

Montserrat

Info-Communications (Applications and Forms) Rules, 2011

S.R.O. 38 of 2011

SCHEDULE

FORM A

(Rule 3)

**APPLICATION FOR A CONCESSION
UNDER SECTION 21 OF INFO-COMMUNICATIONS
DEVELOPMENT ACT 2009**

Type of Application

- New Application
- Amendment
- Renewal

Name of Applicant: _____

Info-Communications Authority of Montserrat
P.O Box 165, St. Peters
Montserrat

Telephone Number: 1 (664) 491-3789 Fax Number: 1 (664) 491-3789
Email: authority@mica.ms Website: www.mica.ms

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NOTE: Applicants for concession to provide info-communications network and/or services that require a licence for use of spectrum must submit information as required at sections 7 and 8

1. BASIS OF APPLICATION	
<i>Indicate all applicable info-communications networks, public info-communications services relevant to this application</i>	
Operate a Public Info-Communication Network <input type="checkbox"/> Domestic Fixed <input type="checkbox"/> Domestic Mobile <input type="checkbox"/> International <input type="checkbox"/> Free to Air Radio <input type="checkbox"/> Free to Air Television <input type="checkbox"/> Subscription Television	Provide a Public Info-Communications Service <input type="checkbox"/> Domestic Voice <input type="checkbox"/> Int'l Voice Origination <input type="checkbox"/> Int'l Voice Termination <input type="checkbox"/> Internet Services <input type="checkbox"/> Other
	Geographic Area of Coverage <input type="checkbox"/> National
2. CONTACT INFORMATION	
Applicant: (i.e. Name of Business or Company):	
Name of Signatory of Application:	
Position of Signatory in the Business or Company:	
Designated Contact Person	
Mailing Address	
Telephone:	Fax:
Email:	Website:
Licence Number:	

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3. BUSINESS OR CORPORATE INFORMATION

Classification of Organization:

- Sole Trader Partnership Limited Liability Company
 Private Company Other

If Other, please specify

Registration No.:	Registration Date:	BIR Number
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Registered Name:

Place of Incorporation:

Registered address of principal place of business

Registered address of principal place of business *(if different from above)*

Trading or business name (if different from registered name)

4. ADDITIONAL BUSINESS OR CORPORATE INFORMATION

Please submit the following information:

- a. Any certificate of incorporation or corporate registration.
- b. A copy of the company's Articles of Association.
- c. Brief description of principal business activity of the company.
- d. Name and address of each director, identifying executive and non-executive positions.
- e. Disclosure of any criminal record or personal bankruptcy of any person listed at (d)

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- f. If private company, identify all shareholders of the company.
- g. If public company, identify all shareholders owning more than 5% of the outstanding and registered shares, including their names, addresses and shareholding (by quantum and class of shares).
- h. If a subsidiary, indicate parent company:
- i. *The following additional information is required where an applicant is part of a consortium or joint venture:*
 - ii. *The role and contribution of each consortium or joint venture:*
 - iii. *A bona fide copy of any joint venture agreement, memorandum of understanding or shareholder agreement.*

5. INFO-COMMUNICATIONS NETWORK/SERVICE PROFILE

Applicants should provide information regarding experience in the operation of the relevant network(s) or provision of the relevant service(s). The information supporting the applicant's sector experience should also be provided in relation to each market in which the applicant operates or has operated, either independently or otherwise and should include:

- (i) A brief history of the applicant's info-communications experience in the Caribbean and/or any other area;
- (ii) Type(s) of info-communications network and/or services offered in each country;
- (iii) Number of competitors in each market of operation;
- (iv) Structure of the business in each market (wholly owned subsidiary, joint venture, etc);

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- v) Number of subscribers and attendant market share in each market;
- (vi) Network rollout performance in each country;
- (vii) Experience in providing info-communications in countries with topography similar to that of Montserrat;
- (viii) Proposed customer's incentives i.e. competitive prices, new services etc; and
- (ix) Customer service programs (Total Quality Management programs, service standards, service measurement).

