

General notes for applicant

1. This application form sets out the standard information which is required from the applicant by the Information and Communication Technologies Authority (ICTA) for the determination of an application for a Ship Station Licence (RA 10 and RA 11).
2. Applicants are strongly advised to read the Ship Station Guidelines which is available at : http://www.icta.mu/documents/applicationforms/ship_guide.pdf
3. All fields in this application form are mandatory unless stated otherwise. You are invited to complete your application in **dark ink and in BLOCK LETTERS** and to use a separate sheet of paper should you wish to supply additional information, clarifications, or if space provided in the form is insufficient. Please note that illegible, unclear or incomplete application forms may delay the processing of this application or may even cause it to be set aside.
4. The ICTA wishes to draw your attention that applications for Ship Station Licence may only be entertained for those vessels registered with relevant authorities in Mauritius (Ministry of Shipping or Tourism Authority/ Ministry of Fisheries).
5. Application made on behalf of a body corporate should be signed by a person duly authorised by the body corporate and company's stamp should be affixed.
6. Only **complete** applications will be processed by the ICTA.
7. Whenever documents are required as evidence, the applicant is kindly requested to provide legible copies and mark same as indicated in section 7 of application form for ease of reference. Please also note that documents must be furnished in either English or French.
8. Duly filled application forms should be addressed to:-

The Executive Director
Information & Communication Technologies Authority (ICTA)
Level 12, The Celicourt,
6, Sir Celicourt Antelme Street,
Port Louis,
Republic of MAURITIUS
Fax: +(230) 211 9444
Email: icta@intnet.mu

9. Should you have any queries regarding these guidelines or on the licensing process, kindly contact the ICTA accordingly.

Note: The ICTA does not issue a licence unless all relevant Licence fees are paid. Any payment made by cheque should be drawn to the order of the Information & Communication Technologies Authority (ICTA).

APPLICATION FORM FOR SHIP STATION LICENCE (RA10 or RA11)

SECTION 1: APPLICANT (SHIP OWNER) DETAILS

1a. Full Name:

Address for Correspondence:

Business Registration Number (if applicable):

Note: Please attach a copy of certificate of incorporation of company if owner is registered as a company or a copy of I.D card of the owner if the latter is not registered as a company.

1b. Details of Contact Person

Name: **Designation:**

Address:

Day time Tel No.: **Mobile No.:**

Fax No.: **Email:**

1c. Contact details for claiming Licence fees

Name:

Address:

Day time Tel No.:

Fax No.: **Email:**

Contact Name: **Mobile No.:**

Note: All claims for Licence fees will be sent to the Billing address.

SECTION 2: GENERAL DETAILS

2a. Licence applied for: RA 10 (Full) RA 11 (VHF Only)

2b. Type of Application:

- New/ Renewal ^[1] (1 Year Licence for RA10 Full or 5 Year Licence for RA11)
- Temporary ^[2] (attach a copy of letter issued by Ministry of Shipping certifying that your application for registration is in process.)
- Amendment ^[3]
- Cancellation ^[4]

Note 1:- Please note that for new/renewal only sections 2c and 4 to 8 are applicable.

*Note 2:-Temporary Licence (i) is applicable for RA 10 (Full) only.
(ii) only sections 4b to 8 are applicable.*

Note 3:- Please note that for Amendment, you are required to fill in only the relevant amended sections.

Note 4:- Please note that for Cancellation, only sections 3 and 8 are applicable.

2c. Are you registered with:

- Ministry of Shipping (attach a copy of Certificate of Registration)
- Tourism Authority/ Ministry of Fisheries (attach a copy of Certificate of Registration)
- Registration Exempt (attach a copy of evidence for exemption)

SECTION 3: CANCELLATION OF AN EXISTING LICENCE

3a. Please provide your Licence number and Call sign respectively:

3b. Please specify reason(s) for cancellation below:

- Radio equipment or vessel sold. ^[5]
- Other Please specify below:-

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Note 5:- Please note that if your radio equipment or vessel or both have been sold, go to section 3c, otherwise go to section 8.

3c. If vessel has been sold, give details of new owner

Name: Designation:
Address:
Day time Tel No.: Mobile No.:
Fax No.: Email:

SECTION 4: VESSEL DETAILS

4a. Is your vessel operating in Mauritian waters?

Yes No

If Yes, Kindly note that a radio survey will have to be carried out on board your vessel for your application to be further processed.

If No, Please provide a copy of radio survey report issued by a recognized Classification Society on behalf of Ministry of Shipping..

