



# South African Maritime Safety Authority

Ref: SM 6/5/21

Date: 23 December 2020

## Marine Notice No. 58 of 2020

### ICASA Ship Station License Application

TO SHIP OWNERS, SHIP OPERATORS, MASTERS, PRINCIPAL OFFICERS, SMALL VESSEL SKIPPERS AND AFFECTED PARTIES

To be read in conjunction with: *Marine Notice 32 of 2016 Radio equipment carriage and radio certification requirements for small vessels governed by the Merchant Shipping (National Small Vessel Safety) Regulations 2007*

#### Summary

This Marine Notice draws attention to the new ICASA Online Portal which is to be used when applying for an ICASA Ship Station License. **ICASA NO LONGER ACCEPTS MANUAL APPLICATIONS.**

The following steps must be followed on the Online Portal when applying for an ICASA Ship Station License. **ICASA NO LONGER ACCEPTS MANUAL APPLICATIONS**

- Please note that the online system can only be used on Google Chrome.
- You need to register as a user on the system using the following link: <https://online.icasa.org.za/>
- You will then receive an email with a link that you need to click to activate your registration.
- Please also look in your Junk Mail if this message is not received.
- When you use the system for the first time thereafter, the system will prompt you to submit your / the company's personal details in order that the Legal Entity can be established.
- After approval of the legal entity is granted you will be able to submit applications.
- Please note that you can apply for licenses in the newly created legal entity's name or you may submit applications on behalf of other legal entities.
- If you apply on behalf of another entity you will have to go through the processes to approve such a legal entity as well as to get authority to apply on their behalf.
- Lastly, the steps as indicated on the system should be followed in order to capture the information of every application.
- Select FREQUENCY SPECTRUM LICENSE APPLICATION
- Down Arrow, Select MARINE
- SHIP STATION
- Click SUBMIT
- STEP 2 – GENERAL DETAILS – complete and SELECT PERIOD of licensing fees required and POSTAL CODE to be added (this is postal code of your address)
- PURPOSE of SERVICE is MARINE, SHIP COMMUNICATION
- CLICK SUBMIT
- UPLOAD supporting documents (Copy of ID, SAMS endorsed SHORT RANGE operators Certificate for MMSI number, Proof of payment, ETC)
- You will receive an INVOICE of R 480 which is for Application fees ONLY, as well as INVOICE for the licensing fees depending on what option you choose. You may make a once off payment as the fees structure below indicates.

- The fastest route to follow is to make two individual payments via credit card on the online payment portal. There will then be no need for approval of the payment. Alternatively, you can pay the full amount of Your selected option as indicated below via EFT and upload the proof of payment on your Manage page on both occasions. The application will then be processed once the payment is approved by our Finance department.

Please note that the system will communicate with you through emails as and when the different tasks are completed. You may also follow the status of the application on the 'manage page' of the online portal. Applicants must upload proof of payments. You can also upload a copy of a bank statement as proof.

**ICASA Banking details:**

**ICASA, NEDBANK Corporate account**

**Account Holder: ICASA**

**Acc. No. 1462 002 927**

**Branch: 1462 45 00**

**Ref: Vessel License Number (DT or Club) or Vessel Official Number**

**FEES FOR NEW APPLICATIONS**

- |                                      |                       |
|--------------------------------------|-----------------------|
| • 1 YEAR LICENSE @ R 634 per license | EXPIRES 31 MARCH 2021 |
| • 2 YEAR LICENSE @ R 774 per license | EXPIRES 31 MARCH 2022 |
| • 3YEAR LICENSE @ R 902 per license  | EXPIRES 31 MARCH 2023 |
| • 4YEAR LICENSE @ R 1017 per license | EXPIRES 31 MARCH 2024 |
| • 5YEAR LICENSE @ R 1122 per license | EXPIRES 31 MARCH 2025 |

\*Note: Fees correct at the time of publishing and will change as the ICASA fees are changed

**23 December 2020**

**SM 6/5/2/1**

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