



ANNEXURE 3 – INDIVIDUAL LICENCE RENEWAL CHECKLIST

Checklist for Submission of Renewal 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. Submit the licence not later than one (1) year before the expiry of its licence;
2. Fully completed Form A;
3. Memorandum and Articles of Association;
4. Certified true copies of relevant Incorporation or Registration Certificate;
5. Financial performance for the past five (5) years. The licensee is expected to explain the profitability and revenue growth or the losses incurred over the past five (5) years;

6. Presence in the market namely its performance, dependence on its services and roles played in enhancing the industry covering such areas as;

- (i) Organisation chart;
- (ii) Management / shareholding – whether the management of the licensee has been consistent, competent and professional;
- (iii) Number of subscribers / type of subscribers / market share of its subscribers;
- (iv) The licensee's contribution towards industry's development such as its support towards new / smaller service providers that provide application services or virtual networks (if any);
- (v) Contribution towards local content / broadband penetration (if any);
- (vi) Coverage of service;
- (vii) Major technology introduced to the industry / investment in the country's infrastructure;
- (viii) Capacity building requirements for its employees;
- (ix) Universal service provision roll-out details (if any);
- (x) Corporate social responsibility initiative that have been undertaken by the licensee in the past five (5) years (if any); and
- (xi) Any other information that the Authority may require.

7. Proof of evidence of payment of the applicable licence fees; and
8. A Board of Directors resolution in support of the renewal 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.