

Guidance Notes for Frequency Authorization Applicants

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

Use the instructions below to aid in your completion of our frequency applications.

Frequency Authorization

With regards to the submission of a frequency authorization application, it must be noted that frequency applications cannot be submitted by itself unless you are already the holder of a valid Individual or Class licence such as a Mobile licence or an Internet Services Provider licence granted by our Minister of Telecommunications.

With regards to the frequency application form the following applies:

1. The cover page of the application must be completely filled out.
 - 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. Select the type of frequency authorization being applied for.
 - i. Select a new authorization for new frequencies or new radio base stations
 - ii. Select modify to modify an existing radio base station
 - iii. Select renew to renew an existing authorization within 1 year of its expiration date
2. Part 1, All Applicant information must be filled out.
 - a. Specifically for section 1.1.1, the name and business address should read:
Name of applicant as stated on the cover page
Business address of operations

- b. If any sections under applicant do not apply to you, for example you do not have any Directors, then please fill in the section with “N/A”. Do not leave blank as this does not clearly indicate that the section does not apply to you as it may have been that the section was forgotten.
 - c. Respond to all sections under Part 1.3, “History of Applicant”
3. Part II, Applicant’s Business and the proposed network and or services.
- a. For Section 2.1, The Applicant, answer all questions. If a question does not apply, please fill in with “N/A”.
 - b. For Section 2.2, Current Activities: The questions in this section refers to any network and or services that are currently ongoing. If you are a new applicant with no current network or service, please indicate “N/A” for each question.
 - i. **Section 2.2.1:** Give a short description of your current radio communications network if you are renewing your authorization. Also, if you are renewing, you can submit a copy of your frequency authorization annex if your network has not changed since the last issuance of your frequency authorization.
 - ii. **Section 2.2.2:** If you are renewing or modifying a frequency authorization, list all your frequency authorizations granted by the Minister of Telecommunications; an example would be “Jane Doe Frequency Authorization No 1 of 2020”. The name of the frequency authorization can be found in your frequency authorization document(s).
 - iii. **For section 2.2.3:** Give a short description of the services currently being offered using your current frequency assignments. For example, FM Radio Broadcast Service or Mobile Service.
 - iv. **For section 2.2.4:** It is expected that you will use type approved radio equipment to ensure the quality of the equipment as well as you will work with the NTRC to ensure that any instances of harmful interference is dealt with as soon as possible. This must be included for this section.
 - c. Section 2.3, Proposed Activities: These questions refer to your proposed radio communications infrastructure.
 - i. **Section 2.3.1:** Use the network parameters form attached to this letter to outline your proposed network infrastructure as the form captures all the parameters required by the Commission at this time.
 - ii. **Section 2.3.2:** If you have completed the network parameter form in your response to section 2.3.1, this can also be used as your response for this section.
 - iii. **Section 2.3.3** Indicates if the frequency is to be used for a satellite earth station. If your response is no, then section 2.3.4 can be omitted.
 - iv. **Section 2.3.5:** Indicate the services you will provide using the frequencies being applied for. For instance, you may be applying for UHF frequencies to provide a TV Broadcast service.

- v. **Section 2.3.6:** Indicate how you or your business plans to comply with obligations with respect to harmful interference. In this regard it is expected that you will be using type approved radio equipment to ensure the quality of the equipment as well as you will work with the NTRC to ensure that any instances of harmful interference is dealt with as soon as possible. This must be included for this section.

It must be noted that for sections 2.2 (Current Activities) and 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.

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