

## **Application Form for a Special Licence**

Under section 104.3 of the Telecommunications Act 2000

### **St. Kitts/Nevis**

National Telecommunications Regulatory Commission

NTRC Secretariat

Corner of Wigley Avenue and Jones Street,

Fortlands,

PO Box 186

Basseterre

St. Kitts/Nevis

#### **Guidance Notes**

- [3] copies of the completed application form should be submitted in an envelope clearly marked "Telecommunications Special Licence Application" addressed to Chairman, National Telecommunications Regulatory Commission, Corner of Wigley Avenue and Jones Street, Fortlands, PO Box 186, Basseterre, St. Kitts/Nevis.
- The completed application form must be accompanied by a fee of one hundred (EC\$100.00) Eastern Caribbean dollars payable to the National Telecommunications Regulatory Commission, St. Kitts/Nevis.
- Please indicate which, if any, information provided by the applicant in this application is confidential.
- Please note that any word, phrase or expression used herein shall have the same meaning as it has in the Telecommunications Act 2000.

1. **PART I - THE APPLICANT**

(please complete fully in type or block letters)

1.1 **Contact Details**

1.1.1 Name and business address of applicant

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1.1.2 Designated contact person

1.1.3 Telephone number

1.1.4 Fax number

1.1.5 E-mail address (if available)

1.2 **Business Details**

1.2.1 In the case of a company or other body corporate, please supply the company's registered number. If not incorporated in St. Kitts/Nevis, please provide any registration number which the [companies registration office] in St. Kitts/Nevis may have issued.

1.2.2 Address in the St. Kitts/Nevis for service of process or other notices (in case of overseas applicant)<sup>1</sup>

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<sup>1</sup> Where the applicant is located overseas, the application must include an address for service of process and any other notice in St. Kitts/Nevis.

2. **PART II - APPLICANT'S BUSINESS AND PROPOSED NETWORK AND/OR SERVICE(S)**

2.1 **Applicant's Proposed Activities**

***Emergency or exigent circumstances***

2.1.1 Please provide information on the emergency or exigent circumstances serving as the basis of this application for a Special Licence.

***Purposes***

2.1.2 Please provide information on the purposes for which the applicant proposes to provide the Telecommunications Services.

***Networks and Radio Frequency***

2.1.3 Please provide a summary of any infrastructure which the applicant is planning to put in place.

2.1.4 Does the applicant require radio frequency to be used in relation to a VSAT earth station?

[YES]

[NO]

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If the answer is NO, please proceed to question 2.1.6.

2.1.5 If the answer to question 2.1.4 is YES, please provide the following information:

(a) A letter from the satellite provider, indicating the name and address of the satellite provider, indicating assigned frequencies for the proposed service and the station to be communicated with.

(b) A copy of the manufacturer's technical specification for the transmitter, receiver and antenna.

(c) The following information in respect of the VSAT earth station receiving characteristics:

(i) Make and model

(ii) Assigned frequencies (downlink)

(iii) Assigned frequency band

(iv) Date of bringing into use

(v) Location of station, including country and geographic coordinates

- (vi) Class of emission
  - (vii) Antenna size, antenna gain and receive G/T
  - (viii) Horizontal elevation angle and min/max elevation angle
  - (ix) Azimuth
  - (x) Altitude (a.m.s.l)
  - (xi) Polarisation
  - (xii) Receive noise temperature
  - (xiii) Regular hours of operation
  - (xiv) Maintenance of system
- (d) The following information in respect of the VSAT earth station transmitting characteristics:
- (i) Make and model
  - (ii) Assigned frequencies (uplink)
  - (iii) Assigned frequency band
  - (iv) Proposed date of bringing into use
  - (v) Transmitter power, including saturated transmitter power and maximum radiated power
  - (vi) Antenna gain
  - (vii) Polarisation
  - (viii) Modulation (including FDM-FM, PCM/PSK, TV, and other)
  - (ix) Regular hours of operation
  - (x) Agreements with satellite provider
  - (xi) Operating satellite
  - (xii) Name of receiving earth station
  - (xiii) Location of receiving earth station

2.1.6 If the applicant is planning to use radio frequency spectrum, please provide a summary of the radio-based infrastructure that the applicant is planning to put in place, and in particular, please provide details of the proposed Radiocommunications Station, including:

- (a) Geographical location (latitude and longitude)

- (b) Type of equipment and system (including manufacturer and model number)
- (c) Radio frequency and direction of transmission [whether link applied for is uni-directional or bi-directional, and relevant transmission details?]
- (d) Transmission power level
- (e) [preferred polarisation of emissions (i.e. vertical or horizontal)]
- (f) [whether system is intended to be duplicated]
- (g) type of antenna, including details of antenna height
- (h) [call signs]
- (i) address of location from where equipment is to be operated (if different from Radiocommunications Station location)
- (j) [radio frequency feeder loss and hot-standby loss, rounded up to the nearest dB. Any radio frequency feeder loss over 10 dB or hot-standby loss over 4 dB must be justified.]
- (k) [guaranteed minimum boresight gain relative to an isotropic radiator for any antenna specified (rounded up to the nearest dB)].

***Services***

- Please provide a description of the service which the applicant proposes to provide, including details on how access to the service is to be provided (e.g. indirect access, direct access, leased lines, etc.).

3. **PART III - DECLARATION<sup>2</sup>**

On behalf of the applicant, I declare that the information provided by me on behalf of the applicant is accurate and complete in all respects.

**Signed:**

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**Full name of signatory:**

**Position held:**

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**Date:**

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<sup>2</sup> This declaration must be signed:

- (i) in the case of an **individual**, by the person in whose name the application is made;
- (ii) in the case of a **partnership**, by a partner; or
- (iii) in the case of a **company or other body corporate**, by a director, company secretary or other authorised officer.