary use of radio frequency for any entity that wishes to conduct such activity.
- 1.3 This document provides a regulatory guidance on the temporary use of radio frequency for the testing of new technologies and equipment demonstration. This usage is typically necessitated by such purpose of testing new technologies or existing technologies in new operating conditions, exhibitions as well as demonstration of equipment. The Regulatory Authority shall decide, at its discretion, the circumstances in which the temporary or occasional use of frequencies will be permitted.

### **2. Use of radio frequency and equipment registration**

- 2.1 Unless otherwise specified by the Regulatory Authority, any use of the radio frequency in the Republic of Rwanda shall be authorized by the Regulatory Authority.
- 2.2 Every equipment operated by a licensed operator for testing purposes must be type approved.
- 2.3 An exhibitor or an equipment manufacturer/supplier that takes part in an exhibition, may be exempted from the type approval requirements. However, every equipment that enters into the country has to be registered with the Regulatory Authority.

### **3. Eligibility**

- 3.1 Any natural or legal person may apply for the temporary use of frequencies for the need of technological testing or equipment demonstration to potential customers, subject to the availability of the frequencies.



3.2 For the eligibility to use the radio spectrum for this purpose, the applicant must fulfil the following:

- a) To demonstrate that the technology intended to be tested has never been tested before in the country;
- b) To prove that the new technology clearly brings innovation/ add value to the existing radiocommunication services in the country;
- c) To demonstrate that the new technology shall not cause harmful interference to other radiocommunication services in the country;
- d) To demonstrate that the new technology shall not affect safety of the operators and to the general public.

#### **4. Requirement for the temporary assignment of radio frequency for testing new technologies**

The Regulatory Authority shall permit the temporary use of the radio frequency for new technology testing to the applicant that fulfils the following requirements:

- a) Application letter addressed to Director General of RURA;
- b) Applicant details (nature of the applicant: company, individual, associated companies, ...);
- c) Certificate of registration for the company;
- d) For an individual, an identity card or passport (any legal document) will be required;
- e) Technical plan; Detailed concept/project proposal. This should include:
  - (i) Detailed description of the envisaged technology;
  - (ii) Required frequency range and necessary bandwidth;
  - (iii) Deployment mode and last mile or end user access;
  - (iv) The roll out plan (including intended areas of operation);
  - (v) Detailed technical description of the equipment to be used.
- f) For satellite services, the station location in Rwanda and documentary evidence of permission to access the satellite system (including the commercial and filed name of the satellite at the ITU, orbital slot, frequency of operation as well as the satellite operator);
- g) a documentary evidence of agreement with the concerned government or private entity shall be required, in case the project involves such entity;
- h) Proof of the project budget and finance;

- i) Proof of qualified human resources for conducting the trial.
- j) Name and telephone number of the person to contact in case of radio interference or any other issues;
- k) The operator shall provide the disposal plan of the equipment after technology test.

#### **5. General conditions of operation**

- a) Authorisation to use the required spectrum issued by the Regulatory Authority;
- b) The Regulatory authority shall be involved in all the tests or progress evaluations;
- c) The applicant eligible for this authorisation shall not be required to pay the spectrum fees;
- d) This authorisation does not permit the user to conduct any commercial services;
- e) The operator will be liable for any damages that might be caused by his/her technology tests.

#### **6. Specific condition for use of the radio frequency**

Radio frequencies approved for this purpose are subject, but not limited, to the following conditions for operation:

- a) Frequencies may be operated on a shared-use basis;
- b) frequencies are operated on a non-protection basis;
- c) The assigned spectrum shall not cause interference to other operators or claim for any interference protection;
- d) In case of occurrence of any kind of interference, the testing station shall stop its operations immediately until the problem is solved;
- e) The radio frequency usage is confined to the location indicated by the applicant and transmission is allowed only during the approved period;
- f) The Regulatory Authority shall determine the maximum transmitted power (e.i.r.p) and the maximum antenna height for outdoor use;
- g) Other conditions may apply when deemed appropriate on case-by-case basis.

## **7. Testing period**

- 7.1 The technology testing period shall not be more than (3) months in line with radio frequency regulations and other laws in place;
- 7.2 This testing period may be renewed upon presentation of the progress that was achieved in the previous authorisation period. The extension period shall not exceed three (3) months.

## **8. Exportation of the equipment**

- 8.1 Any non-registered equipment that was permitted in the country for the purpose of exhibition, shall be exported out of the country immediately after operation;
- 8.2 Any equipment that fails to meet the operational requirements prescribed by the Regulatory Authority shall be exported out of Rwanda immediately;
- 8.3 A documentary proof of exportation of the equipment exported for any of the above reasons shall be submitted to the Regulatory Authority not later than one week after the exportation.

