



Application for Telecommunications Licence(s) (Individual and Class Licence)

Made under section 64 (2) (b) of the Telecommunication Ordinance 2004 and part 2 of the Telecommunication and the Frequency Licensing Regulation 2005.

Instructions for completion

- Print clearly – illegible, unclear or incomplete application forms may delay processing.
- Queries concerning the completion of this form should be directed to the Commission at (649)-946-1900, fax (649)-946-1119, or email info@tcitelecommission.tc.

Disclosure of Personal Details

Information provided by the applicant in a field of this form that is marked with an asterisk (*) will be disclosed to the public by the TCI Telecommunications Commission in a Register of TCI Telecommunications Commission Licences in accordance with section 19 of the Telecommunications Ordinance 2004.

The TCI Telecommunications Commission may disclose the contents of the Register by making it available for inspection at the TCI Telecommunications Commission Office and over the Internet

Part I - Applicant's Details

1. Client number* (IF KNOWN)

2. Organisation name*

3. Trading Name* (IF APPLICABLE)

4. T.C.I. Company Registration Number

5. Does Company have a current Business Licence? (IF YES, PLEASE ATTACH COPY)

Yes No

6a. General Inquiry Email address* (IF ANY)

6b. Web Address* (IF ANY)

7. Postal address*

8. Physical address*

9. Contact Name*

SURNAME

GIVEN NAMES

DESIGNATION

10. Telephone

WORK

HOME

MOBILE

FAX EMAIL

Company Directors and Management

Where appropriate, the following information should be provided as an attachment to this application:

11. Attach details of all directors and officers of the Company.
- Full name
 - Appointment
 - Date appointed
 - Private Address
 - Age
 - Nationality
 - Occupation
 - Other directorships held during the past 5 years
 - Other business interests
 - Whether or not resident in the Turks and Caicos Islands
 - Summary of background, and any experience relevant to running the networks and services applied for

Company Directors and Management - continued

12. Have any directors or officers of the Company ever declared personal bankruptcy or been a director or officer of a company which has gone into liquidation, official receivership, administration, or become insolvent (either while he was a director or officer or within 3 years of his ceasing to be a director or officer)?
- No
 Yes. Please attach details.
13. Have any directors of the Company been a director of a company whose Telecommunications licence (or equivalent) has been revoked by any country's regulatory authority for breach of licence condition(s) (either while he was a director or within 3 years of his ceasing to be a director)?
- No
 Yes. Please attach details.
14. Attach names and addresses of all shareholders of the Company (unless a publicly traded company). Include nationality and place of residence.
- List of shareholders attached.
 We are a publicly traded company. Our company registrars are:
- | |
|--|
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| |
| |
15. Has any director of the Company or any member of the Company's managerial staff ever been, or are they now, the defendant or respondent in any proceedings in any court in any jurisdiction involving non payment of debt, dishonesty, fraud, theft, restitution or violence?
- No
 Yes. Please attach details.
16. Provide a diagrammatic representation of the applicant's major shareholders, including the percentage of shares held. The Commission may request further information from the applicant concerning shareholding and corporate ownership structure.
17. Provide a diagrammatic representation and narrative description of the Company's management structure. Include brief resumes of key managerial staff indicating relevant prior experience, qualifications, and nationality. Detail any other sources of expertise available to the Company.
18. List any activities which will be contracted out to agencies, consultants, etc., including numbers of personnel upon whom the applicant will be able to draw, if known.
19. Attach names, addresses and contact details for the following professional advisors to the Company.
- | | |
|---------------|-------------|
| a. Attorney | c. Auditors |
| b. Accountant | d. Banker |

Company Background

20. Does the Company or any affiliate currently hold, or has it ever held, a telecommunications, broadcasting licence in the Turks and Caicos Islands or another country?
- No
 Yes. Please attach details.
21. Has the Company or any affiliate ever had an application for a telecommunications, broadcasting licence in the Turks and Caicos Islands or another country refused?
- No
 Yes. Please attach details.
22. Has the Company or any affiliate ever had a telecommunications, broadcasting licence in the Turks and Caicos Islands or another country revoked?
- No
 Yes. Please attach details.

Part II- Type(s) of Network(s) and/or Service(s)*

23. The following licence types may be included in this application PROVIDED at least one of the above has been selected.

Individual:

- Fixed Public Telecommunication
- Internet Network / Service
- Subscriber Television
- Public Radio Paging
- Submarine Cable
- Public Mobile Telecommunications
- Full Telecommunications Service and Network
- Triple Play Provider
- Quadruple Play Providers
- Type S – Spectrum

Check this box if you plan to make use of any spectrum, and complete a Spectrum Application Form. There is an annual fixed fee for each transmission frequency or channel to be used. See the description in the Part IV.

Class A:

- Internet Services provision (15<= 50 sub)
- Internet Services provision (>50<= 500 sub)
- Value Added Services
- Audio text / Video text Services
- Private Networks / Services
- International Simple Voice Resale
- Short Term

Cheque for Application Fee Enclosed
(See separate Schedule of Telecommunications Fee Structure Regulations 2007)

USD\$

Networks & Services to be Supplied

24. General description of the network or service, including:

- a. Licence Type
- b. Narrative description
- c. Geographical coverage
- d. Number and categories of customers anticipated to be served
- e. Arrangements for interconnection and infrastructure sharing, where appropriate
- f. Anticipated launch date
- g. Anticipated developments over the next 3 years
- h. If wholesale services will be offered to other licensees

25. Explain fully the technical and operational configuration, including:

- a. Description of the equipment to be used
- b. Technical specification
- c. Conformance with standards
- d. Source and availability
- e. Network security and resilience
- f. Environmental impact

26. Provide a clear diagram showing:

- a. The conveyance of messages from the beginning (i.e. ways of accessing the applicant's system) to the end (i.e. termination of the message).
- b. Directional arrows
- c. Labels showing which company owns and operates each part of the network. (Though the applicant's system might represent a small part of the overall network, it is important for the Commission to know where the applicant's system fits into the chain of conveyance of a message and what the applicant's system does with that message.)

