



# INDEPENDENT MEDIA COMMISSION

## IMC PROCEDURES FOR REGISTRATION OF RADIO/TV/DTH STATIONS

Application for the registration and License to own and operate a Radio/TV/DTH station in Sierra Leone should be made to the Independent Media Commission (IMC) by any of the following two (2) methods:

1. Online method through the IMC Portal at [www.imc.gov.sl](http://www.imc.gov.sl)
2. Manual method.

### **1. ONLINE METHOD**

(This has to be cleared by the developers. The forms should be filled and submitted online together with a scanned copy of the bank teller obtained by paying a non-refundable **application fee** of NLe 2,500 (Two Thousand five hundred Leones) into the IMC **Account Number No. 0112007900** at the Bank of Sierra Leone.

### **2. MANUAL METHOD**

1. Pay a non-refundable **application fee** of NLe 2,500 (Two Thousand five hundred Leones) into the IMC **Account Number No. 0112007900** at the Bank of Sierra Leone and collect a receipt from the bank teller.
2. Present the receipt from the Bank teller obtained in 2.1 above at the IMC Accounts department to collect the following:
  - a. An official receipt from the Commission
  - b. An official Application form;
  - c. A copy of the Independent Media Commission Act 2020;
  - d. A copy of the Media Code of Practice
3. Complete the Form in accordance with the provisions of the IMC Act 2020 and provide ten (5) copies each of the following documents.
  - I. Constitution of Community Radio stations
  - II. Certificate of Incorporation
  - iii. Memorandum and Articles of Association for the organization  
(ForNon-Community only)
  - iv. Certificate of Business Registration
  - v. Certificate of Business Name Registration
  - vi. Tax clearance certificate from NRA
  - vii. TIN certificate
  - viii. NASSIT Number
  - ix. Antenna Site Tenancy Agreement
  - x. Editorial Policy
  - xi. Curriculum Vitae of Station Manager (*diploma in journalism, mass communication or media studies or a University Degree from a recognised Institution*)

**xii. Business Plan Format**

- a. Name (organization of Company Name)
- b. Background (summarize concept, founding history including members of the organization)
- c. Mission Statement (clearly state your organization's/Company's long-term mission. Try to use words that will help direct the growth of your organization/company, but be as concise as possible.
- d. Market Summary – Briefly describe your desired audience size
  - state your demography including towns and villages
- e. Financial projection at least for three years to indicate sustainability
- f. Opportunities – problems and opportunities
  - State audience/listeners public, social, economic market problems and define nature of broadcasting service opportunities created by those problems
- g. Risks - Near and Long term
- h. Programme Schedule

xiii. Technical Specifications of all equipment

xiv. Photocopies of Identifications of members of the Subscribing Directors

xv. Completed Check list of items submitted.

4. Pay into the IMC **Account Number No. 0112007900** at the Bank of Sierra Leone a **processing and Site Inspection fee** and collect a bank teller as receipt. The rates of the fees are categorized on a Zonal basis as follows:

Zone 1— Freetown (Western Rural/Urban) Port Loko & Moyamba

Zone 2— Bo, Bonthe, Pujehun, Kenema, Bombali, Kambia, Tonkolili

Zone 3— Kailahun, Kono, Koinadugu, Falaba & Karene

Zone	Processing and Site Inspection Fee (SLL)	
	Radio Station	TV Station
1	NLe 5,000	NLe 7,000
2	NLe 6,000	NLe 8,000
3	NLe 7,000	NLe 9,000
4	US\$ 2.000 for International Relay Station	US\$ 2.000 for DTH

The Leone equivalent of US\$2,000 (Two thousand United States dollars) at the prevailing official rate, in the case of DTH services & International Relay Station.

5. Submit to the IMC all items listed in (3) above, together with the relevant bank teller obtained in (4) to initiate the processing of the application. A completed checklist of items submitted will be signed by the IMC as form of acknowledgement of the application.
6. Submit to the IMC copy of your NASSIT Certificate
7. Upon receipt of a duly completed application, a team of representatives, comprising the Proprietor, a Director of the Governing Board, the Station Manager and the Station Engineer, supported by a Board Resolution nominating the team, will be required to appear for interview before the Technical Committee of the IMC. The date and time of the interview will be communicated to the applicant by the Secretary.
8. Based on the recommendation of the Technical Committee, the IMC Board will consider the application and upon approval, the successful applicant will be required to pay into the IMC **Account Number No. 0112007900** at the Bank of Sierra Leone a **Licence Fee** and present the bank teller slip to the Finance Unit to collect receipt for the Leone equivalent, at the prevailing rate, of:

**Radio**

- a. Five Thousand Leones (NLe 5,000) in the case of Commercial Radio Station;
- b. Two Thousand Five Hundred Leones (NLe 2,500) in the case of Community or Religious Radio station;
- c. US\$2,000 (Two thousand United States dollars) at the prevailing official rate, in the case of International Relay Station.

**Television/DTH**

- a. Seven Thousand Leones (NLe 7,000) in the case of Commercial TV Station;
  - b. Five Thousand Leones (NLe 5,000) in the case of Community or Religious TV stations
  - c. US\$2,000 (Two thousand United States dollars) at the prevailing official rate, in the case of DTH services.
9. Upon submission of the receipts for (7) and (8) the IMC will formally request NATCOM for broadcast frequency to be assigned for the approved application before IMC will issue the License to operate.
  10. Successful applicant will be required to pay an initial **Spectrum fee** and subsequently an annual renewal fee to NATCOM.