

## **REQUIREMENTS FOR INSTALLATION AND OPERATION OF A VSAT TERMINAL**

**A. Application letter** on the applicant's letterhead, including the Applicant's profile and the intended use of the Very Small Aperture Terminal (VSAT) installation/s. should be addressed to the Director General of RURA on the following address.

**Rwanda Utilities Regulatory Authority (RURA)**

**P.O.Box:** 7289 Kigali-Rwanda

**Phone:** (250)252 58 45 62

**Hotline:** (250)3988

**Fax:** (250)252 58 45 63

**Email:** [dgoffice@rura.rw](mailto:dgoffice@rura.rw)

[info@rura.rw](mailto:info@rura.rw)

**Website:** [www.rura.rw](http://www.rura.rw)

**B. The application form should be filled** (the application form can be found on the RURA website or picked from the offices).

N.B: Any relevant document can be attached, e.g. datasheet

**C. Clear photocopies of the following documents:**

**1. Registration status:**

- 1.1 Certificate of Incorporation,
- 1.2 Business Name, or
- 1.3 Registration Certificate etc.

**2. Rwanda National Identity Cards of Rwanda/Foreign passports of the Directors.**

- 2.1 Both sides of the ID should be copied onto the same side of an A4 size paper.
- 2.2 Passport copies should include pages showing the nationality, date of issue and expiry, owners name and photograph.

**3. The following documents from Rwanda Revenue Authority:**

- 3.1 Personal Identification Number (PIN) card,
- 3.2 Value Added Tax (VAT) Registration Certificate, and
- 3.3 Valid Tax Compliance Certificate.

**D. Diplomatic Missions and Organizations accredited to Rwanda may channel their application through the Ministry of Foreign Affairs.**

**E. Educational Institutions wishing to be considered for license fees waiver should attach a letter/Certificate of Registration from the Ministry of Education.**