



# **Application Procedures for Concessions and Licences**

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## **1 Introduction**

This document serves to guide persons and/or the relevant stakeholders on the application procedure for licences and concessions in the telecommunications sector in Trinidad and Tobago.

This document is considered part of the Authorisation Framework of the Telecommunications Authority of Trinidad and Tobago ('the Authority'). Pursuant to Section 78 (1) a of the Telecommunications Act 2001, the Authority will also make regulations prescribing these application procedures. In addition to these procedures, all potential applicants should familiarize themselves with the Authority's Authorisation Framework when considering applying for licences or concessions to offer telecommunications services in Trinidad and Tobago.

The Authority reserves the right to amend these procedures from time to time as it sees fit and necessary to ensure the proper functioning of the aforementioned processes.

The two methods for receiving applications from prospective concessionaires and licensees are:

1. General Application; and
2. Response to a Request for Proposal

### **1.1 General Application**

Where the Authority determines that a First Come First Served method will be used to recommend the award of a concession or grant a licence, a general application form will be available at the Authority's office.

The form will require the applicant to provide the information and materials to be used for evaluating the application. For concessions where the use of radio-transmitting equipment is required, the concession application form will indicate the relevant licence application form that should be attached.

Procedures in respect of this application method are detailed in Section 2 of this document.

## **1.2 Response to an Invitation by the Authority to Participate in a Competitive Selection Process**

Where competition is introduced for the first time in highly profitable markets, where there is demand for spectrum or other resources that may be limited, or where there is a need to limit the entry of providers in a particular market, the Authority shall publicly issue requests for proposals (RFPs) to invite interested parties to participate in a competitive selection process for the relevant concession(s) and/ or licence(s).

The RFP issued by the Authority will include all specific instructions and details particular to the process to be adopted by the Authority for that concession/ licence, and the criteria and associated weightings to be used in the evaluation process.

## **2 Application Procedures**

### **2.1 General Application**

- 2.1.1 All concession/licence application forms are available either at the offices of the Authority and/or can be downloaded from the Authority's website at <http://www.tatt.org.tt>
- 2.1.2 All forms (application/renewal/amendment) must be completed with all the information required and must include the applicants business or residential address, contact telephone/facsimile number, email address and the name of the applicants contact person(s) and must be accompanied by all the supporting documentation to be considered eligible.
- 2.1.3 Applications must be completed in English.
- 2.1.4 The application must be duly signed by the applicant in person or by an authorized representative of the applicant.
- 2.1.5 All application fees must be paid to the Authority. Payment methods may include manager's cheque, money order, linx, credit card or cash.
- 2.1.6 An applicant shall be required to provide proof of payment of an application fee where the said application fee is not paid at the Authority's office.
- 2.1.7 Applications will not be accepted online unless otherwise stated.

2.1.8 Applications must be completed in the requisite number of copies and be submitted to the Authority's office and addressed to:

Telecommunications Authority of Trinidad and Tobago  
Ben Court  
76 Boundary Road  
San Juan  
Trinidad.  
West Indies

2.1.9 The Authority may request that an electronic copy of the application be submitted on a CD or Disc in Microsoft Word (for text) and Excel (for spreadsheets) formats. The onus is on the applicant to ensure that the electronic version is identical to the hard copy version.

2.1.10 The Authority shall acknowledge receipt of the application to the applicant.

2.1.11 Provided that the applicant has submitted all the necessary information required to the Authority, the Authority shall make a determination in respect of an application for a licence within 90 days from the date of the receipt of the said application.

2.1.12 Provided that the applicant has submitted all the necessary information required to the Authority, the Authority shall make a recommendation to the Minister in respect of an application for a concession within 90 days from the date of the receipt of the said application. The Minister shall indicate his approval, modification or rejection of the recommendation within 60 days of receipt of the Authority's recommendation

2.1.13 The Authority may at anytime request further information from an applicant where such information is required to complete and/or properly evaluate the application.

2.1.14 Should an applicant fail to supply all the information requested to process the application, the application will be considered incomplete and may be rejected and/or be returned to the

applicant with a written notification of such. Application fees paid in respect of such rejected and/or failed application will not be refunded.

2.1.15 Where further pertinent information relevant to the application requested has been submitted to the satisfaction of the Authority the application will be duly processed and the Authority shall make a decision or recommendation in respect thereof within 90 days from the date of the receipt of the said requested information

2.1.16 The Authority must be immediately notified of any change in the information contained in the application.

2.1.17 An applicant may upon written notice to the Authority withdraw his application at anytime.

2.1.18 Applications for a renewal of any Concession or licence should be made within such time prior to the expiration of the existing concession as prescribed by the Authority.

2.1.19 Applicants whose applications were unsuccessful or withdrawn will not be entitled to a refund of the application fee.

2.1.20 Applicants will be bound by all terms, commitments, offers, presentations, proposals, plans and obligations stated in their applications. Applicants must therefore use their best efforts to ensure that the information and representations submitted in their applications are accurate in all aspects.

2.1.21 Where applicable applicants shall make a statutory declaration attesting to the authenticity of the information contained in an application.

2.1.22 Where required applicants must provide suitable references in support of their application.

2.1.23 The Authority may at anytime and without notice alter, replace or cancel any of the above requirements as it deems fit.