

SCHEDULE - 4

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM FOR IIG LICENSE

1. This Application Form is the first and foremost instrument for obtaining IIG License.
2. Unless otherwise indicated, all sections in the application form must be completed together with the supporting affidavit in Schedule-6. The completed application form and any supporting documents required should be sent to the address of the Commission in duplicate, together with one soft copy in CD containing the complete application in PDF Format. The application form and all supporting documents must be in English. All copies of original documents e.g. certificates of incorporation, must be certified as true copies by a notary public of Bangladesh.
3. The application must be made only by the applicant's authorized personnel. The Commission reserves the right to reject the application if it is found that the information or documents provided for, in this application are untrue, inaccurate or incomplete.
4. The License shall be granted subject to the payment of License Acquisition fee and any other relevant fees as laid down in the Licensing Guidelines.
5. All other fees and security deposit for the IIG License shall be as set out in the License.
6. The License fees and other fees payable in connection with this application and the IIG License shall be paid by way of Bank Draft/ Pay Order made in favour of the Commission. All payments must be made in Taka on/before the due date for payment.
7. The Commission reserves the right either to accept or reject any application submitted without assigning any reason thereof.
8. Consideration for approval of the application shall be based on information declared in the application form. Where it thinks fit, the Commission may seek clarification or request additional information from any entity arising from the application. Any failure to notify or respond to the Commission may affect the application or any License issued pursuant to it. Any delay in notification or response may also affect the time for a decision on the application.
9. The applicant must provide a Letter of Comfort stating the specific amount from a scheduled Bank attesting that the Bank is willing to finance the applicant up to the cost projected in its business plan if the applicant wins the Auction.
10. The Commission reserves the right to disclose any information submitted by applicants to any competent authority if the Commission deems the same necessary.

11. Checklist of documentation must be provided with all Applications. Full details are in the Application Form. **This is only a checklist for reference:**
- ❑ The applicant will submit 2 (two) copies of its application/offer with all relevant documents of which 01(one) will be original while the remaining 01 (one) will be copy along with one soft copy in CD containing the complete application in PDF Format. Each page of the application including tender documents has to be authenticated/ signed by authorized personnel.
 - ❑ Certified true copies of Memorandum and Articles of Association and Certificate of Incorporation for corporate applicants.
 - ❑ Certified true copies of share certificates demonstrating ownership interest in application (if applicable).
 - ❑ List of Directors with details of their shareholdings, and relation to other Operators and applicants for a License along with bio-data and photo.
 - ❑ List of Shareholders with details of equity ownership.
 - ❑ Proposed financial information including capital expenditure plans, budgets and other financing plans for first two years.
 - ❑ Up to date Income Tax Clearance Certificate (if applicable) and TIN Certificate.
 - ❑ Most recent interim financial results and management accounts for applicant and its key shareholders/investors.
 - ❑ Letter of Comfort from a scheduled bank.
 - ❑ Organization, business and implementation plan as per the following chart in Schedule-7.
 - ❑ Application Fee.
 - ❑ Filling up the Application Form and to submitting the supporting documents as well.

SCHEDULE-5

BANGLADESH TELECOMMUNICATION REGULATORY COMMISSION

APPLICATION FORM

[Section 36(5) of the Act 2001]

