



# CONCESSION RENEWAL APPLICATION FORM

## Form C11

### Instructions:

1. Applicants are required to download the pdf version of the application form, complete and submit to the Authority with the associated attachments. **Five (5) printed copies of this application must be completed and submitted.**
2. A separate application form **must** be submitted for **each** Type of concession.
3. **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.
4. The submission checklist in section E must be completed and submitted with the application.
5. Applicants should answer sections C through D on separate attachments. Throughout the application form, references are made to footnotes which can be found at the bottom of the relevant pages. Please pay particular attention to these footnotes since they provide clarification and/or additional information on the various sections of the form.
6. All applicants are required to submit a printed declaration set out in Section F, signed by a duly authorized person, and pay the relevant application fee to the Authority, within fourteen (14) days of completing the application form. Applications for which declarations are not provided or in respect of which fees remain unpaid after this period will be automatically deleted. The Authority will not commence processing an application until the application is 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](http://www.tatt.org.tt).

### Notes:

1. All outstanding fees for Concession and associated Licenses owed to the Authority must be settled in full before the Authority considers your application for renewal.
2. In the processing of your application, the Authority shall take into consideration all matters of compliance with your expiring Concession, the Act and all Regulations made thereunder.
3. The applicant shall submit the relevant licence application(s) for any licence(s) directly related to and expiring along with this Concession.
4. The applicant shall pay all relevant application fees at the time of submission of the renewal concession application and any associated licence application(s).

<b>A. GENERAL INFORMATION</b>		
Applicant:		
<b>Contact Information</b> Name of Individual and Position:		
Mailing Address:		
Telephone:	Fax:	Email:

**B. BASIS OF APPLICATION RENEWAL<sup>1</sup>**

**B.1** Indicate applicable public telecommunications network, public telecommunications service(s) or broadcasting service(s) relevant to this renewal.

<input type="checkbox"/> Operate a Public telecommunications network <input type="checkbox"/> Domestic Fixed (Wired) <input type="checkbox"/> Domestic Fixed (Wireless) <input type="checkbox"/> Domestic Mobile <input type="checkbox"/> International  Date of grant (dd/mm/yy) .....	<input type="checkbox"/> Provide a Public Telecommunications Service <input type="checkbox"/> Domestic <input type="checkbox"/> International  Date of grant (dd/mm/yy) .....
<input type="checkbox"/> Provide a Broadcasting Service <input type="checkbox"/> Free to Air Radio <input type="checkbox"/> Free to Air Television <input type="checkbox"/> Subscription <input type="checkbox"/> Via a Telecommunications Network (e.g. cable network)  Date of grant (dd/mm/yy) .....	<input type="checkbox"/> Geographical Area of Coverage <input type="checkbox"/> Minor Territorial <input type="checkbox"/> Major Territorial <input type="checkbox"/> National <input type="checkbox"/> Niche

**B.2 Is the applicant the original holder of the concession?**

No  Yes

If no, please indicate the name of the original concessionaire.

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<sup>1</sup> Refer to the *Authorisation Framework for the Telecommunications and Broadcasting Sectors of Trinidad and Tobago 2005* for more information on the different concession types and their applicability. This document can be found on [www.tatt.org.tt](http://www.tatt.org.tt)

**B.3** Does the applicant currently hold (in part or otherwise) any other telecommunications and/or broadcasting concessions?

No

Yes

If yes, please indicate the concession type (1 to 5) and date of grant for each one.

(i). Type:      Date of Grant (dd/mm/yy):

(ii). Type:      Date of Grant (dd/mm/yy):

(iii). Type:      Date of Grant (dd/mm/yy):

(iv). Type:      Date of Grant (dd/mm/yy):

## **C. COMPANY INFORMATION**

### **C.1 Directors' Information<sup>2</sup>**

Please provide the following information:

- (i) Full names and addresses of all directors, identifying executive and non-executive positions, and all the beneficial owners holding an interest in the company.
- (ii) Valid certificates of good character and full disclosure of any personal bankruptcy for all persons listed in (i) above.
- (iii) Where the director is not a resident of Trinidad and Tobago, a statement identifying any criminal record(s) should be provided for each director, obtained from the law enforcement authorities in the jurisdiction where the person is ordinarily a resident.