27. Do you wish to apply for an allocation of numbers? If so, please check the appropriate box(es):

- Carrier access codes
- Carrier selection codes
- End user numbers
- Other numbers

Provide details of your requirements.

Business and Marketing

28. Attach a detailed business plan covering a period of at least 5 years that includes:
- NB. The applicant may be required to file a more precise business plan following completion of its interconnection and infrastructure arrangements.
29. Attach a marketing strategy that includes for each of the networks or services to be provided:
30. Provide details of your proposed rates.
31. Provide copies of your terms and conditions for the provision of the proposed networks and services.
32. Provide copies of representative samples of existing contracts with all classes of customer (if any).
33. How many staff do you propose to employ OUTSIDE the Turks and Caicos Islands?
- Initially: After 1 year: After 3 years:
34. How many staff do you propose to employ WITHIN the Turks and Caicos Islands?
- a. Initially
- Turks and Caicos Islanders
- Expatriate
- b. After 1 year
- Turks and Caicos Islanders
- Expatriate
- c. After 3 years
- Turks and Caicos Islanders
- Expatriate
35. Explain fully how the following services will be provided:
- a. Customer service and complaint resolution
- b. Customer billing
- c. Directory services to the public, and how directory information on the applicant's own customers will be maintained and made available to others legitimately seeking it
- d. Access to 911 emergency services
36. Provide details of any quality of service targets supported by the applicant.

Filing

An original signed application and three paper copies must be filed with the Commission. The applicant is to provide an electronic copy of its application via email info@tcitelecommission.tc. The application fees must accompany the application in order for the Commission to consider the application.

Part III - Declaration

1. The Applicant by submitting this form and any attachments thereto represents, warrants and undertakes to and with the TCI Telecommunications Commission that all information, facts and matters (together the 'Information') contained or referred to in the form and any attachments thereto are true and accurate as at the date of the application and correct in all respects and that nothing has been omitted which renders any of such Information incomplete, false or misleading.
2. So far as such Information relates in whole or in part to past or present matters of fact upon submission of the form, they shall also be deemed to constitute fundamental representations upon the faith of which the TCI Telecommunications Commission may grant the Licence or Licences applied for.
3. Promptly upon the occurrence of or promptly upon the Applicant becoming aware of the impending or threatened occurrence of any event which would or might reasonably be expected to cause or constitute a breach of the representations, warranties and undertakings in sub-clause 1 above (or would have caused or constituted a breach of the representations, warranties and undertakings in sub-clause 1 had such event occurred or been known to the Applicant prior to the date of application), the Applicant shall give written notice of the same to the TCI Telecommunications Commission and shall use its best endeavours promptly to prevent or remedy the same.
4. Where the Information consists of any audited accounts of the Applicant, the Applicant by submitting this form and any attachments thereto represents, warrants and undertakes to and with the TCI Telecommunications Commission that those accounts are accurate in all material respects and show a true, complete and fair view of the state of affairs, financial position, assets and liabilities of the Applicant and of its results for the financial period therein stated.
5. The Applicant further certifies that, to the best of its knowledge, any matters which might influence the TCI Telecommunications Commission's judgement as to whether the Applicant, its directors and substantial shareholders are fit and proper persons to hold a Telecommunications licence have been made known to the TCI Telecommunications Commission.

Signed on behalf of the Applicant:

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Full name(s) of Signatory(ies):

Position:

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Date:

Guidance Notes

These Guidance Notes listed below have been included to highlight and remind applicants of key requirements that must be satisfied prior to submission of the completed forms. However, note that on the application forms, the instructions given are specific to the licence that is being applied for, and so applicants are advised to take heed.

1. An official letter should be addressed to the Chairman of the Commission, describing the full and detail the type of network and or services to be operated and installed within the TCI.
2. Application forms should be completed in **triplicate (3 copies)**, unless otherwise specified.
3. The last part of the application form is the *Declaration*, where the applicant affirms the accuracy of the information submitted on the application form by affixing his or her signature. **NOTE:** The signatures inserted in the *Declaration* section must be **original** on all copies of the application forms submitted to the Commission.
4. The completed application form must be accompanied by the appropriate application fee, payable to the TCI Telecommunications Commission. (**please note the applications fee is nonrefundable**)
5. **Each** copy of the application form must have attached the required documentation and any additional information that the applicant may wish to provide, which cannot fit into the space provided on the forms.
6. **The applicant should indicate which, if any, information provided in the application is confidential.**
7. It is advisable to include a summary sheet that itemizes all of the documents that are being submitted, including attachments.
8. It is stressed that **ALL** sections and questions on the application form must be completed, and in the event that certain questions do not apply, it **is** strongly advised that some indication to that effect (such as “*Not Applicable*”, “*N/A*”) should be given.

Submission Instruction

Send your completed application form to:
Chairman of the Turks and Caicos Islands Telecommunications Commission

P.O. Box 203
872 Business Solutions Building
Leeward Highway, Providenciales
Telephone: 649 946-1900
Fax: 649 946-1119
Email: info@tcitelecommission.tc