

## Registration and Legacy Licence Transfer – How To

Tjerk ZS1J

The registration and legacy licence transfer process is rather protracted thus, in the interim, you might wish to pay your licence to set your mind at ease.

### Renewing your Legacy license

ICASA recently sent out invoices for a one year period for the renewal of your license. In the mean time you can pay for one or more years by EFT. Keep this proof of payment as you will need it when renewal is done on the system.

Payment alone will not renew the license. A new license is only issued once the registration on the new system is completed and the legacy license amendment has been submitted.

Period	2021/2022 Fees
1 Year price	R159.00
2 Year price	R304.00
3 Year price	R436.00
4 Year price	R555.00
5 Year price	R663.00

ICASA's bank details are as follows:

NEDBANK  
Account number: 14 62 00 29 27  
Branch Code: 146245 - Corporate Client Services – Pretoria

In the reference field type in your **licence number and call sign**.

### ICASA Online System

The new online system puts control over the licence in the licensee's hands. All amendments and/or renewals are done online by the licensee.

If you are not yet registered on the system then you need to register, create your legal entity. A Legacy license is a license issued before the ICASA Online system was created and usually contain hyphens in the license number.

You will need PDF copies of the following documents to upload on the system:

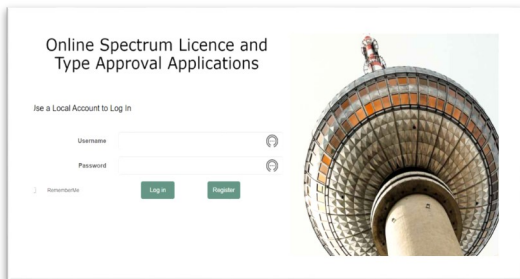
1. License
2. ID document or passport and if you have the new ID card both sides are required
3. HAREC certificate
4. Proof of setup, adjustment and operate an HF Transceiver assessment

The last two can be obtained from the SARL at a cost of R50 per electronic document. If you require hard copies, add an extra R100 and supply the PostNet branch details you wish to have them sent to along with your phone number. Email your request with Name, Call sign, ID number and proof of payment to [admin@sarl.org.za](mailto:admin@sarl.org.za).

An alternative, to the above, is to paste a copy of your legacy license when asked for the above certificates.

## Creating your login facility

This is not a fully automated system as, at certain stages, ICASA personnel have to verify details.



Online Spectrum Licence and Type Approval Applications


Use a Local Account to Log in

Username

Password

☐ Remember Me

Click on the **Register** button



ICASA Online Contact Us Register Log in

**Register**  
Create a new account.

Email Address

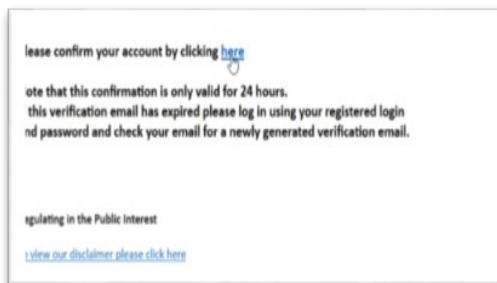
Password

Confirm Password

Enter your email address and a password that must be at least 10 characters long and should have one numeral and one special character.

Click on the **Register** button

You will now receive an email



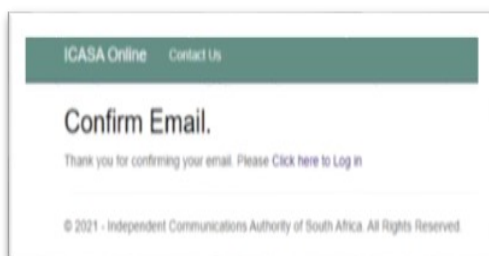
Please confirm your account by clicking [here](#)

Note that this confirmation is only valid for 24 hours.  
If this verification email has expired please log in using your registered login and password and check your email for a newly generated verification email.

Regulating in the Public Interest

[View our disclaimer please click here](#)

Click on **here** to confirm



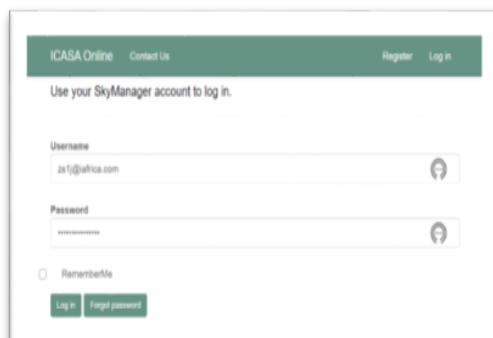
ICASA Online Contact Us

**Confirm Email.**

Thank you for confirming your email. Please [Click here to Log in](#)

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Click on **Click here to Log in**



ICASA Online Contact Us Register Log in

Use your SkyManager account to log in.

