

## Guidance Notes for Class Licence Applicants

To assist our applicants through the process of applying for licenses from the National Telecommunications Regulatory Commission, we have created these guidance notes to assist in the completion of class licence applications.

Use the instructions below to aid in your completing of our telecommunications applications.

### Class Licence:

1. The cover page must be completed in full.
  - a. If the applicant is a company, then the name of the applicant on the form is the *company's name*.
    - i. A copy of the certificate of incorporation must be submitted.
  - b. If the company trades (or operates) using a different trading name or business name to the company's name, the name of the applicant on the form should be "*Name of company trading as Business Name*".
    - i. A copy of the certificate of business name must be submitted.
  - c. If the applicant is an individual, then the name of the applicant on the form should be "*the Individual's name*".
  - d. If the applicant is an individual trading (or operating) using a different trading or business name to the name of the applicant, then the name of the applicant on the form should be "*John Doe trading as Business Name*".
    - i. A copy of the certificate of business name must be submitted.
  - e. You must select the type of licence being applied for.
  - f. You must select the service being applied for.
  
2. Part 1, The Applicant, must be filled in full.
  - a. Specifically for section 1.1, the name and business address should read:  
**Name of applicant as stated on the cover page**  
**Registered Business address**
  - b. For Sections 1.2.1 to 1.2.3, only fill this information if the applicant is not an individual. If the applicant is an Individual, then put "Not Applicable" or simply "N/A" for each response.
  - c. For companies, do note that the information requested for the directors, partners and company secretary can be submitted in an attachment clearly referencing the section number.
  
3. All information needs to be provided for Part 1.3, History of the Applicant.

4. For Section 2.1, Financial Information and Business Plan:
  - a. If the application is for a renewal or modification, then complete sections 2.1.7 – 2.1.13. Put “Not Applicable” or “N/A” after the sections 2.1.1 to 2.1.6.
  - b. If the application is for a new service, then complete section 2.1.1 – 2.1.13. Any requirement that is not relevant to you please indicate “Not Applicable” or “N/A”.
  
5. Section 2.2, Current Activities.
  - a. This section is not applicable to licencees currently renewing their licence. If you are renewing your licence, please put “Not Applicable” after each of the requirements.
  - b. For Sections 2.2.1 to 2.2.5:
    - i. If the applicant is a new company and is not a part of a Group Structure or if the applicant is an Individual starting a new business, please put “Not Applicable” or “N/A” after each of the requirements.
    - ii. Similarly, for any other applicant, if this section is not relevant to your current activities, please put “Not Applicable” or “N/A” after each of the requirements.
    - iii. If this section is relevant, in two or three sentences, please clearly describe your current activities and what sort of equipment is currently installed for you to provide the service.
  
6. Section 2.3, Proposed Activities.
  - a. If the applicant is renewing their licence, then this section is only required if changes would be made to the current network. If they would be no change, then please put “Not Applicable” or “N/A” after each of the requirements. If changes would be made to your network, please follow the instructions in step b below.
  - b. New Applicants or Modifications:
    - i. For Sections 2.3.1, in a single sentence, please outline the infrastructure that the applicant is planning to put in place within the next three years.
    - ii. For section 2.3.2, indicate whether a frequency authorization is necessary and has been submitted. If this is not relevant to you, please put “Not Applicable” or “N/A”.
    - iii. For Section 2.3.3, in two or three clear sentences, please describe your proposed service outlining the equipment to be used, how the service would be provided and include information on your targeted customers.

- iv. For section 2.3.4, please outline in a single sentence if you have an agreement with another entity in relation to the service to be provided. If this is not relevant to you, please put “Not Applicable” or “N/A”.

It must be noted for that for section 2.2 (Current Activities) and section 2.3 (Proposed Activities), responses to each requirement can be placed in an attachment with referencing being made to the section number. No requirement is to be left blank.

- 7. Part III, Declaration, must be completed in full.
  - a. The declaration must have an authentic signature.

### **Additional Documents**

The following additional documents would be also to be submitted with the application if the applicant is a company:

- 1. Certificate of Status of the company: This document is issued by the Commerce and Intellectual Property Office (CIPO) confirming that your company is in Good Standing and verifies legal requirements such as your:
  - a. Company Directors
  - b. Company secretary
  - c. Registered Address
- 2. Share listing/Certificates for the company: This is an internally generated document outlining your list of shareholders with their corresponding number of shares in the company.