### **C.2 Company Structure/Consortium Information**

- (i) Identify all shareholders of the company.
- (ii) Identify all shareholders owning more than 5% of the outstanding allocated and registered shares, including their names, addresses and shareholding (by number and class of shares).
- (iii) Provide a diagram of the ownership and corporate structure of the company, showing any parent, subsidiary or holding companies.

The following additional information is required where an applicant is part of a consortium or joint venture:

- (i) The role and contribution of each consortium member in terms of resources, experience or expertise.
- (ii) The nature of the relationship between members including a copy of the details of any joint venture agreement, memorandum of understanding or shareholder agreement.
- (iii) Company information in accordance with Part 1 above for each consortium member.

<sup>2</sup> This section does not apply to State appointed Directors.

(iv) A statement advising of any pending litigation and/or arbitration which can potentially affect obligations under the concession.

(v) A statement advising whether or not the applicant and/or any Joint Venture participants or any of their principals, officers, or directors have been involved in any bankruptcy proceeding in the past seven (7) years.

## **D. BUSINESS PLAN<sup>3</sup>**

### **D.1 Audited Financial Statements**

Attach audited financial statements of the company for the past 3 years **if not submitted previously**

**Note:**

(i) Micro and small companies<sup>4</sup> may submit financial statements certified by a qualified accountant (as recognized by ICATT) in lieu of audited financial statements.

### **D.2 Financial Projections and Plans**

Please submit the following information:

- (i) Details of plans for the Company including new projects and sector development over the period of the new concession.
- (ii) How those plans will be funded? How revenues will be maintained or improved? How will the organisation stay in business? Applicant may submit Investment Plans, Source of Funds and Projected Revenues.
- (iii) In the event of the reliance of an applicant on a Guarantor, the financial statements of the Guarantor shall also be provided.

### **D.3 Service and Marketing Plans<sup>5</sup>**

(i) Service Descriptions and Plans

The applicant must provide a detailed description (including timeframes) of how it intends to provide new services including services to those areas that are not currently served.

(ii) Customer Charter and Service Standards

The applicant must provide its customer charter and a detailed description of all customer service standards implemented.

<sup>3</sup>This section examines the ability of the company to manage its financial resources.

<sup>4</sup> 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 twenty-five (25) persons and where the company's annual sales range from TT\$100,000.00 to TT\$750,000.00.

<sup>5</sup> 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.

(iii) Intellectual Property Rights (IPR)<sup>6</sup>

Where applicable, the applicant must provide proof that they have complied with all IPR requirements.

**D.4 Technical Proposal**<sup>7</sup>

The applicant must provide detailed information regarding the equipment, systems and/or network facilities **relevant** to this application, including:

(i) Current Network/Systems Design:

- A detailed description and specification of the technology used including current network topology/map, coverage map, network capacity and any points of interconnection.
- Where applicable, completion of the relevant licence application for the licence directly related to the expiring concession.

(ii) Any New/Proposed Network/Systems Design:

- A detailed description and specification of the technology to be used including network topology/map, network capacity and any points of interconnection. The network overview should also indicate any need for additional radio frequency spectrum, if applicable.
- A detailed propagation model/map where applicable; and
- Where necessary, an indication of the intent to co-locate on existing facilities and if the relevant applications for these facilities have been approved.
- The applicant must provide a detailed description of its proposed network rollout plan<sup>8</sup> to cover those areas that are not currently served as well as improvements in quality of service in existing areas. At a minimum this plan must include the populated area and geographic coverage maps and rollout timeframes for the relevant networks and/or services during the rollout period. A rollout coverage map, with timeframes, must also be included in the proposal. The applicant's rollout plan shall also include a roll out schedule to indicate the level(s) of populated area and geographic coverage to be provided both in Trinidad and in Tobago.

