

Appendix 1



General Authorisation Form (GAF)

APPLICANT INFORMATION

1. Name of Company: -----
2. Address: -----

3. Telephone: -----
4. E-mail: -----
5. Name of Authorized Representative: -----
6. Representative Contact Number: -----
7. **Ownership Structure**

Directors:

S/N	NAME OF DIRECTORS	ADDRESS	E-MAIL	NATIONALITY

Shareholders:

S/N	NAME OF SHAREHOLDERS	ADDRESS	E-MAIL	NATIONALITY

8. Registration status with the Corporate Affairs Commission (CAC)?
 - Limited Liability ☐ RC No. _____
 - Business Name ☐ BN _____
9. Provide details of current or previous licence(s) issued by the Commission (if applicable)
Licence type: _____

Licence Number: _____

Validity Period: _____

10. What is the General Authorisation required for:
- a. Proof-of-Concept ☐
 - b. Regulatory Sandbox ☐
 - c. Interim Service Authorisation ☐
11. Is the Authorisation required for use by, or to advance the business interests of a current licensee of the Commission (if yes, please provide details, including copies of relevant agreements, memorandum of understanding or other instrument signed, or proposed to be signed by the parties)
12. Are there individuals connected to the applicant, that is a Director, Shareholder or member of any licensee of the Commission?
- Yes ☐
- No ☐
13. Category of specific service(s) you intend to offer
- Voice services ☐
 - Data services ☐
 - SMS services ☐
- Others (please specify) _____

14. (a) Provide a brief Description of Proposed Service:
- _____
- _____
- _____
- (b) Attach detailed description of Proposed Service:
- _____
- _____

TECHNICAL INFORMATION

15. Provide full particulars of the company's experience and expertise, including those of its Partners, Suppliers, Contractors, and Providers of Technical support. (attach documents): -----

16. Do you require approval from other relevant Regulatory Agencies?
- Yes ☐
 - No ☐
- If yes, list the Agencies and Type of approval: _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
17. Network resources required, (select where applicable)
- a. Numbering
 - i. Short Code ☐

- ii.National Numbering Plan ☐
- b. Frequency ☐

BUSINESS & FINANCIAL INFORMATION

18. provide details of financial capability (attach evidence of funding)

19. Submit Details of financial plan, including:
- Projected revenues for the next three months (*where applicable*)
 - Projected expenditures (CAPEX and OPEX) for the next three months (*where applicable*)
 - Breakdown of startup costs
 - Funding sources

 - Location and coverage of service. National ☐
 - Regional ☐
 - Specify State/city/locality:

20. Provide details of the proposed timeline for service commencement.
- Launch date
 - Roll out Plan/Milestones

21. What strategies will you implement to monitor service quality and performance metrics?
- Network monitoring tools
 - Customer feedback mechanisms
 - Quality of service (QoS) standards
 - Performance reporting and analytics

OTHER INFORMATION

22. Indicate if your operations under this Authorisation involve the collection, processing, storage, or handling of consumer personal data?

Yes ☐

No ☐

If yes, please provide details of the type of personal data and the purpose for which it will be used.

23. What measures will you take to ensure compliance with environmental regulations? (if applicable)

- Environmental Impact Assessment
- Sustainable practices
- Waste management
- Energy efficiency

o * Please note that your application must be supported with documents such as Business Plan, Technical Documentation, Consumer Protection, Data Protection and Data Retention Policy, Complaint & Dispute Resolution Policy Documents, Certificate of Incorporation, Certified True copy of Articles & Memo of Association, Valid Tax Clearance, Passport photograph of the Directors and Shareholders, Or passport photograph of the applicant), Certified True Copy of Company’s Registered Address, CAC Status Report and Memorandum of Understanding with Operator. *(An applicant for an ISA may be required to provide additional information)*

o Applicant is to ensure that all submitted documents are clear, legible, and duly authenticated.

Undertaking:

I/We _____ hereby certify that the information supplied in this application form is true in all respects and I/We hereby give an undertaking that upon grant of the Licence, I/We shall abide by the terms and conditions upon which the Licence is granted. I/We accept that my/our Licence may be revoked, and the appropriate penalty applied if it is established that I/We have been granted Licence based on incorrect information.

Signed_____ **Date** _____

Certified Passport Photographs of authorised representative & Company Seal.



Appendix 2



Checklist for General Authorisation Application

S/N	REQUIREMENTS	NOTE
1.	Applicant information	
2.	Business Registration with Corporate Affairs Commission: CAC Incorporation Certificate, Memorandum & Articles of Association and Status Report	
3.	Technical Requirements: Service/ Technology to be used; MoU with Operators	
4.	Security Requirements (if applicable)	
5.	Financial Requirements (if applicable): Investment/Investors Evidence of Funding	
6.	Fees: Authorisation Fees & Other Fees	
7.	Documentation (e.g., business plan, network diagram)	
8.	Compliance with Regulatory Framework	
9. +	Approval from Regulatory Authorities	
10.	Ongoing Compliance Monitoring	
11.	Other regulatory Permits (where applicable)	

Application Review Officer:

Observation:

Remarks:

NIGERIAN COMMUNICATIONS COMMISSION

Appendix 3

Authorisation No.
0000 0000 0000



General Authorisation

The Nigerian Communications Commission, in exercise of the powers conferred on it by the Nigerian Communications Act 2003 hereby grants to

The Holder is hereby authorised to run the communications service described hereunder:

within geographical area.

This General Authorisation shall commence on _____ and expire on _____ (YYYY) subject to the specific Conditions hereto attached.