Username

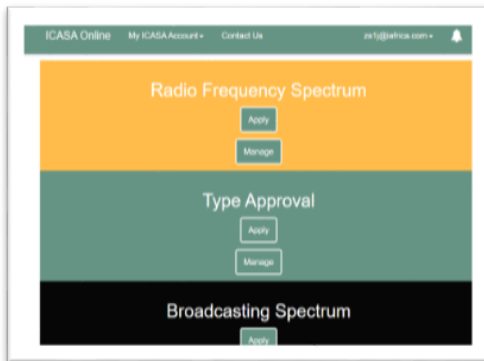
za1j@afica.com

Password

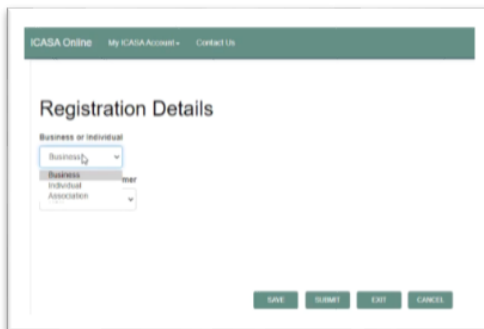
☐ Remember Me

Click on the **Log in** button to access the portal

## Registering



Clicking on either the **Apply** or **Manage** buttons underneath the Radio Frequency Spectrum will open the Registration Details screen.



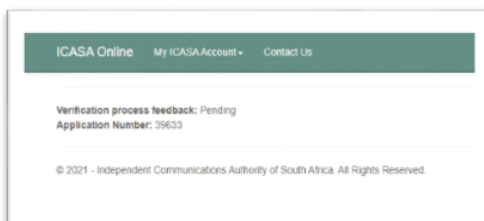
Enter individual and new account

Click on **SUBMIT**

The screenshot shows the 'Registration Details' screen with the 'Contact Person Details' section. It includes fields for 'Trading Name', 'Title', 'Initials', 'Name', 'Surname', 'Identity Type', 'RSA ID Number', 'Passport Number', 'Nationality', 'Email Address', and 'Contact Number'. Below this is the 'Physical Address' section with fields for 'Building / Complex Name', 'Street Number', and 'Street Name'. Red error messages are visible for 'Initials is required', 'Name is required', 'Surname is required', 'Nationality is required', 'Email Address is required', and 'Contact Number is required'.

Populate the registration screen and upload your ID document or passport.  
The station postal code is not the same as that of your post box!

Click on **SUBMIT** and the following message appears



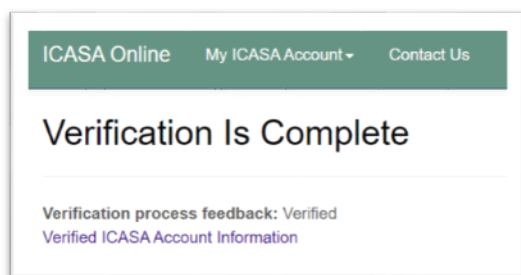
Thereafter...



At this stage ICASA personnel will verify your information.

You will **not** receive a notification when the verification is complete thus check now and then.

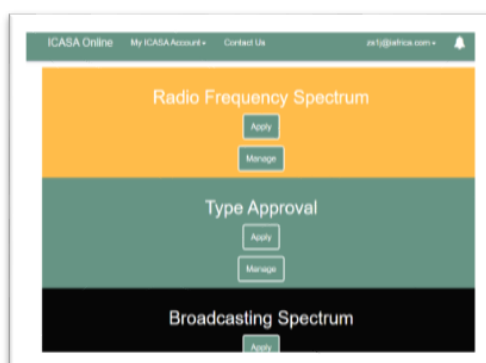
Click on **My ICASA Account**  
Click on **Verification Status**



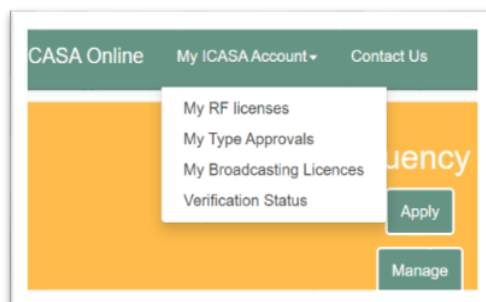
You are now a legal entity with login capabilities to the ICASA Online system.

