

# ICASA Amateur Radio Licences - General Information

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Ver. 2 - 22 May 2017

## Regulations for Amateur Radio

Extracted from the Government Gazette 36841 30 March 2015.

### Definitions

"Licence year" in relation to a licence or certificate, means the period of 12 months of each year from 1 April to 31 March, both dates inclusive;

## Part VI - Specific Services

### 23. Amateur Radio Communications

#### *Conditions for the Granting of an Amateur Radio Station Licence*

- (1) The Authority will, subject to these Regulations, issue a Class-A or Class-B licence for the use of an amateur radio station.
- (2) A Class-A licence (ZS - CEPT Class 1) shall be issued to a person who:
  - (a) has furnished proof of his or her ability to correctly set up, adjust and operate an amateur HF radio apparatus; and
  - (b) is in possession of a HAREC issued or recognised by the Authority.
- (3) A Class-B licence (ZU) shall be issued to a person who:
  - (a) has furnished proof of his or her ability to correctly set up, adjust and operate an amateur HF transceiver;
  - (b) is in possession of a radio operator certificate specified for a Class-B licence; and
  - (c) Is not over the age of twenty (20) years.

## Part 7 - General Provisions

### 29. Allocation and Display of Call Sign

Where the Authority allocates a call sign to a radio station, the said call sign must be conspicuously displayed on the said radio set by the licensee and the call sign must be transmitted at least once during each separate transmission.

### 34. Change of Contact Details

(1) A licensee must inform the Authority of the change of any of the contact details provided to the Authority in an application or previous change notification within fourteen (14) days of the change occurring.

### **38. Possession of Radio Apparatus without Licence**

(1) Subject to sections 32(1) and 35 of the Act, no person may possess any radio apparatus except under and in accordance with a radio frequency spectrum licence granted by the Authority, or exempted from a licence by the Authority, or subject to the required type approval of the apparatus.

#### **Additional notes:**

1. It is the responsibility of the licence holder to always be in possession of a current licence.
2. There is no requirement on the licensing authority to provide you with a reminder.

See further extracts from the Regulations at the end of this document.

## **Licence Fees 2017-18**

The fees for 2017-18 with effect from 1 April 2017 are as follows.

**NB: Licence renewals must be paid into ICASA's account and NOT to the SARL.**

1-year licence: R134.00

2-year licence: R256.00

3-year licence: R367.00

4-year licence: R468.00

5-year licence: R559.00

Application for a new licence or re-application for a cancelled licence: R 140

**Important:** If you are making payment for 2 or more years you **must** advise Dewald at [DKuhrau@icasa.org.za](mailto:DKuhrau@icasa.org.za) of your payment. Please state your licence number, callsign and the number of years applied for in the subject heading of the relevant email to ICASA.

If you do not notify ICASA of the required term of licence, you will receive a one year licence, regardless of the amount paid.

## **Checking the status of your licence**

The starting point should be to check the expiry date printed on your current licence.

If you have not received your licence or have mislaid it then ICASA will also e-mail your licence on request.

## **Cancellation of licences - 2017**

ICASA has cancelled some 2100 licences which lapsed up to and including the 2016-2017 licence year.

Note that this does not include licence renewals for 2017-2018.

If you do not have a current licence you need to investigate this with ICASA, as technically your licence is no longer valid and you could be operating without a valid licence.

## **SARL Members**

Licences for 134 current SARL Members have been cancelled. Emails have been sent to all of these.

The SARL online callbook will show these with "Cancelled Licence" instead of the first name.

## **Non-Members**

We cannot publish a list of cancelled non-members as ICASA considers that to be private/confidential information.

Non-members may check their status on the SARL website. If the callsign is not found, or you get a response similar to ***"ICASA Licence Cancelled. (surname) Please contact ICASA directly for more information"*** then ICASA has cancelled or is in the process of cancelling your licence.

Note that if you made a payment this year - but had inadvertently not paid in a previous year - ICASA allocates payments to the oldest outstanding payment and this could result in you still being in arrears. Once you are in arrears ICASA no longer sends reminder notices. This is possibly the single most common cause for unknowingly being in arrears.

This service is being provided by the SARL in good faith and based on data provided by ICASA. Any errors arising from data errors will be corrected on submission of a copy of a valid licence to the SARL.

## **What to do if your licence has been cancelled**

**Your first action must be to contact ICASA to determine your exact situation. The SARL does not have this information.** See ICASA contact details below.

Before following up with ICASA please have the following information available:

- Licence number
- Copy of your most recent licence received
- Proof of payment of any payments made

If a cancellation is found to be as a result of an ICASA error - the licence will be re-instated.

However where this has been due to a payment oversight ICASA is taking a hard line and will require you to re-apply for a new licence.

## **Re-applying for your licence.**

Effectively you will be applying for a new licence.

You will require the following:

- ICASA Radio Communication Application Form - Download at [http://www.sarl.org.za/public/ICASA/ICASA\\_Docs.asp](http://www.sarl.org.za/public/ICASA/ICASA_Docs.asp)
- Copy of your ID.
- Application Fee of R140 - See payment options below.
- Requested callsign/s.
- Proof of having written and passed the RAE. This can be in the form of an Operators Certificate or a HAREC certificate.

