

**PAKISTAN TELECOMMUNICATION  
AUTHORITY**

**Headquarters F-5/1, Islamabad**



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

***Dated: 5<sup>th</sup> November 2019***

*(The earlier SOP for Issuance of Amateur Radio License dated 29th October, 2018 shall stand withdrawn  
w.e.f. 5<sup>th</sup> November 2019)*

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## **1. Eligibility Criteria for Grant of Amateur License.**

- a) Individuals fulfilling following criteria:
  - i. Be a Pakistani citizen;
  - ii. Not be less than 16 years of the age;
  - iii. Be able to communicate in English;
  - iv. Qualify the prescribed written test and interview for the grant of Amateur Wireless License;
  - v. Be a short wave listener of the Pakistan Amateur Radio Society or any Radio Club in Pakistan, acceptable to the Authority for:
    - a. at least One (01) Year for 18 year and above
    - b. at least Two (02) Years from 16 years to less than 18 years
    - c. Able to present significant number of QSL acknowledgement cards
- b) 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.
- c) Foreigners fulfilling following requirements:
  - i. Valid Passport and visa.
  - ii. Valid Amateur License of his/her home country.
  - iii. Work permit / document which shows period of stay in Pakistan.

## **2. Application Process.**

- a) Application (2 complete sets) shall be forwarded to the Director (RBS), PTA HQs on the prescribed application form along with the required documents.
- b) In case of any deficiency, RBS Directorate will either inform/liase on with applicant within 7 working days for the same or return the application in order to fulfil the deficiencies and resubmit, depending on the level of deficiency or forward onward.
- c) If the application is found complete:
  - i. the same shall be forwarded to LEAs for applicant's security clearance.

- ii. 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 by the Authority, on case to case basis of qualified applicants on production of experience certificate from relevant forum.
  - iii. Applicant has to clear the tests within maximum three (03) attempts. In case of failure in Three (03) attempts, the applicant has to re-apply.
- d) LEAs will clear the applicant from security point of view and forward its response to PTA within Twelve (12) weeks.
  - e) If LEAs reject the application, it shall document the reason, for record of PTA only. The applicant shall be informed accordingly and case will be considered closed.
  - f) In case of no response from LEAs within stipulated time (12 weeks), the case shall be processed for award of provisional permission.

### **3. Issuance of Provisional Permission/ Amateur License.**

- a) If the applicant qualifies written test and interview, a Demand note (DN) will be issued to the applicant for fee deposit within 20 days of its issuance.
- b) In case of failure to pay the requisite dues, a reminder shall be given to the applicant, to clear the dues within one week. Any failure in payment to the extension shall be considered, that applicant is not interested in the license and hence case shall be considered closed.
- c) Upon receipt of payment, and confirmation of fee deposit by Finance Division, RBS Directorate will process the case for approval of the Authority, for award of provisional Permission.
- d) After the Authority Approval, the Provisional Permission shall be issued.
- e) The provisional permission shall be cancelled immediately, if the case is not approved by LEAs.
- f) On receipt of Clearance from LEAs, RBS will prepare the details of licensee and forward the same for printing of the Amateur License Card. The same will be issued after printing.
- g) Applicant from age 16 to less than 18 years shall be issued provisional permission with lower power level of 10 Watts maximum, provided that the supervisor/ guardian of the applicant is an amateur licensee having the license for

the same location as applied by the applicant. If the applicant is between age 16-18 years, he/she shall be exempted from Security Clearance and/or Police verification till the age of 18 years, however, other terms and conditions of the license shall remain same

#### **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, in the presence of PARS member (if available), on the dates notified to the applicant.

Minimum passing marks for test and interview are 50%.

#### **5. Applicable Fee.**

- a) The examination fee of Rs. 100/- be submitted prior to examination.
- b) The license shall be issued on payment of initial license fee of Rs.1,000/- for five (05) years. Similarly, Rs.1,000/- will also be charged as renewal fee for a period of next five (05) years.
- c) All the payments be made in the form of Demand Draft/ pay order only, in the name of "Pakistan Telecommunication Authority and addressed to Director (RBS).
- d) No refund of the fee under any circumstances will be applicable.
- e) All the payments are subject to the revision by PTA.

#### **6. Renewal of License.-**

- a) The license may be renewed for a maximum period of five (05) years, after making due payments.
- b) If a license is not renewed before its expiry, and such individual requests PTA for renewal of the license at a later date, then fresh application on prescribed application form may be submitted and such case shall be exempted from security clearance and written test/ interview.
- c) Senior Citizens, age 60 years and above, shall be given life time renewals.

#### **7. Termination/Cancellation of License.**

The license shall terminate in the following situations:

- a) On the death of licensee;
- b) If the licensee turns insane or incapable of running amateur station;

- c) When the licensee being found guilty of any criminal offence, malpractice or moral turpitude, as decided by the Authority; and/or
- d) On non-payment of renewal fee within stipulated time as per issued Demand Note.

**8. Change of Site 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.
- c) A revised License shall be issued after internal approval and on payment of Rs. 200/-

**9. Issuance of duplicate license.**

- a) The licensee shall inform Director RBS in writing, in case the issued license is lost, mutilated or destroyed.
- b) If the concerned DG of RBS Directorate 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 ( Special Mobile Authorization)**

- a) Use of Mobile or portable station in Pakistan is not allowed,
- b) However, the Authority may issue special authorization to establish, maintain and operate an amateur radio station as a portable/mobile station , for specific period of time, on special occasions like exhibition, conference or for special technical investigations or in emergency situation like floods, earthquake or any natural calamity, on case to case basis, provided;
  - i. Application for such authorization is made fifteen (15) days in advance, however, in emergency situation like floods, earthquake or any natural calamity application 15 days in advance will not be applied to grant mobile

permission. Applications will indicate (i) the specific period for which the authorization is required,(ii) nature of investigations or details with regards to occasion as the case may be, (iii) area of operation in case of mobile operation, (iv) temporary address of station in case of portable operation and (v) vehicle information including registration number as the case may be,

- ii. the applicant holds a valid amateur radio license,
  - iii. the applicant is of 18 years or above.
- c) Such Authorization of Mobile operations is restricted to PARS registered members only, with exception to:
- i. the licensees from academia to conduct experiment(s), subject to submission of NOC issued by academic institution to conduct such experiment(s).
- d) the special authorization for portable/mobile operation may be issued to the Amateur Radio Licensees subject to;
- i. a period no more than thirty (30) days , extendable once, on request, for thirty (30) days,
  - ii. the licensee's amateur radio station at fixed location and the portable/mobile station shall not communicate with each other,
  - iii. the licensee shall use the prefix '/M' with the call sign and give correct geographical location,
  - iv. maximum allowable output power shall not exceed 10 Watts and such other conditions as the Authority may determine from time to time.
- e) The Authority reserves the rights to revoke the Authorization any time, without assigning any reason.

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