## Transferring your existing legacy license to the new online system

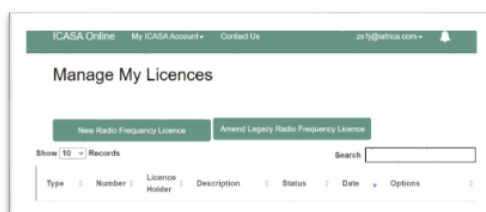
Click on **My ICASA Account**



Click on the **Manage** button under Radio Frequency Spectrum



Click on **My RF licenses** to go to the Manage My Licenses



Click on **Amend Legacy Radio Frequency License**

Fill in your license number omitting hyphens  
Upload a pdf copy of your existing license  
Upload a pdf copy of your existing invoice if you have received one.  
Purpose of Service - Amateur Radio Communication.  
Click on the **SUBMIT** button.

ICASA licensing personnel will review the application and, later on, the status will show either:  
Customer Application in Progress  
Declined – Rejection Letter  
Customer Application Incomplete – Continue

Click on **Continue** and complete your application; this is usually the "HAREC Certificate" or "Proof of setup, adjustment and operate an HF Transceiver assessment" documentation. If you do not have these upload your legacy licence instead.

This is the Application Summary screen...  
Click on **SUBMIT**

Click on **Manage RF Licences** and the application now shows In Progress

Type	Number	Licence Holder	Description	Status	Date	Options
Application	39717	Tjerk Lammers	Amendment in Progress for Legacy Licence: 5498574	In Progress	2021-03-08 03:28:00 PM	
Application	38943	Tjerk Lammers	Amendment in Progress for Legacy Licence: 4203615	Declined	2021-03-06 01:47:00 PM	<a href="#">Rejection Letter</a>
Application	38917	Tjerk Lammers	Amendment in Progress for Legacy Licence: 4203615	In Progress	2021-03-06 12:23:00 PM	

I received a rejection letter because I had submitted a duplicate amendment request.

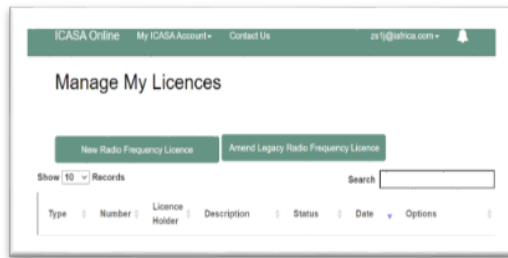
You will **not** receive a notification when the application is complete thus check now and then as the process can take quite some time; even weeks.



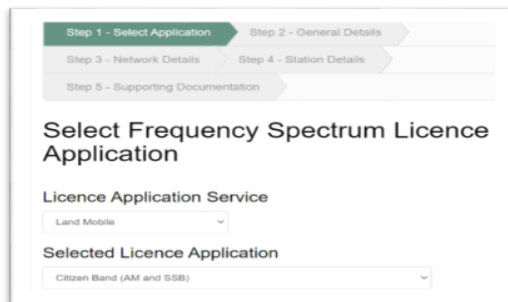
Once the process has been completed you can apply for a renewal of your license.

## Renewing your license:

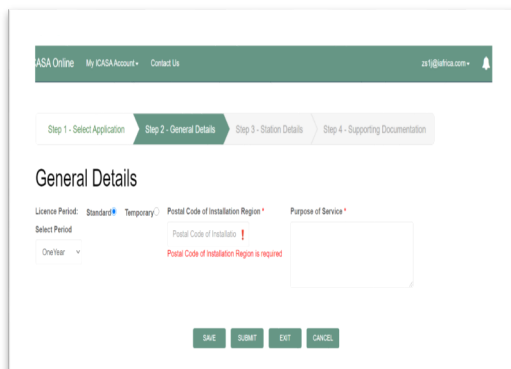
Select Amateur in the License Application Service



Click on **New Radio Frequency License**  
Click on **Myself**



Select Amateur in the License Application Service  
Click on **SUBMIT**



Select Period for the number of years you wish to  
renew your license  
Fill in the postal code of the station (street address)  
Fill in Purpose of Service with "Amateur Radio"

Click on **SUBMIT**

An invoice will now be rendered after submission. Thereafter you can pay online with various options of payment through your management portal or upload proof of payment if payment was made through another method.