

## APPLICATION FORM FOR AMATEUR RADIO LICENCE MCA/ F/11-0338/R.4

### Introduction

1. With regard to radiocommunications equipment, the Electronic Communications (Regulation) Act (Chapter 399 of the Laws of Malta)<sup>1</sup> provides that an individual licence is only required for the installation or use of equipment, unless the equipment is licence exempt or is regulated by a general authorisation. Non-compliance with this requirement is a breach of the said Act.
2. The charges for amateur radio licences are set out in paragraph 2 of the Fees leviable by Government Departments Regulations<sup>2</sup>. Please refer to Annex 1 for further information.
3. All fees paid in respect of radiocommunications licences are not refundable by the Malta Communications Authority (MCA) and / or the Government or by any other public entity as may be duly authorised to collect any such fees.
4. In the case of any fees paid in advance where such fees are subsequently revised whether downwards or upwards:
  - a. the MCA, the Government or any other entity duly authorised at law to collect such fees, shall not be required to refund any such fees paid in excess to them; and
  - b. no claim may be made against the licensee for payment of the difference in the amount of any such fees as may subsequently have been reduced downwards or waived.
5. Radiocommunications apparatus falling within the scope of the Radio Equipment Regulations (S.L.427.41 of 2016)<sup>3</sup> shall comply with the relevant provisions of the same Regulations.
6. Amateur radio licensees are required to ensure that the non-ionising radiation emissions from their amateur radio stations are within the limits established at law, i.e. those of the International Commission on Non-Ionising Radiation Protection (ICNIRP). Particular attention should be paid to the location of antennas and feeders in regards to their proximity to habitations and areas accessible to third parties.
7. Duly completed applications must be sent to the Malta Communications Authority (MCA) at the address indicated in this form. Incomplete applications will be returned to the applicant.
8. Any proposed or necessary changes to be effected to the system described in this application must be notified to the MCA with immediate effect.
9. Applicants may include any additional details in separate attachments.
10. The MCA shall act in accordance with the Data Protection Act (Chapter 440 of the Laws of Malta)<sup>4</sup> when making use of any personal information that may be provided.

**WARNING to all applicants** – Any false statement, misinterpretation or concealment of material fact on this form or on any document presented in support of this application may be grounds for criminal prosecution.

<sup>1</sup> <http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8866>

<sup>2</sup> <http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=9065&l=1>

<sup>3</sup> <http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=10778>

<sup>4</sup> <http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8906&l=1>

**Part A : Licensee Details**

**A.1** General Information

Title: Full Name of Person/s or Body Corporate in whose name the amateur radio licence will be issued:

\_\_\_\_\_

ID Card number (in the case of Maltese nationals): \_\_\_\_\_ or Passport number: \_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_

E-mail address:

\_\_\_\_\_

**A.2** Is the billing address same as above?

Yes

No

If No, please provide the details of the billing address.

Address:

\_\_\_\_\_

*Please note that all invoices and payment requests will be sent to the stated billing address. If the contact should change, you should notify the Malta Communications Authority immediately in writing.*

**Part B : General Information regarding the scope of the application**

**B.1** Kindly indicate your preference:

- Application for a new licence valid for **one** year and renewable annually subject to the payment of fees, unless previously cancelled or revoked
- Application for a new licence valid for **four** years and renewed every four years subject to the payment of fees, unless previously cancelled or revoked
- for the issuance of an amended licence
- for the issuance of a temporary **visitors** licence (please submit a copy of your amateur radio licence and passport or identity card together with this application)
- for the issuance of a temporary licence for special occasions

*If it is temporary, then please provide information on the time-frame for which a licence is being requested.*

Period start: \_\_\_\_\_ Period end: \_\_\_\_\_

**Part C : Apparatus Details**

**C.1** Please state the details of the radiocommunications apparatus:

No.	Manufacture	Model	Serial Number	Operating frequency range	Antenna type	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

*Please add additional sheets as necessary.*

**C.2** Please state where the radiocommunications apparatus described above is to be installed.

Address

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Geographical coordinates  
(latitude)

Degrees				N	minutes				seconds
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(longitude)

Degrees				E	minutes				seconds
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Height of antenna above ground level (meters)

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**Part D : Qualifications / Call-sign**

**D.1** Please indicate the classification of your permanent amateur radio licence:

Class A

Class B

**D.2** Has a radio call-sign already been reserved? If yes please provide its details:

9H \_\_\_\_\_

**D.3** Please provide details on the amateur radio qualifications you possess:

Qualification granted by:

Issued on:	Expires on:
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Morse included:

Yes

No

**Part E : Supplier's Details**

**E.1** Please provide the details of your supplier (not applicable for applications for the issuance of temporary licences).

Supplier's Name:

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Address:

Telephone:	Fax:
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E-mail address:

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**E.2** Please provide the details when the installation will be completed.

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**Part F : Declaration**

*I hereby declare that the information provided in this application is accurate and complete in all respects.*

*I also declare that I will take all the necessary measures to maintain the non-ionising radiation emissions of my amateur radio station within the limits established at law particularly in any areas that may be accessible to third parties. To this effect, when requested, I will make available to the MCA without delay, the necessary reports or any other such reports as the MCA may reasonably require showing my compliance with this requirement.*

*I accept that the licence does not confer any right of ownership of the radio frequency spectrum, and agree to abide by all the conditions of the licence and any direction made by the Malta Communications Authority from time to time.*

*I confirm that no change will be made in any of the foregoing without prior approval of the Malta Communications Authority.*

Date of application:

Full name of signatory  
(in capital letters):

ID Card or Passport No:

Signature:

**Annex 1 : Extract of the Fees (Radiocommunications) Regulations**

"2. Radio amateur, *per annum* fee:

(a)	Permanent licence, <i>per annum</i> fee .....	13.90
(b)	Temporary licence, special occasions for a period not exceeding three months .....	11.60
(c)	Temporary licence, CEPT licence equivalent .....	no charge
(d)	Temporary licence, not-CEPT licence equivalent for a period not exceeding three months .....	11.60".

**Annex 2 : Document History**

Version No.	Date	Remarks
MCA/F/11-0338	June 2011	Publication
MCA/F/11-0338/R.1	October 2011	Review of the Introduction
MCA/F/11-0338/R.2	May 2015	Review of the Introduction, Parts A, B and E
MCA/F/11-0338/R.3	August 2015	Review of the Parts B and D
MCA/F/11-0338/R.4	June 2016	Amendments to the introduction and Part A1.