

THE UNITED REPUBLIC OF TANZANIA
TANZANIA COMMUNICATIONS REGULATORY AUTHORITY

ISO 9001:2008 CERTIFIED



**GUIDELINES ON SUBMISSION OF APPLICATIONS FOR CONTENT SERVICES
(RADIO BROADCASTING) LICENCE**

An application for Content Services Licence must contain the following:-

1. Duly filled and stamped application forms
 - Form FSA and Form CS
2. Application letter addressed to:

The Director General,

Tanzania Communications Regulatory Authority,

Mawasiliano Towers,

20 Sam Nujoma Road,

P. O Box 474,

14414 DAR ES SALAAM.

Note: The application letter can be delivered to the Authority's address above or to the Authority's Zonal Offices in Mwanza, Arusha, Dodoma, Zanzibar and Mbeya.

3. Application fees receipt: (**USD 1,000** or its equivalency in Tanzanian Shillings) payable to the Authority.
4. Certified legal documents:-
 - a) Memorandum and Articles of Association for registered companies
Or Constitution for registered societies and NGOs;
 - b) Certificate of incorporation for registered companies;
 - c) Certificate of registration for registered societies or NGOs;
 - d) Certificate of tax payer identification number (TIN) and or certificate of value added tax payer (VAT) registration; and

- e) Proof of citizenship of shareholders (Passport, Birth Certificate, or National Identity Card).
5. Business Plan with the following:-
- a) Company Profile.
 - b) Summary of objectives for establishment of the project.
 - c) Financing plan (to prove financial capability):-
 - i. Company's bank statement for companies in operation; or
 - ii. Shareholders' bank statements for newly established companies;
 - iii. Letter of commitment from sponsors; or
 - iv. Letter from bank guaranteeing loan or financial support;
 - d) Five year projected financial statement, cash flow and balance sheet;
 - e) Capital Investment Ratio (Equity: Debt);
 - f) Manuals, brochures and technical specifications for the equipment to be used;
 - g) Schedule of project implementation and construction plan;
 - h) Information on track record/experience (references).
 - i) Description of Service to be offered;
 - j) Costing structure and Services Pricing;
 - k) Customer base projections;
 - l) Human resource development strategy;
 - m) Customer care strategy (to ensure quality of services);
 - n) Studio construction and layout;
 - o) Station's Editorial Policy (Station code of conducts);
 - p) Program Lineup;
 - q) Procedures for broadcast content quality control;
 - r) Organization structure;
 - s) Curriculum Vitae (CV) for key staffs;