



CONCESSION APPLICATION (FORM C10) INSTRUCTIONS AND GENERAL INFORMATION

INSTRUCTIONS

1. Applicants are required to download the pdf version of the (C10) Application Form, complete and submit to the Authority with the associated attachments. Five (5) printed copies of the application must be completed and submitted.
2. All sections of the Form must be completed. The Applicant will be required to type in the necessary information or check off the necessary check boxes. **Please note all applications will be evaluated based on the information submitted on the Form or previously submitted, as indicated by Applicant.**
3. Applicants should answer sections C.3 through F.4 on separate attachments, where applicable.
4. All attachments to this Form must be submitted in order and clearly labeled with the relevant Application Form section number and heading.
5. The 'Submission Checklist' in section G must be completed and submitted with the application.
6. Please refer to the 'Notes and Guidelines' section below, it provides clarification and/or additional information on the various sections of the Application Form.
7. The Corporate/Company Secretary of the Applicant company shall certify, via submission of a stamped letter, the person(s) legally authorized to sign the Application Form.
8. All Applicants are required to complete the declaration set out in section H, have it signed by a duly authorized person and affix the company stamp next to the signature.
9. The Applicant shall pay the relevant application fee to the Authority upon submission of the application. An application for which a declaration is not provided or in respect of which fees remain unpaid will be rejected. The Authority will not process an application until the Form has been completed, the signed declaration has been received, and the application fees have been paid. All fees are set out in the Telecommunications (Fees) Regulations, 2006 which can be found at www.tatt.org.tt

NOTES AND GUIDELINES

General Notes

- 1. The Applicant shall submit the relevant Licence Application(s) for any Licence(s) directly related to this Concession, where use of spectrum is required.**
- 2. The Applicant shall pay all relevant application fees at the time of submission of the application and any associated Licence application.**

Section A – General Information

This section requires information such as the name of the Applicant, contact details, mailing address, email address, fax and phone numbers.

Section B – Basis of Application

This section requires the Applicant to indicate on the Form all public telecommunications networks, public telecommunications services and broadcasting services for which authorization is being sought.

- B.1 Indicate applicable public telecommunications network, public telecommunications service(s) or broadcasting service(s) relevant to this application. For more information on the different Concession types and their applicability; refer to the Authorisation Framework for the Telecommunications and Broadcasting Sectors of Trinidad and Tobago 2005. This document can be found on www.tatt.org.tt
- B.2 Indicate if the Applicant currently holds (in part or otherwise) any other telecommunications and/or broadcasting Concessions.

Section C – Company Information

This section requires information on the Applicant's company background, company registration and incorporation.

- C.1 Company background information of Applicant.
- C.2 Company registration and incorporation details. The Applicant is required to submit a copy of the company's incorporation certificate and VAT certificate.
- C.3 Provide all information on the Directors of the company.
- C.4 Provide all Company Structure/Consortium information.

Section D – Telecommunications/Broadcasting Sector Track Record and Experience

This section details the Applicant's telecommunications/broadcasting experience. In demonstrating the required telecommunications/broadcasting sector track record and experience, the Applicant may rely on:

- a) The experience of the Applicant company;
 - b) The experience of the parent or subsidiary company of the Applicant company; and/ or
 - c) The experience of the directors and the executive team.
- D.1 Indicate the number of years' experience in the operation of the relevant networks or provision of the relevant services.
 - D.2 Attach information supporting the Applicant's sector experience. Also provide information in relation to each market (or a representative selection of markets) in which the Applicant operates, either independently or as part of a joint venture or consortium.

Section E – Financial Stability

This section examines the ability of the company to manage its financial resources.

- E.1 Attach financial statements of the company for the past 3 years.

Note: (i) This section will not be applicable to a newly incorporated company (i.e., less than 12 months of operation) which is not affiliated with any existing company.

(ii) Micro and small companies which are already in operation at the time of submission of the application may submit statements certified by a qualified accountant (as recognized by ICATT), in lieu of audited financial statements. A 'Micro-Sized Enterprise' in Trinidad and Tobago may be defined as a business where the value of the company's assets must be in the range TT\$1.00 to TT\$100,000.00 in value, where the company is Owner Managed, employs one(1) to five(5) persons and where annual sales maximize at TT\$99,000.00. A 'Small-Sized Enterprise' in Trinidad and Tobago may be defined as a business where the value of the company's assets must be in the range TT\$101,000.00 to TT\$300,000.00 in value, where the company must employ at least five (5) but not more than (25) twenty-five persons and where the company's annual sales range from TT\$100,000.00 to TT\$750,000.00.

(iii) Audited statements must be provided by all other companies which have been in existence for more than one year.

- E.2 Provide details, with adequate proof, of the existing financial resources of the Applicant.
- E.3 References or commitment letters from, at least one (1) but preferably two (2), recognized financial institutions should be submitted to support the Applicant's financial resources. Please note references or commitment letters should be no more than three months old from the date the application is submitted. Applications without at least one reference will not be considered.

Section F – Viability of Proposal (Business Plan)

This section requires information regarding the financial stability of the Applicant and the viability of the business plan proposed. Please note under the Anti-Money Laundering (AML) and Combating the Financing of Terrorism (CFT) rules, the Authority may seek other methods of disclosure, as appropriate, and may request further information in this regard.

- F.1 Provide 5-year financial projections and plans of the company. These plans should be quantified and will be used to analyze the financial viability and sustainability of the company for the short to medium term.
- F.1(a) Submit a comprehensive financial plan.
- F.1(b) Submit a thorough risk assessment of the company’s proposed business plan.
- F.2 This examines the marketing strategy that the company plans to pursue as well as an examination of how it intends to meet its customers’ needs.
- F.2(a) Provide a market assessment, including competition, price and consumer analyses, and market share projections.
- F.2(b) Provide a detailed description of the services the Applicant intends to provide under the Concession, to its target group (e.g., residential and/or commercial customers) and its associated advertising rollout plans.
- F.2(c) Provide a detailed description of the proposed customer charter and all customer service standards to be implemented.
- F.3 Provide detailed information regarding the equipment, systems and/or network facilities relevant to this Application. This section should include technical details that will prove the Applicant can adequately meet all the requirements (as stated in the Concession) of providing services to its customers. Please refer to the Concession document and regulations posted on the Authority’s website www.tatt.org.tt for information on all Concession rights and obligations. All successful Applicants must comply with the commitments regarding its proposed network rollout, range of services to be offered, quality of service standards, and any other commitments as submitted to the Authority in its Concession application.
- F.4 Describe the organisation, facilities and management of the company. The Applicant must submit a functional/departmental organisation chart.

Section G – Submission Checklist

This section provides a checklist to help the Applicant ensure that the relevant documents have been submitted for each of the sections in the C10 Form, in order to confirm that the application is complete. Actual check-boxes are provided to facilitate this section.

Section H – Declaration and Signature

This section provides a declaration acknowledgement and requires a signature (and name in block capitals) and date of signing, from the individual duly authorised to sign on behalf of the company (Applicant). The Applicant must also affix the company stamp next to the signature on the Declaration page of the Form.