Sample



Dr. Aminu Maida
Executive Vice-Chairman



General Authorisation Terms & Conditions

The General Authorisation granted to for has the following Authorisation Conditions:

1. Scope:

This Authorisation shall be for the provision of only

2. Duration:

Provided that the commencement date of each Authorisation shall take effect from the date of receipt of the Authorisation fee, the duration of each Authorization shall be as follows:

- a. Interim Service Authorisation shall have a duration of three (3) months which may be renewed twice for a period not exceeding three (3) months each/respectively.
- b. Proof of Concept shall have a duration of three (3) months which may be renewed once for a period of three (3) months.
- c. Regulatory Sandbox shall be issued with a duration not exceeding 1 year/12 months.

3. Limitation:

The Authorisation is limited to the specific service(s) mentioned in the application and approved by the Commission. The licensee may not provide additional or unrelated services outside the approved scope without obtaining prior approval from the Commission.

4. Liability:

The Commission's total liability, cumulative or otherwise, under this Authorisation and regarding any matter related to the Authorisation shall at all times be limited to the actual cumulative amount paid at any given time to the Commission by the Licensee pursuant to this Authorisation.

5. Technical & Network Conditions:

The Holder shall comply with the technical standards specified by the Commission. It shall introduce measures and always use its resources to ensure that equipment and apparatus operated by the Holder complies with network interoperability and interface.

6. Geographical Coverage

The General Authorisation is restricted to the geographical locations designated by the Commission. The Holder is permitted to deploy and test services only within these defined boundaries in Nigeria.

7. Consumer Protection Conditions

The Holder shall prepare and submit to the Commission its Consumer Protection Policy which includes:

- a. Guidance to their customers and employees in respect of disputes or complaints relating to the provision of service by them and the time frame for handling complaints through this procedure.
- b. Further recourse available to a customer who is dissatisfied with the Authorisation Holder's complaints handling procedure.
- c. Advice to customers on charging, billing and enquiries in relation thereof.
- d. Advice and procedures on the proper use of the service by such customers.

8. Consumer Disclosure

The Holder shall ensure that consumers are informed ahead that services are experimental and time limited. Disclosures should be clear, detailing the service's nature, risks, and test duration. Consumers must acknowledge understanding before participating. Non-compliance may lead to exclusion or regulatory action.

9. Data Protection and Cyber-Security Conditions

- a. The Holder must abide with all Data Protection and Retention policies and laws in place and ensure full compliance.
- b. The Holder shall apply industry-standard Cyber-Security measures to safeguard systems.
- c. Other regulatory bodies will be identified as relevant in the cause of evaluation of the application, for compliance.

10. Competition Conditions

The Holder shall comply with all competition requirements in the Nigerian Communications Act (NCA), 2003 and the Competition Practices Regulations issued by the Commission.

11. Interoperability

The Holder is required to ensure that all network infrastructure and equipment deployed during the testing phase are Type-Approved to ensure interoperability with existing networks and services. This is to maintain seamless integration and service quality across the communications ecosystem in line with type approval regulations by the Commission.

12. Accounts, Documentation and Reporting Obligations

The Commission may request the Holder to submit periodic reports, financial statements, corporate information, statistics and other data regarding the operations and activities of the company. The Commission may publish such information with the exception of confidential information, privileged information and trade secrets.

The Commission shall have the right to inspect or to instruct an auditor or other personnel to (at the expense of the Company) review the files, records and other data of the Company with a view to monitoring anti-competitive practices and ensuring compliance to the terms of this Authorisation and extant laws effectively. In giving such instructions, the Commission shall be mindful, fair and reasonable and must not present an undue burden on the Holder of the General Authorisation.

13. Regulatory Supervision

The Commission will closely supervise the Holder during the validity of the Authorisation. The Commission reserves the right to amend or revoke the General Authorisation if the Holder fails to comply with the stipulated terms or if the service poses risks to the public, consumers, or other operators.

14. Suspension and Termination

This Authorisation may be suspended where the Commission determines that the Holder is engaging in anti-competitive practices or breach of corporate governance codes, and other regulations, until such issue is rectified. The Authorisation can be terminated for repeated breaches, offering of services outside the approved scope or where the commission determines that continued provision of the services is against public interest.

15. Agreements & Arrangements

The Holder shall submit particulars of any of the agreements or arrangements with other Companies or Licensees of the Commission, which is executed for the purpose of providing communications services.

16. Commencement of Service

The Commission will determine the commencement of each Authorization on evaluation.

17. Compliance with Regulations:

Throughout the period of operation under the General Authorisation, the holder will be subject to the provisions of the Nigerian Communications Act (NCA), 2003 and its subsidiary legislation and all terms and conditions as may be specified by the Commission.

18. Indemnification:

The Holder must provide indemnification against harm caused by authorized testing. This applies to consumers, third parties, and stakeholders within the approved testing framework. Compensation terms, limits, and claims process must be clearly outlined in the agreement. Negligence, misconduct, or unauthorized deviations are not covered.

19. Amendment of Authorisation:

The Commission may amend this Authorisation from time to time where objectively justifiable, if the Commission determines that such modification or amendment is necessary to achieve the objectives of the Act or relevant regulations, or is in the public interest, taking into consideration the reasonable interest and contractual rights of the Holder.

20. Payment of Fees:

The Applicant for a General Authorisation shall pay the sum of Two Hundred and Fifty Thousand Naira (N250, 000.00) only as administrative fees. The Applicant will be requested to pay the applicable fees for Spectrum and Numbering.