It is not yet clear what view ICASA will take for those of you who have mislaid your Operators or HAREC certificate. We strongly urged ICASA to waive the submission of such a certificate but there is no indication of whether this will be done.

Remember too that you may not receive your old callsign back. You may find that your desirable callsign has already been snapped up by some enterprising ham who has taken advantage of these cancellations.

**Important:** Once you resolve your problem with ICASA and your licence has been re-instated you must advise the SARL office in order to remove the "Licence Cancelled" message from the callbook. You will need to provide proof of this by way of a copy of your new licence or the official notification from ICASA that reflects the new licence number that you will be given.

## The Future

For the record ICASA intends having new software installed by the end of this financial year. This will include an online option for renewing and paying your licence. It will also include an option for indicating the type of licence required viz 1,2,3,4,or 5 year. The price will calculate accordingly with no need for the current archaic process of having to e-mail them to tell them what you are paying for.

Licences will also be e-mailed and not posted.

If you visit their offices you will see posters in their reception area advertising this new system.

## Contacting ICASA

If you need to contact ICASA the suggestion is to do this by email to Dewald Kuhrau using the email address of [dkuhrau@icasa.org.za](mailto:dkuhrau@icasa.org.za)

If your surname starts between A to K then you need to email your payment advice to Mr Kenneth Kgwedi: [Kkgwedi@icasa.org.za](mailto:Kkgwedi@icasa.org.za)

If your surname starts between L to Z then you need to email your payment advice to Mr Pieter Jansen:  
[PJansen@icasa.org.za](mailto:PJansen@icasa.org.za)

When paying your license, ALWAYS use the license number as your reference. A call sign is NOT a reference!

## **Making payment to ICASA**

You can pay your licence as follows:

1. At the post office - They will need your **licence number** and the clerk needs to add 2 zeros (00) in front of the licence number when they enter it on their system. Most of the staff knows this but not all. Paying at the PO gives you a receipt as proof of payment. Hold on to that!!
2. Directly into ICASA account. If you do an EFT then ICASA is listed as a "Public Account" and you can select them from a list. Again, use your **licence number** as reference of payment and download the proof of payment and hold on to that!
3. You can also pay over the counter at NEDBANK. Again keep your proof of payment. Banking details as follows:

Bank:	Nedbank
Account number:	1462002927
Branch (universal code):	198 765
Deposit reference:	Your <b>licence number</b> (NOT call sign)

ICASA may also be found as a public recipient on your internet banking profile.

## **Part IV: Procedures for Radio Frequency Spectrum**

### **Licencing and Assignment**

#### **Subpart 10: Renewal of a Radio Frequency Spectrum Licence**

- (1) Renewal of an annual radio frequency spectrum licence is to be performed on an annual basis by payment of the prescribed licence fee on or before the due date.
- (2) Subject to the renewal of a service licence, where applicable, renewal of a multi-year radio frequency spectrum licence is to be performed prior to the expiry of such a licence in the last licence year of the licence term by payment of the prescribed licence fee on or before the due date.

- (3) After receipt of a renewal invoice from the Authority, the licensee must indicate its intention to renew its radio frequency spectrum licence by payment of the prescribed licence fee on or before the due date of the then current licence year.
- (4) The obligation to renew a radio frequency spectrum licence vests with the licensee and is not dependent on receipt of a renewal invoice in terms of sub regulation (3).
- (5) If the prescribed licence fee is not paid by the due date, then the radio frequency spectrum licence will expire immediately on 01 April of the then current licence year.
- (6) No renewal payments will be accepted by the Authority after 31 March of the then current licence year.
- (7) A licensee not wishing to renew his or her radio frequency spectrum licence must submit an application for Notice of Surrender (Form C of Annexure A) to the Authority for surrender of their licence in terms of regulation 11 of these Regulations on or before 30 November of the then current licence year and comply with the surrender of a licence in terms of regulation 13(1) (c); (d) and (e).

### **Subpart 11: Failure to Renew a Licence**

If a licensee has not renewed his or her radio frequency spectrum licence in terms of regulation 10 and continues to utilise the radio frequency spectrum after 31 March of the then current licence year, the Authority will, prior to seizing or sealing of the radio apparatus or equipment, initiate the following process:

- a) Issue a notice to the person in question advising him or her:
  - (i) of his unlawful activity;
  - (ii) that he or she should cease with the unlawful activity within fifteen (15) days after receipt of the notice;
  - (iii) to inform his or her end-users and/or subscribers, if any, within seven (7) days of receipt of the Authority's notice of the date that he or she will cease to provide the services in question.
  - (iv) that they have five (5) days to respond to the notice of the Authority should they wish to do so.
- b) Should the Authority receive a response in terms of paragraph (a) (iv), the Authority will inform the licensee of its decision and reasons for the decision.
- c) If the decision of the Authority, after considering any response in terms of paragraph (a)(iv), is that the person in question is unlawfully making use of the radio frequency spectrum, then such a person must:
  - (i) within ten (10) days of receipt of the decision, cease making use of the radio frequency spectrum; and
  - (ii) within three (3) days of receipt of the decision, inform his or her endusers and/or subscribers, if any, of the date he or she will cease to provide the services in question.
- d) Failure by the affected party to comply with paragraphs (a) and (c) above will result in the Authority seizing or sealing the radio apparatus or equipment and instituting criminal proceedings against the affected party.