For IIG License

INFORMATION REQUIREMENT

SI	Information required	Information furnished/compliance
01	Identity of Applicant Name of Person/Company/Firm/Partnership/Consortium/Society as the case may be.	
02	Business Address and Registered Office Address and Telephone number, facsimile number, E-mail and Website details.	
03	Business or Company's structure details For applicants that are corporate entities, include/submit copies of Certified true copies of Memorandum and Articles of Association and Certificate of Incorporation/registration or other equivalent documents. If applicant company is in the name of a consortium which includes one or more corporate members or partnerships, include/submit documents for each corporate member or partnership as applicable along with up to date clearance certificate of Income Tax (if applicable) for each and individual member of the consortium. If applicant company is a partnership, provide copy of partnership deed or equivalent documents. If applicant is a society or other organisation, provide rules of society or equivalent documents. If the applicant is a Company/firm, provide documents of registration from the Registrar of Joint Stock Companies and Firms, as well as from the concerned Chamber of Commerce and Industries or equivalent trade bodies and also submit a clearance certificate of Income Tax paid (if applicable).	
04	Contact Person's Name and Position The person should be an appropriate senior level individual i.e. Chairman, Managing Director, Chief Operating Officer, Chief Executive Officer, Chief Technical Officer, Chief Commercial Officer, who would be an appropriate point of contact for general and/or technical enquiries.	
05	Contact Person's Passport No. and Country of Issue With Photocopy of the first six pages of the passport.	
06	Contact Number of the contact person (Telephone, Fixed & Mobile, Facsimile and E-mail)	
07	Business Proposal as per document annexed as Schedule-7.	

I/we declare that all the information furnished in this application form is true and correct. I/we understand that approval from the Commission for this application is based on information as declared in this application. Should any of the information as declared be incorrect, then any License granted by the Commission may be cancelled.

I/we also declare that I/we have read, understood and undertake to comply, with all the terms and conditions outlined or referred to in the Commission document entitled Regulatory and Licensing Guidelines for invitation of application for granting of IIG license in the country, and those terms and conditions included in the License to be issued to us/me, if this application is approved by the Commission.

Name & Designation & Company Stamp

Date

SCHEDULE-6

AFFIDAVIT

The undersigned, _____, of legal age, and residing at
(Name of Official/Individual applicant)

_____ after having been duly sworn deposed states:
(Address)

1. That he/she is the _____
(Official Capacity)
- of _____,
(Name of company/corporation/partnership/society/individual (the Applicant))
- duly organized under the laws of _____.
(Name of Country)

OR

That he/she is the applicant for the License referred to below (the Applicant), a citizen of

(Name of Country)the Peoples Republic of Bangladesh.

2. That personally, and as _____ for and on behalf
(Official Capacity)
- of the Applicant he/she hereby certifies:
- a) That all statements made in the Applicant's application for a License to establish and maintain International Internet Gateway Services and in the required attachments to that application are true and correct;
 - b) That this certification is made for the expressed purpose of an application by _____ for a IIG License from the _____ (name) Bangladesh Telecommunication Regulatory Commission;
 - c) The Applicant will make available to the Commission or any other of its authorized agencies any information they may find necessary to verify any item in the application or regarding its competence and general reputation;
 - d) That the Applicant has not held any License that the Applicant (where the Applicant is an individual) or the owner of the Applicant or any of its directors or partners (where the Applicant is a company, corporation, partnership or society):
 - (i) is not an insane person;
 - (ii) has not been sentenced by a court under any law, other than the Bangladesh Telecommunications Act 2001 (Act), to imprisonment for a term of 2 (two) years or more, other than sentences where a period of 5 (five) years has elapsed since his/her release from such imprisonment;
 - (iii) has not been sentenced by a court for commission of any offence under the Act other than sentences where a period of 5 (five) years has elapsed since his/her release from imprisonment;

- (iv) has not been declared bankrupt by the court and has not been discharged from the liability of bankruptcy;
 - (v) has not been identified or declared by the Bangladesh Bank or by the court or by a bank or financial institution as a loan defaulter loanee of that bank or institution.
 - (vi) he has been charged with illegally terminating calls by using VoIP technology.
 - (vii) any license of his has been cancelled by the Commission at any time during the last 5 (five) years.
- e) That no shareholder/director or a member of his/her family of the applicant in the capacity of an owner, shareholder, director, officer, partner or consultant of any other company holds any other license from the Commission.

That the undersigned is the Applicant or is duly authorized by the Applicant to make these representations and to sign this affidavit.

