



## **INDEPENDENT MEDIA COMMISSION**

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

Application for the registration and Licence 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 Le.5,000 (Five hundred thousand 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 Le 5,000 (Five thousand 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 signed and stamp Application form;
  - c. A copy of the Independent Media Commission Act 2020;
  - d. A copy of the IMC Media Regulations
3. Complete the Form in accordance with the provisions of the IMC Act 2020 and provide ten (**10**) copies each of the following documents.
  - I. Constitution of Community Radio stations in the case of Community Media
  - II. Certificate of Incorporation
  - iii. Memorandum and Articles of Association for the organization
  - iv. Certificate of Business Registration
  - v. Certificate of Business Name Registration
  - vi. Tax clearance certificate from NRA
  - vii. TIN certificate
  - viii. NASSIT Registration Certificate
  - ix. Antenna Site Tenancy Agreement
  - x. Attached sample of Radio/TV Logo

**xi. 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. Proposed programme Schedule
  - xii. Technical Specifications of all equipment including manual
  - xiii. Photocopies of Identifications of members of the Board of Directors (only valid national identity cards/passport in the case of foreign application)
  - xiv. Completed Check list of items submitted – to be designed
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 as follows:

**Western Area Rural and Urban - 15,000**

**Outside Freetown - 20,000**

<b>Processing and Site Inspection Fee (SLL)</b>	
<b>Freetown – Western Area Urban &amp; Rural</b>	<b>Outside Freetown</b>
Le.15,000.00	Le.20,000.00

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

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:
  - a. Le 10,000 (Ten Thousand Leones only) in the case of Commercial Radio stations;
  - b. Le 15,000 (Fifteen thousand Leones only), in the case of Television Station;
  - c. \$1,000 (One thousand Dollars only) in the case of DTH services;
  - d. Le 5,000 (Three Thousand Leones only) in the case of Community or Religious Stations.
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 Licence to operate.
10. Successful applicant will be required to pay an initial **Spectrum fee** and subsequently an annual renewal fee to NaTCA.