4b. Name of Vessel:

4c. Call sign: 3B

4d. Class of vessel / Type of vessel:

4e. Indicate the intended use of vessel:

4f. Gross Weight: Tons

4g. Length of vessel: metres

4h. Capacity of person on board:

4i. SelCal:

4j. Is your vessel Global Maritime Distress Safety System (GMDSS) compliant?

Yes No

If Yes, please specify sea area for GMDSS vessel: A1 A2 A3 A4

4k. Does your Ship Station require Maritime Mobile Ship Identity (MMSI) ^[6] number?

Yes No

Note 6:- MMSI is only allocated to ship station comprising of Digital Selective Calling (DSC) equipment, AIS, EPIRB and maritime satellite terminals.

4l. Nature of service:

- CO - a station open to official correspondence exclusively
- CP - a station open to public correspondence
- CR - a station open to limited public correspondence
- CV - a station open exclusively to correspondence of a private agency
- CV - a station open exclusively to correspondence of a private agency
- OT - a station open exclusively to operational traffic of the service concerned (*Tick only one)

Services available refers to Nature of service:

- C - radio telephone calls
- D - radio telex calls
- O - OBS messages (voluntary observing ship)
- P - facsimile communications
- R - Radiotelegrams (*Tick as appropriate)

4m. Hours of service:

- H24 - continuous service throughout twenty four hours
- H16 - 16-hour service provided by a ship station of the secondary category
- H8 - 8-hour service provided by a ship station of the third category
- HX - intermittent service throughout twenty four hours, or station having no specific working hours
- HJ - day service
- HN - night service (*Tick as appropriate)

SECTION 5: RADIO EQUIPMENT DETAILS

5a. Is your vessel already fitted with radio equipment?

- Yes No

If Yes, Please go to section 5d.

If No, Please go to section 5b.

5b. Is your vessel under construction in Mauritius?

- Yes No

If Yes, Please go to section 5c.

If No, Please specify location and condition of vessel below:- (for e.g. if vessel is in construction abroad) and go to section 5c.

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5c. Is your radio equipment type approved by the ICT Authority ^[7]?

Yes No

If Yes, Please provide the information below:-

Type of equipment	Make	Model	Type Approval Reference

If No, Please submit an application for Type Approval of your radio equipment to the ICT Authority.

Note 7:- Type Approval application form may be downloaded at the following link:-
<http://www.icta.mu/documents/applicationforms/typapp.pdf>

5d. List of Radio Equipment ^[8]

Type of Radio Apparatus	Make	Model	Output Power of Radio Transmitter (Watts)	Class of emission	Operating Frequencies/ Frequency Range
MF Radiotelephony					
MF DSC					
HF Radiotelephony					
HF DSC					
VHF Radiotelephony					
VHF DSC					

SECTION 6: SHIP MANAGEMENT**6a. Ship Operator**

Name:

Address:

Day time Tel No.:

Fax No.: Email:

Contact Name: Mobile No.:

6b. Ship Owner

Name:

Address:

Day time Tel No.:

Fax No.: Email:

Contact Name: Mobile No.:

6c. Ship Agent in Mauritius

Name:

Address:

Day time Tel No.:

Fax No.: Email:

Contact Name: Mobile No.:

SECTION 7: DOCUMENTS TO BE ENCLOSED WITH APPLICATION

Mark doc as:	Information required	Please tick as submitted
DOC A	A copy of letter issued by Ministry of Shipping certifying that your application for registration is in process.	<input type="checkbox"/>
DOC B	A copy of a valid Provisional Certificate of Registration or Certificate of Registration of the vessel for new applications.	<input type="checkbox"/>
DOC C	A copy of radio survey report issued by a recognized Classification Society on behalf of Ministry of Shipping.	<input type="checkbox"/>
DOC D	A copy of certificate of incorporation of company if owner is registered as a company.	<input type="checkbox"/>
DOC E	A copy of I.D card of the owner if not registered as a company.	<input type="checkbox"/>

SECTION 8: DECLARATION BY APPLICANT

By signing this form I confirm that I have read and understood the (guidance) notes and I hereby certify that the information provided is to the best of my knowledge true and complete. I agree to comply with any terms, conditions or restrictions which the Information and Communication Technologies Authority may impose and to be bound by the laws and regulations in force.

Company's stamp

Applicant signature:

Signatory's name:

Designation:

Date: / /
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SECTION 9: FOR OFFICE USE

	ok	Remarks
All required fields duly filled in	<input type="checkbox"/>	
All documents submitted	<input type="checkbox"/>	
Application signed	<input type="checkbox"/>	
Date of inspection/survey		
Inspection survey remarks		
MMSI Assigned		
Call Sign issued		
Payment details		
Date of Issue of licence		
General remarks		