

Frequency Authorisation Application Form

Under section [] of the Telecommunications Act 2000

St. Lucia

National Telecommunications Regulatory Commission
NTRC Secretariat
Vide Bouteille
P. O. Box GM690

St. Lucia

Guidance Notes

- **Three (3) copies** of the completed application form should be submitted in an envelope clearly marked "Telecommunications Frequency Authorisation Application" addressed to the Secretary, National Telecommunications Regulatory Commission, P. O. Box GM 690, Castries, St. Lucia.
- The completed application form must be accompanied by a fee of one thousand Eastern Caribbean Dollars (EC\$1000.00), payable to the National Telecommunications Regulatory Commission, St. Lucia.
- 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

1.1.6 Website

1.2 **Business Details**

1.2.1 State whether the applicant is a company, partnership, joint venture or other body

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

Name	Address
<hr/>	<hr/>

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

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

1.2.5 Address in St. Lucia 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 and been granted a telecommunications licence or any other licence under any Act in St. Lucia requiring frequency authorisation?

[YES] [NO]

If YES, state which Act and the type of service.

1.3.2 Has the applicant ever been issued a frequency authorisation under the Telecommunications Act 2000?

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

[YES] [NO]

- 1.3.3 If the answer to question 1.3.2 is YES, has any such frequency authorisation been revoked?

[YES] [NO]

If YES, on what grounds was the frequency authorization revoked?

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of the applicant previously been granted a frequency authorisation under the Telecommunications Act 2000 which was revoked?

[YES] [NO]

If YES, state reasons

- 1.3.5 Is the applicant the holder of a frequency authorisation in any other country?

[YES] [NO]

If YES, state which other countries

- 1.3.6 Has the applicant or any Affiliate been refused a frequency authorisation in any country, or had a frequency authorisation revoked?

[YES] [NO]

If YES, state the grounds for refusal or revocation

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

[YES] [NO]

If YES, state the name of the business

1.3.8 Does the applicant have any experience in providing telecommunications services?

[YES]

[NO]

If YES, indicate the nature, type of service and nature of the experience

If NO, indicate experience of personnel providing the telecommunications service

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

2.1 **The Applicant**

2.1.1 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 or frequency authorisations.

2.1.2 Please provide the names of shareholders with at least 10% of issued shares and their percentage shareholding.

2.1.3 Does the applicant have any shareholdings of over 5% in any other licensed telecommunications provider or frequency authorisation holder in the OECS?

[YES] [NO]

If YES, give the name(s) of provider(s) and percentage shareholding

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.

Networks

2.2.1 Please provide a summary of any radio-based infrastructure which the applicant currently has in place.

2.2.2 If the applicant is using radio frequency spectrum, please provide details of any frequency authorisations held, including the number of frequency authorisations and the reference number of each frequency authorisation.

Services

2.2.3 Please provide details of the services currently being provided by the applicant through its existing radio-based infrastructure.

Obligations

2.2.4 Please provide details of how the applicant currently complies with any obligations in respect of harmful interference and any other emissions of electromagnetic radiation from equipment of any description.

2.3 **Applicant's Proposed Activities**

Frequencies

2.3.1 Indicate the list of frequencies in order of priority that the applicant is applying for:

Radiocommunications Station

2.3.2 Is the frequency authorisation for which the applicant is applying to be used in relation to a satellite earth station?

[YES]

[NO]

If the answer is NO, please proceed to question 2.3.4.

2.3.3 If the answer to question 2.3.1 is YES, please provide the following information:

- (a) A letter from the satellite provider, indicating the name and address of the satellite provider, indicating assigned frequencies for the proposed service and the station to be communicated with.
- (b) A copy of the manufacturer's technical specification for the transmitter, receiver and antenna.
- (c) The following information in respect of the satellite earth station receiving characteristics:
 - (i) Make and model
 - (ii) Assigned frequencies (downlink)
 - (iii) Assigned frequency band
 - (iv) Date of bringing into use
 - (v) Location of station, including country and geographic coordinates
 - (vi) Class of emission

- (vii) Antenna size, antenna gain and receive G/T
 - (viii) Horizontal elevation angle and min/max elevation angle
 - (ix) Azimuth
 - (x) Altitude (a.m.s.l)
 - (xi) Polarisation
 - (xii) Receive noise temperature
 - (xiii) Regular hours of operation
 - (xiv) Maintenance of system
- (d) The following information in respect of the satellite earth station transmitting characteristics:
- (i) Make and model
 - (ii) Assigned frequencies (uplink)
 - (iii) Assigned frequency band
 - (iv) Proposed date of bringing into use
 - (v) Transmitter power, including saturated transmitter power and maximum radiated power
 - (vi) Antenna gain
 - (vii) Polarisation
 - (viii) Modulation (including FDM-FM, PCM/PSK, TV, and other)
 - (ix) Regular hours of operation
 - (x) Agreements with satellite provider
 - (xi) Operating satellite
 - (xii) Name of receiving earth station
 - (xiii) Location of receiving earth station

2.3.4 Please provide a summary of the radio-based infrastructure that the applicant is planning to put in place within the next three (3) years, as per the requested frequencies. In particular, please provide details of the proposed Radiocommunications Station, including:

- (a) Geographical location (latitude and longitude)
- (b) Type of equipment and system (including manufacturer and model number)

- (c) Radio frequency and direction of transmission whether link applied for is uni-directional or bi-directional, and relevant transmission details?
- (d) Transmission power level
- (e) preferred polarisation of emissions (i.e. vertical or horizontal)
- (f) preferred equipment carrier frequency range for channel assignment
- (g) whether system is intended to be duplicated
- (h) Type of antenna, including details of antenna height
- (i) Call signs
- (j) address of location from where equipment is to be operated (if different from Radiocommunications Station location)
- (k) radio frequency feeder loss and hot-standby loss, rounded up to nearest dB. Any radio frequency feeder loss over 10 dB or hot-standby loss over 4 dB must be justified.
- (l) guaranteed maximum boresight gain relative to an isotropic radiator for any antenna specified (rounded up to nearest dB)

Services

- 2.3.5 Please provide a description of the service which the applicant proposes to provide using the frequencies for which it is applying.

Obligations

- 2.3.6 Please provide details of how the applicant proposes to comply with the obligations in the frequency authorisation and in the Frequency Authorisation Regulations in respect of harmful interference, and any other technical regulations in respect of emissions of electromagnetic radiation from equipment of any description

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.