



ANNEXURE 1 – FORM A

INDIVIDUAL LICENCE APPLICATION FORM

Section A: Category of Licence applied for

No	Type of License	Categories			
		International	National	Regional	District
1	Facilities Service License				
2	Network Service License				
3	Application Service License				
4	Content Service License				

Section B – Details of Applicant

No.	Details	
1	Name of Applicant	

2	Date and place of Incorporation	
3	Postal address	
4	Physical address	
5	Telephone number	
6	Email address	
7	Fax number	
8	Company Registration Number	
9	Tax Payer Identification Number	
10	Contact person: Name	
	Designation	
	Telephone	
	Email address	
	Website (URL)	

Section C – Ownership and Control

	Please provide the Incorporation/Registration Documents:	Submitted	
		Yes	No
1	Certified copies of Certificate of Incorporation		
2	Memorandum of Association		
3	Shareholding structure		
4	Partnership Agreement		
5	Brief description of all direct and indirect ownership interest in the applicant including beneficial ownership interest		
7	Composition of Board of Directors (<i>where</i>		

	<i>applicable)</i>		
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Section D: Details of key Management Team

No.	Name	Designation	Contacts: email address and phone number
1			
2			
3			
4			
5			
6			
7			

Please attach brief profiles of key Management Team

Section E - Business Plan

		Submitted	
		Yes	No
1	Proposed capital expenditure and working capital requirements for the first (5) five years of operation;		
2	Projected financial performance and position		
3	Projected volume of business, indicative prices for the services and market share for the first five (5) years of operation;		
4	Detailed investment appraisal (financial and technical feasibility);		
5	Range of services to be provided and the components of the services		
6	Detailed market assessment; and		

7	Financial capacity		
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Section F – Past Financial Performance

		Submitted	
		Yes	No
1	The latest copies of detailed audited accounts for the last three (3) financial years,		
2	For newly formed business:		
	i. Shareholders’ detailed audited financial accounts,		
	ii. Bankers’ available credit facility		
	iii. For individual shareholders, documentary evidence of assets and liabilities; and		
	iv. Authorized and paid-up capital and relevant certificates confirming the same.		

Section G – Technical Plan

No.		Submitted	
		Yes	No
1	Provide full particulars of the company’s experience and expertise, including those of partners, suppliers, contractors and providers of technical support		
2	Technical and service rollout plan for the next five (5) years		
3	Proposed Technical Personnel and their resume		

4	Proposed Network layout i.e. business sites or transmission sites		
5	Implementation schedule and growth plan		
6	Detailed information on network diagram/architecture		
7	Disaster recovery plan		
8	Resource requirements(numbering, spectrum)		

Section H Evaluation Criteria

	Criteria	Score %
1	Financial Capacity	20
2	Business Plan	20
3	Technical and Operational Capacity	40
4	Organization set up	10
5	Socio-economic impact	10

The minimum score for consideration for licence award shall be 70%.

Note: Under organisation set up criteria, the Authority will not grant a licence where the Applicant fails to meet the shareholding requirements in the Communications Act, irrespective of how the Applicant scores in

the other assessment categories.

Section I Undertaking

I/ We
hereby declare that the information supplied above is true and correct to the best of my/our knowledge and belief. I/We undertake that upon grant of the license, I/We shall abide by the Terms and the Conditions upon which the license is granted. I/We accept that the license may be revoked if it is established that the license was granted based on information found to be false or untrue or misleading.

Signed; **Date;**

Company stamp:

OFFICIAL USE ONLY

MACRA OFFICIALS	Received by:	
	Cross checked by:	
	Date of receipt	
	MACRA stamp	

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NOTE:

- All photocopies must be duly certified as true copies of original.
- Any attachment to the application Form A shall be initialed by the signatory;
- Company rubber stamp must be affixed on the last page of the application form.