

Application Form for a Class Licence

Under section 9.1 of the Telecommunications Act 2000

St. Kitts/Nevis

Please tick as appropriate:

- Private Telecommunications Network Licence (Type A)
- Value-Added Services Licence (Type A)
- Internet Service Provision Licence (Type A)
- TV/Radio Broadcast Stations
- Community Antenna Television (CATV) (Type A)
- Amateur Radio Licence (Type B)
- Citizen Band (Type B)
- Aeronautical Mobile Licence (Type B)
- Land Mobile (Type B)
- Maritime Mobile Licence (Type B)
- International Simple Voice Resale (Type A)

National Telecommunications Regulatory Commission

NTRC Secretariat

C/o Ministry of Telecommunications and Technology

Cr Wigley Avenue and Jones Street

PO Box 1958

Fortlands, Basseterre

St. Kitts/Nevis

Guidance Notes

- [3] copies of the completed application form should be submitted in an envelope clearly marked "Telecommunications Licence Application" addressed to Chairman, National Telecommunications Regulatory Commission, Corner of Wigley Avenue and Jones Street, PO Box 186, Basseterre, St. Kitts/Nevis.
- The completed application form must be accompanied by a fee of five hundred dollars (EC\$500.00) Eastern Caribbean dollars for each Type A service Licence applied for, payable to the National Telecommunications Regulatory Commission, St. Kitts/Nevis.
- Please indicate which, if any, information provided by the applicant in this application is confidential.
- Please note that any word, phrase or expression used herein shall have the same meaning as it has in the Telecommunications Act 2000.

1. **PART I -THE APPLICANT**

(please complete fully in type or block letters)

1.1 **Contact Details**

1.1.1 Name and business address of applicant

1.1.2 Designated contact person

1.1.3 Telephone number

1.1.4 Fax number

1.1.5 E-mail address (if available)

1.2 **Business Details**

1.2.1 If the applicant is a company, partnership or other body please give the name(s) and private address(es) of each of the current directors, company secretary, or partners:

Name

Address

1.2.2 Name under which applicant proposes to trade, and registered office address if different to above:

1.2.3 In the case of a company or other body corporate, please supply the company's registered number. If not incorporated in St. Kitts/Nevis, please provide any registration number which the [companies registration office] in St. Kitts/Nevis may have issued.

1.2.4 Address in St. Kitts/Nevis for service of process or other notices (in case of overseas applicant)¹

1.3 History of the Applicant

1.3.1 Has the applicant ever applied for a licence or registration under any Act in St. Kitts/Nevis and been refused?

[YES] [NO]

1.3.2 Has the applicant ever been licensed under the Telecommunications Act 2000?

[YES] [NO]

1.3.3 If the answer to question 1.3.2 is YES, has any such licence been revoked?

[YES] [NO]

¹ Where the applicant is located overseas, the application must include an address for service of process and any other notice in St. Kitts/Nevis.

1.3.4 Has any Affiliate of the applicant previously been granted a licence under the Telecommunications Act 2000 which was revoked?

[YES]

[NO]

1.3.5 Is the applicant the holder of a telecommunications licence in any other country?

[YES]

[NO]

1.3.6 Has the applicant or any Affiliate been refused a licence mentioned in question 1.3.5 above, or had a licence revoked?

[YES]

[NO]

1.3.7 Has the applicant operated under or carried on business under any name other than the name in this application?

[YES]

[NO]

2. **PART II - APPLICANT'S BUSINESS AND PROPOSED NETWORK AND/OR SERVICE(S)**

2.1 **Financial Information and Business Plan**

2.1.1 Please provide a business plan. The plan should outline any major assumptions and should cover a period of one year for new applicant and at least five years for renewal. The plan should answer the questions in Appendix 1

The information provided should include:

- Sources of funding, debt levels, equity and independent confirmation as appropriate;
- Proforma financial statements for one year for new applicant and at least five years for renewal to include cash flow and income statements; (Appendices 2 & 3)
- Balance Sheet for one year for (Appendix 4)
- Market forecasts

2.1.2 Please provide an Audited Financial Reports, in the case of a renewal, including certified Income Statements and Balance Sheet for the last three years in respect of the Company on whose behalf the application is being submitted.

2.1.3 Please provide a diagrammatic representation of the applicant's group structure, including the percentage of shares held. Please indicate which affiliates have or intend to apply for, other telecommunications licences.

2.1.4 Does the applicant have any shareholdings of over 5% in any other licensed telecommunications provider in the OECS?

[YES]

[NO]

2.1.5 Has any member of the applicant's managerial staff been bankrupt, or been a director of a company which has become insolvent?

[YES]

[NO]

If the answer is YES, please attach a certified copy of the discharge.

2.1.6 Has the applicant or any member of the applicant's managerial staff ever been the defendant or respondent in any proceedings in any court in any jurisdiction involving violence or dishonesty, or is the applicant or any member of the

applicant's managerial staff currently the subject of a charge or indictment under the law of any country for contravention of any law or for any conduct involving dishonesty, fraud, theft or violence??

[YES]

[NO]

2.2 **Applicant's Current Activities**

Please provide answers to the following questions in relation to (a) the applicant's activities in the OECS; (b) the applicant's activities elsewhere in the Caribbean; and (c) the applicant's activities elsewhere in the world.

- 2.2.1 Please provide a summary of any infrastructure the applicant has in place, including radio-based infrastructure.
- 2.2.2 If the applicant is using radio frequency spectrum, please provide details of the frequency authorisations held, including the number of frequency authorisations and the reference number of each frequency authorisation.
- 2.2.3 Please provide details of the products and services being provided by the applicant and the terms (including prices) on which they are available. In particular, please provide details on the number of customers and lines installed.
- 2.2.4 Please provide details of current contracts with all classes of customers, as well as copies of all such contracts.

2.3 **Applicant's Proposed Activities**

- 2.3.1 Please provide a summary of any infrastructure the applicant is planning to put in place within the next [three] years, including radio-based infrastructure.
- 2.3.2 If the applicant is planning to use radio frequency spectrum, please indicate whether an application has been submitted for a frequency authorisation and provide details (copies may be enclosed if preferred).
- 2.3.3 Please provide a description of each proposed service, including details on the following:
- all technical aspects of the services (including equipment)
 - how access to the service is to be provided (e.g. indirect access, direct access, leased lines, etc.)
 - targeted customer base, including number of customers targeted
- 2.3.4 Please provide details of any proposed supply relationships in respect of the proposed network and/or services.

3. **PART III - DECLARATION²**

On behalf of the applicant, I declare that the information provided by me on behalf of the applicant is accurate and complete in all respects.

Signed:

Full name of signatory:

Position held:

Date:

² This declaration must be signed:

- (i) in the case of an **individual**, by the person in whose name the application is made;
- (ii) in the case of a **partnership**, by a partner; or
- (iii) in the case of a **company or other body corporate**, by a director, company secretary or other authorised officer.