## **9. Authorisation revocation or suspension**

The Regulatory Authority reserves the right to revoke or suspend the authorization for the temporary utilization of radio spectrum in the following circumstances:

- a) where the operation causes consistent interference to other operators;
- b) where the operation is contrary to the laws and regulations as well as the authorization obligations;
- c) where it is established that the operations may affect the national security or is engaged in treason activities.

## **ANNEX 2: LICENSING REQUIREMENTS**

### **I. LICENSING REQUIREMENTS FOR PRIVATE RADIO NETWORKS (HF/VHF/UHF)**

#### **1. New applicant**

- 1.1. Application letter addressed to the Director General of RURA indicating frequencies you wish to use in the specified Band and the use of your radio network;
- 1.2. A duly filled application form;
- 1.3. Datasheet of equipment (N.B: Any relevant document can be attached);
- 1.4. A copy of Certificate of Registration from RDB (the company should be registered in the Republic of Rwanda).

#### **2. Renewal**

- 2.1 Application letter addressed to the Director General of RURA
- 2.2 The completed application form with other documents should be submitted to the following address:

Rwanda Utilities Regulatory Authority (RURA)  
P.O. Box: 7289 Kigali-Rwanda  
Phone: (250)252 58 45 62  
Hotline: 3988  
Email: info@rura.rw  
Website: www.rura.rw

### **II. LICENSING REQUIREMENTS FOR SATELLITE SERVICES (VSAT, SATELLITE PHONES, TRANSPORTABLE EARTH STATIONS, ...)**

1. Application letter on the applicant's letterhead, including the Applicant's profile and the intended use of the station. It should be addressed to the Director General of RURA;
2. A duly filled application form (the application form can be found on the RURA website or picked from the offices);
3. Clear copy of the Registration Certificate of the company (the company has to be registered in the Republic of Rwanda);
4. For the Non –Governmental Organisations, a certificate of recognition from Rwanda Governance Board shall be required;

5. Diplomatic Missions and Organizations accredited to Rwanda must channel their applications through the Ministry of Foreign Affairs and International Cooperation of Rwanda;
6. Data sheet (Technical specification) of the equipment.

The completed application form with other documents should be submitted to the following address:

Rwanda Utilities Regulatory Authority (RURA)  
P.O. Box: 7289 Kigali-Rwanda  
Phone: (250)252 58 45 62  
Hotline: 3988  
Email: info@rura.rw  
Website: www.rura.rw

### **III. REQUIREMENTS FOR THE INSTALLATION & OPERATION OF AMATEUR RADIO**

1. Application letter addressed to the Director General Rwanda Utilities Regulatory Authority (RURA) stating the following:
  - i. Purpose for which you need the amateur Radio;
  - ii. For how long will you need the amateur radio;
  - iii. If not a Rwandan citizen; the purpose of visit and the duration of stay in Rwanda;
2. A duly filled Application form (the application form can be found on the RURA website [www.rura.rw](http://www.rura.rw) or picked at the RURA offices);
3. Clear photocopies of the following documents should be brought with the application form;
  - i. Rwandan National Identity Card or Rwandan passport of the applicant or
  - ii. Parent/Guardian in case of a Novice. Both sides of the ID should be copied onto the same side of an A4 size paper;
  - iii. Passport copies of non-Rwandans should include the pages showing the nationality date of issue and expiry, holder's name, photograph and the Rwandan Visa where application;
  - iv. Copy of the Valid and current Amateur Radio license if any.

Return the completed form with all the documents to the following address:

Rwanda Utilities Regulatory Authority (RURA)  
P.O. Box: 7289 Kigali-Rwanda  
Phone: (250)252 58 45 62  
Hotline: 3988  
Email: info@rura.rw  
Website: www.rura.rw

#### **IV. LICENSING REQUIREMENTS FOR THE AIRCRAFT STATION**

1. Application letter on the applicant's letterhead, including the Applicant's profile and the intended use of the station. It should be addressed to the Director General of RURA.
2. A duly filled application form (the application form can be found on the RURA website or picked from the offices).
3. Photocopy of the Registration Certificate of the company (the company has to be registered in the Republic of Rwanda)
4. Photocopy of the Aircraft station registration certificate
5. Certificate of Airworthiness
6. A list of all the communication equipment on board the aircraft

#### **V. REQUIREMENTS FOR THE OPERATION OF DRONES**

1. Application letter;
2. Certificate of registration of the company;
3. Technical specifications of the drone.

The completed application letter with other documents should be submitted to the following address:

**Rwanda Utilities Regulatory Authority (RURA)**

**P.O. Box: 7289 Kigali-Rwanda**

**Phone: (250)252 58 45 62**

**Hotline: 3988**

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**Seen to be attached to the Regulation N° 007/R/SM-ICT/RURA/2019 of 15/11/2019 on Radio Frequency Management**

**Kigali on 15<sup>th</sup>/11/2019**

**(Sé)**

**Dr. Ignace GATARE**

**Chairperson of the Regulatory Board**