 Director/Secretary/Partner/Duly Authorised Representative/Attorney/Individual
 as or on behalf of the Applicant

WITNESSES

1. _____ 2. _____

Subscribed and sworn to before me

this _____ day of _____ 20 ____ at _____.

Notary Public

SCHEDULE-7

BUSINESS PROPOSAL

No.	Item Description
1	Organization/ Company: Description of the applying organization (Company background including experience of the company or its shareholders, directors, employees and partners in current and previous business ventures.)
2	Stakeholders: Brief Description of Owners, shareholders, directors, partners, associates, shareholding companies (& their owners, directors). The individual level eventual ownership must be established and detail resume of those individuals must be provided.
3	Experience in relevant field: Experience & knowledge of the company or its shareholders, directors, employees, potential employees, partners in relevant field including the experience in Telecommunication business, Telecommunication infrastructure building, Telecommunication equipment integration, Telecommunication system operation & maintenance, Management, Finance, overseas communication, marketing, customer care, risk management etc.
4	<p>Project Management and Implementation Plan</p> <ul style="list-style-type: none"> a. Proposed Organization chart b. Brief responsibility (job description) of key personnel and work groups as per the organization chart c. Project implementation and management plan (detail of all aspects must be covered) d. Project implementation schedule (Gantt chart) e. Contingency and backup plan description for timely project implementation f. Management strategy and future plan
5	<p>Competence level: Provide detail of proposed Key personnel for following fields</p> <ul style="list-style-type: none"> A. Technical, Operations & Management B. Marketing, Sales & customer support C. Finance, legal and administration <p>Profile & Resume of key personnel for these fields should be submitted. Respective profiles should be marked with the field name. Interview of key personnel may be performed. If employees are not hired yet then provide detail of selected potential employees with their consent letter.</p>

No.	Item Description
6	<p>Proposed Technical Solution:</p> <ul style="list-style-type: none"> a. Technical system design criteria and assumptions. b. Detail system description. c. Quality of service obligation fulfillment plan. d. System redundancy detail with expansion options e. Proposed solution implementation references. f. LI Compliance detail
7	<p>Market understanding, strategy & Marketing Plan:</p> <ul style="list-style-type: none"> a. Provide detail of relevant market assessment b. Applicants strategy for marketing c. Detail marketing Plan d. Contingency plan of applicant(operator) for changed market scenario e. Detail customer care plan
8	<p>Financial Analysis and Proposed Financing pattern</p> <ul style="list-style-type: none"> a. Assumptions for detail financial analysis (as per technical, operations and marketing plan b. Detail Financial Analysis with minimum auction percentage (0.25% revenue share with the commission) and Proposed Financing Pattern detail. This should include Total project cost & cost financing pattern, assumptions for financial analysis, together with projected five years working capital, revenue, cost of services, cost of administration & marketing, financial costs, Profit and loss calculation, cash flow statement, IRR calculation, balance sheet and DCSR calculations. <p>Financial Analysis and Proposed Financing pattern</p> <p>Assumptions for detail financial analysis (as per technical, operations and marketing plans)</p> <p>Detail Financial Analysis with minimum auction %</p> <p>Proposed Financing Pattern detail</p>
9	<p>Investment Plan and source of fund detail</p> <ul style="list-style-type: none"> a. As per financial analysis proposed source of funds b. Supporting documentation regarding source of fund mobilization (bank comfort letter, equity source, other financial source detail)
10	<p>Overall Business strategy and its contribution to telecom sector and the country:</p> <p>Describe the business strategy of the organization. How the proposed strategy will contribute to Bangladesh’s Telecom sector and subscribers (specific contribution & benefits to be listed).</p>
11	<p>Risk management plan</p> <ul style="list-style-type: none"> a. Risk identification b. Risk response strategy & Plan
12	<p>Social Commitments: Describe how the applicant proposes to undertake social commitments and participate in nation building.</p>
13	<p>Presentation: Applicant may be asked to provide detail presentation of its proposal and business case to the Commission before the auction.</p>