6. FINANCIAL PROFILE OF APPLICANT

Applicant must submit the following:

- a. Audited financial statements of organization for the past 3 years including:
 - i. Annual Balance Sheet;
 - ii. Annual profit and loss accounts; and
 - iii. Annual cash flow statement;
- b. Evidence of existing financial resources and capitalization, including all debt and equity financing;
- c. Description of continuing access to capital and financial capacity, including investments, revenues, credit reserves and other short and long term financial resources;
- d. References or commitment letters from suitable financial institutions.

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7. BUSINESS OR CORPORATE MODEL

Please submit information as required at 7.1, 7.2 and 7.3

7.1 Financial and Marketing Plan

7.1.1 A feasibility analysis for the development of the organization's operations including five year projections re:-

- i. Revenue and costs;
- ii. Traffic forecasts, where applicable;
- iii. Subscriber base and market share;
- iv. Service prices; and
- v. Marketing and pricing strategies.

7.1.2 A financial projection for 5 years showing relevant accounting ratios (including current assets to liabilities ratio, debt to equity ratio and interest coverage ratio).

7.1.3 A comprehensive risk assessment and analysis in support of business plan, including contingencies and risks identified as high.

Financial projections should assume constant prices.

7.2 Technical Plan

7.2.1. ***Network/systems Design:*** A network scheme including detailed description and specification of the technology to be used and its compliance with international standards. The systems overview shall also contain information on the applicant's system plans, system capacity and where necessary, any requirements or proposed points for interconnection.

7.2.2 ***Rollout Plan:*** Details regarding proposed network roll out plans must include, at a minimum, forecasts for capacity expansion and/or growth in demand for services, plans for

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the acquisition of all required facilities and equipment; as well as proposed population/geographic coverage of the relevant network(s) and/or service(s).

7.2.3 **Quality of Service:** Proposals regarding Quality of Service.

7.3 **Human Resource Plan**

7.3.1 An organigram showing management function and titles;

7.3.2 An employment plan including engagement of local human resources and training and development programmes;

7.3.3 The auditors and principal legal financial advisors to the organization.

8. WIRELESS NETWORK & TECHNICAL RESOURCE INFORMATION

Where applicable the applicant must:-

- a. provide detailed network diagram of the radio-communications network to be implemented;
- b. identify the radio-communications equipment and any other facilities to be used in the network, including a detailed description of any proposed equipment installations.
- c. include a statement explaining how the radio transmitting equipment or radio-communications that are the subject of this application relate to its business activities;
- d. identify the technical staff and/or contractors responsible for the design, implementation and ongoing operation, use and maintenance of the radio-communications equipment.
- e. Provide details of the technical qualifications and experience of its technical staff and/or contractors and if

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the person is not a permanent employee of the applicant, include a letter from the person confirming the information provided and accepting technical responsibility for the design and implementation and/or operation, use and maintenance of the applicant's equipment.

f. provide any other information relevant to demonstrating that the radio-communications equipment will be operated and used by sufficiently experienced personnel, to avoid harmful interference and otherwise to assure ongoing compliance with any licence granted pursuant to section 31 of the Info-Communications Development Act.

9. SPECTRUM REQUEST INFORMATION

Description	Type	Quantity Required
TS1-SP	Spectrum Licence	
TS-PP	Point-to-Point Link	
TS-PM	Point-to-Multipoint Link	
TS-LM	Land Mobile System	
TS-MA	Marine Radio	
TS-AE	Aeronautical Radio	
TS-SS	Satellite Station	
	Other	

¹TS: Technical Services

10. DECLARATION AND SIGNATURE

I, the undersigned, do hereby declare that the information provided in this application is correct and accurate to the best of my knowledge. I acknowledge and agree that submitting this

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application pursuant to section 21 of the Info-Communications Development Act 2009 means that the concession requested would be granted on condition that the requirements of the Act for the award of concessions are fulfilled.

Applicant _____

Name of individual authorized to sign on behalf of company (Block Capitals)

Title _____

Signature _____

Date _____

Where this application is made on behalf of a company, please affix company seal hereunder:-

