

Nigerian Communications Commission – Online Licence Application Process

Introduction

The Nigerian Communications Commission (**NCC**) updated its licensing procedure on April 19, 2023, to include the steps for filing online licence applications.

Although the option for online application submission has always been available on the NCC e-service portal, many applicants preferred to deliver their applications to the NCC physical office address to avoid undue delays, technical errors and limitations. For instance, the online platform does not allow the submission of details of corporate shareholders. We understand that this limitation is being addressed.

The update by the NCC which explains the steps for filing applications online, will no doubt ease the application process for prospective licensees.

The NCC E-service portal has several regulatory filing capabilities and features, with the potential to improve service delivery in the telecommunication regulatory space. The following are instructive for prospective applicants.

Online Application Procedure

- **Creating an Account**

A prospective applicant must first register and create a user account on the NCC e-service platform. The procedure for creating a user account is available [here](#).

- **Completing Licence Application Requirements**

An applicant should prepare the required licensing documentation before making an online application. There are currently two (2) types of Licences that may be applied for online; - the **Class**, and the **Individual**, requirements for Individual Licence applications can be found in our previous post [here](#). The requirements for Class Licence can be found on the NCC website <https://www.ncc.gov.ng/licensing-regulation/licensing/licensing-procedures#class-license>. Please note that there is currently no online application process for the **Mobile Virtual Network Operator (MVNO) Licence**. We note that the licence is relatively new and the initial application window for the licence application has closed. We expect to see more developments around this market vertical.

The physical application procedure typically requires the submission of the application documents in triplicate, however, with the online process, and the web application interface, this will no longer be necessary. The requirements for physical submission would however continue to guide an online applicant on the documentation requirements for the application.

- **Online Submission**

To complete the submission of an online licence application, a registered applicant would need to take the following steps:

Step 1: Sign in to the NCC e-services portal;

Step 2: On the homepage, select the application “**License Application Management System**”

Step 3: Applicant will be redirected to the licensing portal;

Step 4: Click on “**Apply for New License**”;



Step 5: Select the license type and proceed to upload the required documents for the license type.

It is important for a prospective applicant to obtain legal advice on the most appropriate licence for its business. An applicant-appointed legal counsel could undertake all the above processes. Aluko & Oyeboode provides legal assistance in this area.

Conclusion

This development is coming after the passing of the Business Facilitation (Miscellaneous Provisions) Act 2022 (the “**Act**”) which became effective in February 2023, with implications on regulatory procedures and service delivery by the Ministries Departments Agencies (**MDAs**) of the Federal Government, including the NCC. The Act has provided additional statutory mandate to MDAs, to facilitate service delivery and requires MDAs to publish all processes, documents, fees and timelines required for the processing of applications for their products and services within 21 days from the commencement of the Act. This is a welcome development, and we will continue to monitor how the provisions of the Act improve service delivery of the MDAs.

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