

**OFFICE OF UTILITIES REGULATION
TELECOMMUNICATIONS ACT, 2000**

PROCEDURES FOR RENEWAL OF TELECOMMUNICATIONS LICENCES

The Telecommunications Act, 2000 (the Act) Section 15 provides that the Minister with portfolio responsibility for telecommunications (*“the Minister”*), shall, upon application by a licensee, renew a licence (original licence) for a period equivalent to the period for which the original licence was granted, if *“the Minister”* is satisfied that:

- (a) the applicant has operated within the terms of the original licence; and
- (b) during the continuance in force of the original licence, the applicant has not engaged in any conduct amounting to a material contravention of the Act or any regulations made thereunder.

INITIATING THE PROCESS

- *“The Minister”* with portfolio responsibility for Telecommunications issued a directive dated December 8, 2003, pursuant to the Act, instructing the Office of Utilities Regulation to receive and process each application for renewal of expired telecommunications licences.

TIMING OF APPLICATION FOR RENEWAL

- In order to ensure continuity of business operations Licensees shall submit applications for renewal of licenses at least ninety (90) days before expiry of existing licenses.

APPLICATION FORMS

- Application forms and supporting documentation may be collected from:-

Office of Utilities Regulation
3rd Floor, PCJ Resource Centre, 36 Trafalgar Road,
Kingston, Jamaica

Or downloaded from the Office’s website at www.our.org.jm, or by arrangement the Office will courier at applicant’s cost.

COMPLETION AND SUBMISSION OF APPLICATIONS

- Applications for renewal may be submitted to the Office in electronic or hard copies and a receipt evidencing delivery of application will be given for each application received by the Office

- Application may be:
 - delivered to the Office at, Office of Utilities Regulation 3rd Floor, PCJ Resource Centre, 36 Trafalgar Road, Kingston 10, Jamaica; or
 - sent by post to PO Box 593, 36 Trafalgar Road, Kingston 10, Jamaica; or
 - submitted via electronic mail to, office@our.org.jm
- Applications are received by the Office on a continuing basis.
- All applications and supporting material should be submitted in English.
- Applicants must submit no fewer than **two** (2) copies of each application for renewal and **one** (1) each of the supporting documentation.
- Additional information may be requested by the Office or submitted by the applicant in respect of any application for renewal at any time before making its recommendations to the Minister.
- Each recommendation for the renewal of a licence is contingent upon the Office's satisfaction that the applicant is current with regard to the payment of all applicable regulatory fees.
- Applicants should note the obligations to ensure compliance with requirements of the Telecommunications Act 2000 and any Rules, Regulations, Determinations, and Orders made pursuant there to.
- Applicants should note the disclosure requirements of the Telecommunications Act, 2000 and any Rules and Regulations made pursuant to this Act. The Office strongly recommends that applicants rely on independent legal advice in preparing applications.
- Applicants are required to notify the Office if there is any significant change in the information provided at the time of submitting the application for renewal and the date of the expiration of the existing licence.
- Applicants are required to meet all costs arising from (a) the preparation and submission of applications for renewals, (b) providing any additional information requested and (c) the processing of each application.
- "The Office", the Minister and the Government of Jamaica will not accept responsibility or liability for such costs, regardless of whether or not a licence is renewed.

PROCESSING OF APPLICATIONS

- All applications for renewal and supporting documentation become the property of the Office upon submission.

- The Office reserves the right to make public the names of licensees that have submitted applications for renewals and the supporting information submitted with the application.
- All supporting material submitted with individual application for renewal which may contain sensitive/confidential information concerning business or commercial or financial affairs should be submitted along with the application in a sealed envelope marked "**Confidential Information**" in the case of application by post or personal delivery and in the case of an electronic application in a separate attachment so designated.
- Where the Office proposes to disclose any such information, it will give the Applicant reasonable notice and an opportunity to make representations to the Office before a final decision on disclosure of such information is made.

RECOMMENDATIONS FOR LICENCES

- Applicants should be prepared to send representative(s) to the Office to discuss their applications for renewal and supporting documentation, if requested by the Office.
- The Office shall prepare a report setting out its recommendation for renewal or non-renewal and this report shall be submitted to the Minister for his consideration.
- Copies of such reports will be made available to applicants upon request.