

**PAKISTAN TELECOMMUNICATION
AUTHORITY**

Headquarters F-5/1, Islamabad



***STANDARD OPERATING PROCEDURE (SOP)
FOR ISSUANCE OF AMATEUR RADIO LICENSE***

Dated: 11th March, 2016

*(The earlier SOP on " Minutes of Meeting - Regulations and SOP for Amateur Licenses" dated 3rd
January, 2013 shall stand withdrawn with the approval of this SoP)*

Table of Contents

1. Eligibility to Grant of Amateur License.-.....	- 3 -
2. Application Process.-	- 3 -
3. Issuance of License.-.....	- 3 -
4. Examination.-	- 4 -
5. Fee for License.-	- 4 -
6. Renewal of License.-.....	- 4 -
7. Termination/Cancellation of License.-	- 5 -
8. Change of Location.-	- 5 -
9. Issuance of duplicate license.-	- 5 -
10. Cancellation of license.-	- 5 -.

1. Eligibility to Grant of Amateur License.-

(I) Individuals fulfilling following criteria :

- (a) Be a Pakistani citizen;
- (b) Not be less than 18 years of the age;
- (c) Be able to communicate in English;
- (d) Qualify the prescribed written test and interview for the grant of Amateur Wireless License;
- (e) A short wave listener for at least three years and is able to present significant number of QSL acknowledgement cards and is a member of the Pakistan Amateur Radio Society or any Radio Club in Pakistan- acceptable to the Authority. The membership to any radio club or society is not mandatory requirement but is preferable.

(II) A bonafide amateur radio society/club/school/college/institution/University in Pakistan that wish to engage itself in experimentation in the field of radio or training of persons in radio communication technology and there shall be at least one amateur licensed member of the staff in that society/club/school/college/institution/University to look after the proper operation of the said station.

(III) Foreigners fulfilling following requirements :

- i. Valid Passport and visa.
- ii. Valid Amateur License of his/her home country.
- iii. Work permit / documents which shows period of stay in Pakistan.

2. Application Process.-

- a) Application shall be forwarded to the Director (RBS), PTA HQs on the prescribed form along with the required documents in 2 complete sets.
- b) In case of any deficiency, RBS Dte either inform/liaise with applicant for the same or return the application depending on the level of deficiency.
- c) If the application is found complete, the same shall be forwarded to LEAs for applicant's security clearance.
- d) Upon receipt of security clearance the applicant shall be informed about the date and time for written test and interview, which will be conducted by PTA at either its HQs or Zonal Offices. However, an exemption from written test and interview can be granted in case of qualified applicants by the Chairman. Applicant has to clear the tests within maximum three attempts.
- e) If LEAs rejects the application, PTA will inform to the applicant accordingly and

case will be considered closed.

3. Issuance of License:-

- a) If the applicant qualifies written test and interview, the RBS Dte will proceed for Authority approval for award of Amateur license.
- b) After Authority approval, a Demand note will be issued to the applicant for fee deposit within 20 days
- c) In case of failure to pay the requisite dues, a reminder shall be given to clear the dues within in one week. Any failure, in payment to the extension shall be considered that applicant is not interested in Amateur license and hence will be processed for cancellation with the Authority.
- d) Upon fee deposit confirmation by Finance Div, RBS will prepare the details of licensee and forward the same for printing of the Amateur Card. The same will be issued after printing.

4. Examination.-

The prescribed written test and interview from Syllabus and other details as given in Annexure-II shall be conducted at PTA HQs or Zonal Offices on the dates notified to the applicant on receipt of examination fee of Rs. 100/- payment shall be made in the form of Demand Draft, pay order only in the name of "Pakistan Telecommunication Authority".

5. Applicable Fee.-

The license shall be issued on payment of initial license fee of Rs.1,000/- for five (05) years or as revised by PTA. Similarly, Rs.1,000/- will also be charged as renewal of license fees for a period of five (05) years.

6. Renewal of License.-

- a) The license may be renewed for a maximum period of five years by the licensee after making due payments.
- b) No refund of the license fee under any circumstances will be allowed.
- c) If license is not renewed before its expiry date by the Applicant, a surcharge of Rs. 10/- per month will be levied for a maximum of four months.
- d) The license shall be deemed to be automatically cancelled without further notice if not renewed after four months of its expiry.

7. Termination/Cancellation of License.-

The license shall terminate in the following conditions :-

- (a) On the death of licensee;
- (b) If the licensee turns insane or incapable of running amateur station;
- (c) On acceptance of his/her resignation by the Society;
- (d) When the licensee being found guilty of any criminal offence, malpractice or moral turpitude, as decided by the Authority; and/or
- (e) On non-payment of renewal fee within stipulated time as explained in para 7 above.

8. Change of Location.-

The licensee shall not be allowed to shift the station to a location other than from the address given on the license in the same city or otherwise without prior approval of the Authority. The request for change of location to the Authority shall be forwarded with the following information:

- (a) The date and reason for the shifting of the location; and
- (b) The exact new geographical location of station.

9. Issuance of duplicate license.-

- a) The licensee shall inform the Director RBS in writing in case the license awarded is lost, mutilated or destroyed.
- b) If the concerned DG of RBS Dte is satisfied with the explanation, a duplicate license shall be issued on payment of Rs.200 /- .
- c) All Payments for the application/renewal of the wireless license shall be made in the form of Demand Draft, pay order only in the name of "Pakistan Telecommunication Authority". Original receipt must accompany along with the application to process the case.

10. Mobile or Portable station:-

- a) Use of Mobile or portable station in Pakistan is not allowed.