



Application form for a Telecommunications Systems Licence

**(Under section 17 of
the Sri Lanka Telecommunications Act No 25 of 1991 as amended)**

Explanatory Notes

- Before completing this application form, applicants should read the Licensing Guidelines & Procedures and Application Evaluation Criteria of the Commission.
- All applicants should complete the application form (S17).
- The application must be completed fully in print or block capitals.
- Information should be clearly presented in the correct order. If the requested information is not applicable to the proposed telecommunications system, please write N/A.
- Applicants should attach extra pages if given space is insufficient to provide the requested information. The information on extra pages should be presented clearly and numbered in accordance with this form. Any attached pages must be printed on A4-size papers.
- Applicants should initial and date any correction or alteration made the application form.
- Applicants are required to submit 3 copies of the application, including attachments and a Project feasibility report.

**Director General of Telecommunications
Telecommunications Regulatory Commission of Sri Lanka
276, Elvitigala Mawatha,
Colombo 08.
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Part 1:

1. Contact Details of Authorised Representative (Applicant)

The Authorised representative (Applicant) shall provide the following information about himself. (A copy of National Identity Card/relevant pages of the Passport to be attached.)

- 1.1 Full Name:
- 1.2 Date of Birth:
- 1.3 National Identity Card/Passport Number:
- 1.4 Citizenship:
- 1.5 Address:
- 1.6 Telephone Number:
- 1.7 Fax Number:
- 1.8 E-mail Address:

Part 2:

2. Contact Details of the Company

The applicant shall provide the following information in respect of his Company supported by the certified copies of Business incorporation Certificate & Articles and Memorandum of Association.

- 2.1 Registered Name of Company:
- 2.2 Business Registration Number:
- 2.3 Date of Incorporation:
- 2.4 Registered Business Address:
- 2.5 Telephone Number:
- 2.6 Fax Number:
- 2.7 E-mail Address:
- 2.8 Name and contact details of the bank where business account is maintained:

Part 3:

3. Ownership Structure of the Company

The applicant shall provide the following information in respect of the Chief Executive Officer, Directors and Shareholders having 5% more shares of the Company supported by relevant documentary evidence. (Copies of National Identity Cards/ relevant pages of the Passports and other relevant documents to be attached.)

3.1 Chief Executive Officer and Directors:

The applicant shall provide the following information of the Chief Executive Officer and each of the Directors.

- a. Full name:
- b. Date of Birth:
- c. Nationality :
- d. National Identity Card/Passport Number:
- e. Citizenship :
- f. Private Address :
- g. Occupation:
- h. Date of Appointment :
- i. Other directorships held during the past 5 years :
- j. Other business interests:
- k. Summary of background, and any experience relevant to running the Telecommunications System and services are being applied for.

3.2 Shareholders:

The applicant shall provide details of the Company share Capital (class of shares, number and value of shares in each class of shares) and following information of each of the share holders having 5% or more share holdings. (Copies of share certificates and other relevant documents should be attached.) If the company is listed in the Colombo Stock Exchange, provide details of that class of shares. In case of Partnership, provide details of partnership (if applicable)

- a. Full name:
- b. Date of Birth:
- c. Nationality :
- d. NIC/ Passport Number:
- e. Citizenship:
- f. Private Address:
- g. Percentage of shares:
- h. Date of shares issued:

3.3 Conduct of the Specified Persons:

The applicant shall provide the following information of the Specified Persons (Chief Executive Officer and each of the Directors and each of the and Shareholders having 5% more share holdings)

- a. Whether any of the Specified Persons of the Company been such a person of a company which has gone into liquidation, or become bankrupt. (If so provide the names and details)
- b. Whether any of the Specified Persons of the Company been such a person of a company whose licence has been revoked by any country's regulatory authority or the Government/Ministry for breach of licence condition(s). (If so provide the names and details)

- c. Whether any of the Specified Persons has a beneficial interest in any other business licensed to provide or to operate a telecommunication System (If so provide the names and details)
- d. Whether any of the Specified Persons of the Company ever been, or they are now, the defendant or respondent in any proceedings in any court in any jurisdiction involving dishonesty, fraud, theft or violence? (If so provide the names and details)

3.4 Company Profile

The applicant shall

- a. Provide a diagrammatic representation and narrative description of the Company's management structure. Include brief resumes of Directors indicating educational & professional qualifications and career history for the past ten years. Detail any other specific experience of Directors relevant to establishing and managing a telecommunications network.
- b. List any activities which will be contracted out to agencies, consultants, etc., including numbers of personnel upon whom the applicant will be able to draw, if known.
- c. Provide names, addresses and other contact details for the following professional advisors to the Company.
 - i. Technical
 - ii. Legal
 - iii. Finance
 - iv. Auditors
- d. State as to whether the Company or any affiliate currently hold, or has it ever held, a Telecommunications System licence in Sri Lanka or another country?
- e. State as to whether Company or any affiliate ever had an application for a Telecommunications System licence in the Sri Lanka or another country refused?
- f. State as to whether Company or any affiliate ever had a Telecommunications System licence in Sri Lanka or another country revoked?

Part 4:

4. Description of the Proposed Services

The applicant shall provide sufficient details of the services intended to be provided so that Commission could enable to ensure that the services are relevant to the license is being applied for. The details include:

- a. A description of each of the proposed service and applicable tariffs.
- b. Geographical coverage whether it is countrywide or regional.
- c. Categories of customers anticipated to be served and targeted customer base.
- d. Expected date of commencement of operations, implementation schedule and growth plan.
- e. Measures to be adopted for provision of Universal Service obligation

- f. Details of directory information services offered to the public (where appropriate).
- g. Details of emergency services intended to be provided by the applicant.

Part 5:

5. Project Feasibility Report

A Project feasibility report must be submitted with required to accompany your application. This should include the technical, financial, sales & marketing, customer service and managerial capabilities and skills of the applicant's company to establish operate and maintain the telecommunications system for which licence is being applied. These parameters are described in the Section 6 of the Licensing procedures and guidelines in detail. The information provided in the Project feasibility report will be taken into account when application is evaluated.

Part 6:

Declaration

I hereby certify that the information supplied in this application form is true in all respects and I hereby give undertaking that upon grant of the Licence, I shall abide by the terms and conditions upon which the Licence is granted. I accept that the Licence may be revoked if it is established that I have been granted Licence based on incorrect information.

Signature of Authorised Representative of the Company:

Date:.....

Application Checklist

a. Application Requirements:

1. Is the application-processing fee of Rs.200, 000 included? **Yes/ No**
2. Are Parts 1, 2, 3 & 4 of the Application completed as appropriate? **Yes/ No**
3. Has Project feasibility report as described in Part 5 of the Application been submitted? **Yes/ No**
4. Has the declaration in Part 6 been signed by Authorised representative of the Company? **Yes/ No**
5. Have 3 copies of the application been submitted, including attachments and Project feasibility report? **Yes/ No**

b. Documents to be submitted:

1. A copy of National Identity Card/ relevant pages of the Passport of the Authorised representative of the Company. **Yes/ No**
2. A letter from Board of Directors confirming the appointment Authorised representative. **Yes/ No**
3. A certified copy of Business Incorporation Certificate of the Company. **Yes/ No**
4. A certified copy of Articles and Memorandum of Association. of the Company. **Yes/ No**
5. Copies of National Identity Cards/ relevant pages of the Passports of the Chief Executive Officer, Directors and Shareholders having 5% more share holdings and other relevant documents to their conduct. **Yes/ No**
6. Copies of share certificates & other relevant documents. **Yes/ No**