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Application Requirements for Telecommunications Licences

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 & fax numbers as well as 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, facsimile number and email addresses.

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

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

E. If the applicant has been incorporated for longer than eighteen months, attach the audited financial statement for period ending not later than one year prior to the date of this application.

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F. Details of the network or service. Information should at a minimum, include:

A clear description of the service to be provided in accordance with section F1 of the application.

- Detailed description of the network and the functions to be performed by key network components.
- The Applicant’s network has to be differentiated from the other operators’ in the network diagram.
- The attached diagram needs to coincide with what has been described in the narrative.
- The diagram must show and the narrative describes the functions of the key network elements of the Applicant’s network. Network elements such as routers, etc., must be clearly represented with type designations.
- Where necessary, show detail in the way of the local arrangements for termination of calls for handing off to the local carriers. This should include the type of equipment and if the equipment will be hosted by an existing Carriers, show the co-location facility showing any interconnection with the company in Jamaica or whether it will be at another facility etc.
- The network diagram representations must be appropriately labelled and should show where network facilities are located (within or outside of Jamaica).

G. Completed Declaration of Applicant Form.

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The management and staff of the **OUR** are committed to **R**egulating **U**tility services in accordance with our **L**egislative powers and to the **E**nhancement of customer **S**atisfaction through continual improvement of our quality management system.