



ANNEXURE 2 – NEW INDIVIDUAL LICENCE CHECKLIST

Checklist for Submission of Application for Individual Licence

Please ensure that the application is submitted together with the required supporting documents as provided for in the Licensing Regulations and Guidelines. A checklist is provided below for reference.

1. Certificate true copies of Incorporation or Registration Certificates;
2. Anticipated operating and capital expenditure, proposed financing including the sources of financing, whether domestic or foreign. The minimum requirement of paid-up capital is (TBA). This minimum requirement is based on previous approved applications as this is one criterion to indicate the financing capability of an applicant;
3. The proposed operating procedures including a disaster recovery plan;
4. Any other licences held by the applicant under the

- Communications Act, its group of companies and any company which is deemed to be associated with a director of the applicant;
5. Corporate information including the particulars of the companies referred to in (TBA) and particulars disclosing the ultimate beneficial shareholders of the applicant and any company referred to in (TBA) which hold a licence together with information detailing the direct and indirect shareholdings of all their shareholders;
 6. Latest audited accounts, memorandum and articles of association which have been filed with the Registrar of Companies;
 7. The proposed technical and service roll-out ;
 8. A description of the nature of the facilities, service, applications, or content and area of coverage and the types of technology to be used;
 9. Copies of any documentation on details of spectrum assignment, apparatus assignment or class assignment;
 10. Copies of details of the application (if any) on spectrum assignment, apparatus assignment or class assignment submitted to the Authority;

11. Joint venture (if applicable) – copies of documentation on compliance with investment requirements;
12. A copy of any letter and supporting documents from the relevant authority on suspension or revocation of the licence (if applicable);
13. Attachments must be initialed by the signatory;
14. Receipt of evidence of payment of applicable application fees; and;
15. A Board of Directors resolution in support of the application.

NOTE:

- All photocopies must be certified by the Director or the Company Secretary.
- Company rubber stamp must be affixed on the last page of the application form.