

INSTRUCTIONS FOR LICENCE APPLICATION FORM L1

PART A. GENERAL INSTRUCTIONS

1. All information should be provided in block capitals or typed.
2. Two copies of this application must be completed and submitted.
3. Where the applicant is submitting this application in connection with an application for a concession to operate a public telecommunications network and/or to provide public telecommunications or broadcasting services, the applicant shall append a copy of the concession application (Form C-10) and need not reproduce any information required in this application that is included in the concession application.
4. **Section C** Where the applicant is submitting this application independently of a concession application, the applicant must explain the basis for the application, including providing a detailed description of the radiotransmitting equipment and/or radiocommunications services it will operate or use, and the other information identified in this application.
5. **Section D** The applicant must also include a statement explaining its business activities relevant to this application and how the radiotransmitting equipment or radiocommunications services that are the subject of this application relate to those business activities.
5. **Section G** Attached to the application form L1 must be, as applicable, one or more of the following forms, TS-SP (Spectrum Licence Specification), TS-PP (Point to Point Specification), TS-PM (Point to Multipoint Specification), TS-LM (Land Mobile Specification), TS-SS (Satellite Station Specification) TS-MA (Marine Radio Specification).
6. Please attach the information requested in Section C and D in the order requested as per application form L1.
7. The Telecommunications Authority of Trinidad and Tobago reserves the right to request any additional information it deems necessary with respect to any application.

PART B. SPECIFIC INSTRUCTIONS

SECTION A: GENERAL

1. Name of Applicant: This is the name of the person or company which will appear on the Licence should it be granted.
2. Contact Information: Please include the name, title, address, telephone number, FAX and E-mail if applicable for the point of contact.

SECTION B: BASIS OF APPLICATION

1. Indicate if the application is new, a renewal or an amendment to an existing licence.
2. Indicate if the application is part of a Concession Application in which case a completed application form C10 must be attached.

SECTION C: COMPANY INFORMATION

- (ii) Indicate the Registration Number of the Company if foreign.
- (iii) Indicate the Trinidad and Tobago Registration Number of the Company.
- (iv) Indicate the Value Added Tax (VAT) Registration Number of the Company if local as applicable.
- (vii) Indicate the Place of Incorporation of the Company if foreign or local.
- (viii) Indicate the Registered Address or Principal place of business of the Company both foreign and local.
- (x) Indicate the Registered Trading and business name of the Company both foreign if applicable, and local.
- (xiii) Indicate the principal business activity of the Company both foreign if applicable and local.

7. Provide copies of the following documents for both foreign and local as applicable:
 - (i) Certificate of Incorporation.
 - (ii) Corporate Registration.
 - (iii) Company's Articles.
 - (iv) Memorandum of Association.

SECTION E TECHNICAL RESPONSIBILITY

1. Provide the Name, Address, Telephone and FAX information for the person or company who has Technical Responsibility for the responsible for the Design, Implementation, and Maintenance of the equipment to be Licenced.

A copy of a letter from the person or company accepting Technical Responsibility for the system to be licenced must be submitted with the application.

SECTION F DECLARATION AND SIGNATURE

1. Indicate the Name of the Company and the name and title of the person authorised to affix his or her signature to the application.
2. The application must be signed and dated. Any application received which is not signed and dated will not be processed by the Telecommunications Authority of Trinidad and Tobago.

SECTION G ATTACHMENTS

1. Please attach to form L1 all completed and as applicable, one or more of the following forms: TS-SP (Spectrum Licence Specification), TS-PP (Point to Point Specification), TS-PM (Point to Multipoint Specification), TS-LM (Land Mobile Specification), TS-SS (Satellite Station Specification) TS-MA (Marine Radio Specification).
2. A scale drawing clearly indicating the service area must be submitted with the application.
3. The site and antenna mast details are required for technical and frequency planning purposes. The applicant must satisfy the requirements pertaining to height, structural design etc., as stipulated by the relevant authorities and ensure that all necessary statutory approvals are obtained.
4. A copy of the manufacturer's technical specifications of the relevant equipment including antennae must accompany the application.