<sup>6</sup>Contracts or letters of certification from rights holders.

<sup>7</sup> 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](http://www.tatt.org.tt)) for information on all concession rights and obligations.

<sup>8</sup>Not applicable to Free to Air Television providers in view of the implementation of Digital Terrestrial Television

**E. SUBMISSION CHECKLIST**

Please ensure that the relevant documents for the following have been submitted:

ITEM SECTION	DESCRIPTION	CHECK BOX IF SUBMITTED
Form C.11	Completed and Signed Concession Application Form	<input type="checkbox"/>
C.1	Directors' Information	<input type="checkbox"/>
C.1	Certificates of good character for all Directors	<input type="checkbox"/>
C.2	Company Structure/Consortium Information	<input type="checkbox"/>
C.1 & C.2	Copy of Litigation/Bankruptcy Statements	<input type="checkbox"/>
D.1 & D.2	Financial Statements for past 3 years	<input type="checkbox"/>
D.2	Investment Plan	<input type="checkbox"/>
D.2	Source of Funds	<input type="checkbox"/>
D.2	Projected Revenues	<input type="checkbox"/>
D.3	Service Descriptions and Plans	<input type="checkbox"/>
D.3	Customer Charter and Detailed Description of all Customer Service Standards implemented	<input type="checkbox"/>
D.3	Evidence of IPR Compliance	<input type="checkbox"/>
D.4	Current Network/System Design	<input type="checkbox"/>
D.4	Proposed Network/System Design	<input type="checkbox"/>
D.4	Current Network topology/map	<input type="checkbox"/>
D.4	Proposed Network topology/map	<input type="checkbox"/>
D.4	Relevant licence application(s) directly related to this application	<input type="checkbox"/>
D.4	Proposed Propagation Maps/Models	<input type="checkbox"/>
D.4	Proposed Roll-out Plan	<input type="checkbox"/>
D.4	Current Coverage Maps	<input type="checkbox"/>
D.4	Any New/Proposed Coverage Maps	<input type="checkbox"/>
D.4	Proposed Equipment/Technology Technical Specifications	<input type="checkbox"/>
F.	Declaration and Signature	<input type="checkbox"/>
G.	Concession Application Fee Paid	<input type="checkbox"/>
H.	Licence Application Fee Paid	<input type="checkbox"/>

**F. DECLARATION AND SIGNATURE <sup>9</sup>**

I, the undersigned, do hereby declare on my own behalf and on behalf of the applicant(s) that the information provided in this application is correct and accurate to the best of my knowledge. I acknowledge and agree that submitting an application to the Telecommunications Authority of Trinidad and Tobago does not mean that a concession will be granted, and that consideration of this application is a matter for the exercise of the Authority's discretion acting in accordance with the Telecommunications Act, 2001. If the concession is granted, I am fully aware of all the obligations and conditions associated with the concession.

I understand that in processing this application, the Authority may undertake such investigations as it considers appropriate to verify the information submitted and/or to assess the background or suitability of any person involved or to be involved in any permission or authorisation hereby applied for, and I hereby expressly consent for myself and on behalf of the applicant(s) and all such persons, to the carrying out by the Authority of such investigations. I understand that the Authority may require additional information in accordance with the Act and all Regulations made thereunder.

I confirm that I am duly authorised by all the relevant persons to make this declaration.

Applicant: .

Name of individual authorised to sign on behalf of company (Block Capitals):

Title:

Signature: .....

Date:

<sup>9</sup> Please note all applications will be evaluated based ONLY on the information submitted.

**For Official Use Only**

1. File Number: .....

2. Type of Application:           New                    Amendment                    Renewal

3. Application Status:           Unsuccessful            Successful

4. Reason for Application being unsuccessful:

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5. Name of Evaluation Committee Members:

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6. Signature of Corporate Secretary: .....

7. Date: .....