

GUIDANCE NOTE 05/2017 (Rev 1.0)

RADIO STATION LICENSES: CONTACTING ICTA

To: OWNERS, MANAGERS AND MASTERS OF CAYMAN ISLANDS SHIPS

1. BACKGROUND

1.1 Radio Licenses for all Cayman Islands ships and yachts are issued by the *Information & Communications Technology Authority* (ICTA). Recently ICTA has amalgamated with the *Electricity Regulatory Authority* (ERA) and the *Petroleum Inspectorate* (PI) to form the *Utility Regulation and Competition Office of the Cayman Islands* (OfReg).

1.2 During this amalgamation process some clients are reporting delays in the processing of new and renewal applications for Radio Licenses for Cayman Islands ships and yachts.

1.3 OfReg have looked into these delays and have found a number of instances where delayed applications were sent to individual members of staff and not via the submissions route on the OfReg / ICTA website.

1.4 The purpose of this Guidance Note is to remind clients of the applications process for Radio Station Licenses so that undue delays in issuing can be avoided.

2. APPLYING FOR A LICENSE (NEW OR RENEWAL)

2.1 Application forms and the Guide to Applicants can be downloaded from the OfReg / ICT website at <http://www.icta.ofreg.ky/ship-radio>.

2.2 Completed applications and payment should be submitted to –

The Information and Communications Technology Authority

PO Box 2502
3rd Floor, Alissta Towers
85 North Sound Road Grand Cayman KY1-1104
Cayman Islands

Tel: 1-[345] 946-ICTA (4282)

Fax: 1-[345] 945-8284

Email: licensing@ofreg.ky

(Legacy Email: licensing@icta.ky)

2.3 Applications **should not** be submitted to individual members of staff, even if these staff members have processed applications for you in the past.

2.4 In case of difficulty contacting OfReg / ICTA, please contact client.relationships@cishipping.com for assistance.