

Class Licence(s) Application Form – Type A

Under section 33.1 of the Telecommunications Act 2000

Saint Lucia

Please tick as appropriate:

- Private Telecommunications Network Licence
- Value-Added Services Licence
- Restricted Internet Service Provision Licence (≤ 15 units)
- Full Internet Service Provision Licence (>15 units)
- International Simple Voice Resale Licence
- Short Term Licence (< 15 days)
- Audio-text Services
- Video-text Services

National Telecommunications Regulatory Commission

NTRC Secretariat

Vide Boutielle

P. O. Box GM 690

Castries

Guidance Notes

- Three (3) copies of the completed application form should be submitted in an envelope clearly marked "Telecommunications Licence Application" addressed to the Secretary, National Telecommunications Regulatory Commission, Vide Boutielle, P. O. Box GM 690, Castries, St. Lucia.
- The completed application form must be accompanied by a fee of five hundred (EC\$500.00) Eastern Caribbean dollars per licence, 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), private address(es) and nationality of each of the current directors, company secretary, or partners:

Name & Nationality

Address

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 Registry of Companies in St. Lucia may have issued.

1.2.5 Please provide certified copies of the Certificate and Memorandum of Incorporation

1.2.6 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 a licence or registration under any Act in St. Lucia?

YES NO

If NO, proceed to question 1.3.2

If YES, was the licence granted or refused?

YES NO

If YES, under what Act(s) was/were the licence(s) granted?

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

If NO, on what grounds was/were the licence(s) refused?

1.3.2 Has the applicant engaged in any type of business in St. Lucia?

YES NO

If YES, indicate the type of business

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

YES NO

1.3.4 If the answer to question 1.3.2 is YES, has any such licence been revoked?

YES NO

If YES, on what grounds was the licence revoked?

1.3.5 Has any Affiliate of the applicant previously been granted a licence under the Telecommunications Act 2000, which was revoked?

YES NO

If YES, state reasons

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

YES NO

If YES, state which other countries

1.3.7 Has the applicant or any Affiliate been refused a telecommunications licence in any country, or had a licence revoked?

YES NO

If YES, state the grounds for refusal or revocation

1.3.8 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

1.3.9 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 - APPLICANT'S BUSINESS AND PROPOSED NETWORK AND/OR SERVICE(S)**

2.1 **Financial Information and Business Plan**

2.1.1 Please provide a comprehensive business plan. The plan should outline any assumptions used and should cover a period of at least three (3) years. The information provided must include (with independent confirmation as appropriate):

- Sources of funding (with declaration of source funds, supported by affidavit)
- Availability of funding (e.g. comfort letters);
- Proforma financial statements for three (3) years to include balance sheets, cash flow and income statements; and
- Market forecasts.

2.1.2 For an ongoing concern, please provide Audited Financial Reports including certified Income Statements and Balance Sheets for the last three (3) years in respect of the company, partnership, joint venture or other body, on whose behalf the application is being submitted.

In the case of a new entity, please provide a certified statement of financial affairs of each director

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

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

- YES NO

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

2.1.6 Has any member of the applicant's managerial staff been bankrupt, or filed for bankruptcy?

- YES NO

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

- 2.1.7 Has any member of the applicant's managerial staff been a director of a company, which has become insolvent or has filed bankruptcy proceedings?

If the answer is YES, please provide the name of the company.

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- 2.1.8 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

If YES, provide details

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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 (3) 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:

in the case of an **individual**, by the person in whose name the application is made;

in the case of a **partnership**, by a partner; or

in the case of a **company or other body corporate**, by a director, company secretary or other authorised officer.