



# CONCESSION RENEWAL APPLICATION (FORM C11) INSTRUCTIONS AND GENERAL INFORMATION

## PREQUALIFICATION CRITERIA

- 1. All outstanding fees for Concession and associated Licences 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.**
- 5. Please note all applications will be evaluated based only on the information submitted.**

## INSTRUCTIONS

Applicants are required to download the pdf version of the (C11) Application Form, complete and submit to the Authority with the associated attachments. An original and a digital copy via removable storage medium of the application must be completed and submitted.

1. A separate Application Form must be submitted for each type of Concession.
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.
3. Applicants should answer sections C through D on separate attachments.
4. The 'Submission Checklist' in section E must be completed and submitted with the application.
5. Please refer to the 'Notes and Guidelines' section below, it provides clarification and/or additional information on the various sections of the Application Form.
6. The Corporate/Company Secretary of the Applicant company should certify, via submission of a

stamped letter, that the person signing the Application Form is legally authorized to do so. The Applicant should also affix the company stamp next to the signature on the Declaration page of the Form.

7. All Applicants are required to complete the declaration set out in section F, have it 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 (See G and H on the Submission Checklist). 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 AND GUIDELINES

### 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 Renewal

This section requires an indication of all public telecommunications networks, public telecommunications services and broadcasting services for which the Applicant is seeking authorization.

1. B.1 - Indicate applicable public telecommunications network, public telecommunications service(s) or broadcasting service(s) relevant to this renewal. 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](http://www.tatt.org.tt)
2. B.2 - Indicate if the Applicant is the original holder of the Concession.
3. B.3 - Indicate if the Applicant currently holds (in part or otherwise) any other telecommunications and/or broadcasting Concessions.

### Section C – Company Information

This section requires company registration and incorporation information.

1. C.1 - Provide all information on the Directors of the company. Please note this does not apply to State appointed Directors.
2. C.2 - Provide all Company Structure/Consortium information

3. C.3 - Provide the names, addresses and occupations of the beneficial owner(s) of the applicant

#### Section D – Business Plan

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

1. D.1 - Attach audited financial statements of the company for the past 3 years. Please note a ‘Micro-Sized Enterprise’ in Trinidad and Tobago may be defined as a business where the company is Owner Managed, employs one(1) to five(5) persons and where annual sales maximize at TT\$1,000,000.00. A ‘Small-Sized Enterprise’ in Trinidad and Tobago may be defined as a business, 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\$1,000,000.00 to TT\$8,000,000.00.
2. D.2 - Provide the Financial Projections and Plans of the company.
3. D.3 - Provide the Service and Marketing Plans of the company. 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. Regarding ‘Intellectual Property Rights’ please provide contracts or letters of certification from rights holders.
4. D.4 - Provide detailed information regarding the equipment, systems and/or network facilities relevant to this application. This should also 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. Note that the ‘Any New/Proposed Network/Systems Design’ section requires the Applicant to provide a detailed description of its proposed network rollout plan. This is not applicable to Free to Air Television providers in view of the implementation of Digital Terrestrial Television.

#### Section E – 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 C11 Form, in order to consider the application to be complete. Actual check-boxes are provided to facilitate this section.

#### Section F – 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