

Form No.: <b>STTO/FOR/002</b>	Form Name: <b>Application Requirements for Telecommunications Licences</b>	Revision No.:6	Page 1 of 2
Original Issue Date: 2014-Nov-10	Approval By: Top Management	Revision Date: 2023-May-19	
<i>No Filed <b>MUST BE</b> left blank. If not applicable for the completion of this form, insert 'N/A' or 'not applicable' where appropriate.</i>			

**All Applicants for a Telecommunication Licence will be required to provide information including but not limited to:**

## **1. COMPANY DATA**

**Certified Copies of relevant documents of incorporation for relevant jurisdiction, viz:**

▶ ***For incorporation of Jamaican companies which took effect prior to February 2004:***

- Certificate of Incorporation
- Memorandum of Association
- Articles of Association

▶ ***For incorporation of Jamaican companies which took effect subsequent to February 2004:***

- Certification of Incorporation
- Articles of Incorporation

A. Other particulars of applicant, including –

- (i) address of company's registered office,
- (ii) name of principal applicant (must be a Director of the Company) and contact details including telephone and e-mail address,
- (iii) names, businesses, addresses and dates of appointment of the directors, the chief executive officer and the company secretary.

B. A detailed list of the addresses and country of domicile and shareholdings of all shareholders holding more than 10% of any class of shares in the company. Contact information including telephone number and email addresses. Please refer to Part I - Section 5 of the Revised Due Diligence Policy, 2019/GEN/017/POL.001, regarding requirements for overseas applicants and or overseas connected persons.

C. Name and address of any person or organization acting on behalf of the applicant (contact in Jamaica). Contact information including telephone number and email addresses.

D. Name and contact information of the Company's auditors.

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E. Completed Declaration of Applicant Form.

## 2. TECHNICAL DETAILS OF THE PROPOSED SERVICE

Further to Application Form 1: Section F – Details of Network or Service, please refer to the Technical Requirements, Telecommunications Licences Application Revised Guidelines - 2023/TEL/001.GUI.001 and Technical Requirements, Telecommunications Licences Renewal Application Guidelines - 2023/TEL/002.GUI.002 for Description of Proposed Services as well as Network Diagram and Description requirements applicable for new applications and renewal applications where the services and networks authorised under the existing licences have not been deployed.

## 3. FINANCIAL INFORMATION

- A. If the applicant has been incorporated for longer than eighteen months at the time of application, attach the audited financial statement for period ending not later than one year prior to the date of this application.
- B. If the applicant has been incorporated for less than eighteen months at the time of application, attach
- (i) An audited opening balance sheet or provide evidence of financial capability to carry on proposed licensed business e.g. a letter identifying the source of funds/ capital commitments, debt/equity ratio etc.
  - (ii) A Business Plan – the plan should include but is not limited to, information on the applicant's operations, goals, industry status, marketing objectives, and financial projections.

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