

Checklist

Application for Class Value Added Services License/ Registration for AJ&K and GB

Note: Applicants shall submit a complete application pack with each section segregated and clearly marked. Incomplete application shall be returned un-actioned.

S. No.	Documents	Status of Compliance <i>(Complied/ Not Complied)</i>	Initial Check of Submission of Complete Application <i>(For Official Use)</i>
1	Letter of Application on the letter head of applicant company. (Attached as per Annexure-A)		
2	Applicable Fees (Attached as per Annexure-B)		
3	Applicant Profile Form (Attached as per Annexure-C)		
4	Category Selection Form (Attached as per Annexure-D)		
5	Detail of all Directors/ Members/ BoDs/ Trustees/ Partners etc showing names, designations, mailing addresses, contact numbers, emails and directorship in other companies (if any) duly signed and stamped by authorized representative. (Attached as per Annexure-E)		
6	Authorization Letter on Covering Letter in favor of authorized person for correspondence with PTA. (Attached as per Annexure-F)		
7	Complete scanned copy of application (Soft Copy).		
Section 1 - Technical Resources/ Competence of the Applicant			
8	a. Brief description of technical competence of applicant key management:- <ul style="list-style-type: none"> • Telecommunications qualifications. • Telecommunication experience. 		
	b. Detailed network/technical plan/ architecture that shall be established in actual for provisioning of telecom services. Plan must contain the details pertaining to all network elements		
	c. Details of equipment to be		

	installed duly reconciled with project cost and balance sheet.		
	d. Compliance with requirements of Critical Telecom Data and Infrastructure Security Regulations, 2020.		
Section 2 - Financial Resources/ Viability of the Applicant (For CVAS License Applicants Only)			
Description of the Applicant's Business Plan for the Initial Years of Operation			
9	a. Feasibility of the Project , including but not limited to, operations, indicating areas to be served, services to be offered, projected revenues, operating expenses and capital requirements.		
	b. Statement showing Initial Cost of the Project.		
	c. Details of others projects currently managed by the company and the bank balance attributable for these projects. Also Audited financial statements of these projects shall be provided.		
	d. Forecast of Balance Sheet.		
	e. Profit, loss and Cash flow analysis/ projections incorporating assumptions on market risks and methods employed to minimize risks factors involved for five years.		
	f. Bank statement in the name of applicant showing sufficient funds to meet the project cost.		
Section 3 - Details of Applicant Entity Company and its Directors/ Shareholders			
Details of Company and its Directors/ Shareholders			
10	a. SECP's Certificate of Incorporation of the Applicant, duly Certified True Copy by SECP. CTC should not be older than three (3) months from the date of receipt of application at PTA. b. Company's "Filing/ Enlisting Certificate" with Office of the Registrar of Companies, Firms, Societies, Azad Government of the State of Jammu and Kashmir, duly certified true copy by the issuing Authority (for Applications of TR-1 and TR-2) Note: In case of application for entire AJ&K and GB, information at both (a) and (b) above are required.		
	c. Memorandum and Articles of		

	<p>Association, duly certified true copy by SECP. CTC should not be older than three (3) months from the date of receipt of application at PTA.</p>		
	<p>d. List of Directors on Company letter head duly signed and stamped by authorized representative, along with SECP's certified Form-29. CTC should not be older than three (3) months from the date of receipt of application at PTA. (Attached as per Annexure-E)</p>		
	<p>e. Shareholders of the Applicant, including details of each shareholder's equity ownership on company letter head duly signed and stamped by authorized representative, along with SECP's certified Form-A. CTC should not be older than three (3) months from the date of receipt of application at PTA. (Attached as per Annexure-G)</p>		
	Documents Issued By Organizations Other Than SECP (where Applicable)		
11	<p>a. Firms</p> <p>i. Registration Certificate/ Form-C/any other Form issued and duly attested/verified by Registrar of Firms.</p> <p>ii. Partnership Deed duly attested verified by Registrar of Firms.</p>		
	<p>b. Trust</p> <p>i. Trust Deed Registered</p>		
	<p>c. NGOs</p> <p>i. Certificate of Registration issued by concerned authority duly attested/ verified.</p> <p>ii. Memorandum & articles of association, bye-laws etc.</p>		
	<p>d. Govt. Departments</p> <p>i. Application signed/ authorized by Head of department.</p> <p>ii. Contact person on behalf of the department.</p> <p>iii. Copy of mandate /scope/charter under which the proposed services will be provided.</p>		

	Credential of Director(s) and Authorized Representative(s) of the Applicant		
12	a. Readable Copies of Valid Computerized National Identity Card (CNIC) (<i>for Pakistani national</i>).		
	b. Readable Copies of Valid Passport (<i>for foreign nationals</i>).		
13	Undertaking (Attached as per Annexure-H) Note: An undertaking shall be on judicial stamp paper of PKR 100/- duly Notarized, mentioning details (Name, Designation and seal of Company) of Executant and Date of execution.		
Section 4 - Report on Economic Viability and Potential Benefits of the Project to the Users of Telecommunication Services			
14	Copy of Service Level Agreement(s) with operator(s) for SMS Aggregator Services. (For CVAS Registration Applicants only).		
15	Report on economic viability and potential benefits of the project to the users of telecommunication services.		

[On the Letter Head of Applicant Company]

To:

Director General (Licensing),

Pakistan Telecommunication Authority HQs,

F-5/1, Islamabad

Subject: Application for <Type of License or Registration to be applied> for provision of <Type of Service> in <Region; AJK&K/ Region Name>

<Applicant Name> intends to apply for <Type of CVAS License or CVAS Registration> for provision of <Type of Services> on <Commercial/ Not-For-Profit> Basis in <Region i.e. AJ&K and GB/ Region Name>. In this regard, all the required documents are enclosed and flagged as per Checklist for Application for Class Value Added Services License and Registration for AJ&K and GB/ Region Name.

It is requested that the subject application may be processed and <CVAS License/ Registration> may be issued, please.

Signature

Name

Designation

Complete Name of Applicant

Postal Address

Registered Office Address

Mobile Number

Email ID

Date

Seal of the Company

Applicable Fees

S.No.	Type	Application Processing Fee (Non-Refundable)	Initial Licensee Fee
1.	Data and Voice CVAS License	Rs. 3,000/-	Commercial: AJ&K and GB: Rs. 40,000/- TR-1: Rs. 20,000/- TR-2: Rs. 20,000/- GB: Rs. 15,000/- Not-For-Profit AJ&K and GB: Rs. 20,000/- TR-1: Rs. 10,000/- TR-2: Rs. 10,000/- GB: Rs. 7,000/-
2.	CVAS Registration	One time Registration Fee of Rs. 3,000/-.	

Note:

- i. Application Processing Fee shall be submitted with application
- ii. Initial License Fee shall be submitted after approval of grant of license.
- iii. Pay Order or Demand Draft in the name of "Pakistan Telecommunication Authority" shall be submitted.

APPLICANT PROFILE *:
(To be submitted with the application form)

(To be completed in capital letters)

1. Company details

1.1 Name of Company

1.2 Postal address

Telephone: _____ Fax: _____

Email: _____

1.3 Registered office address

Telephone: _____ Fax: _____

Email: _____

2. Contact Information

2.1 Name of Contact person: _____

2.2 Designation: _____

2.3 Computerized National Identity Card number: _____

Telephone: _____ Fax: _____

Email: _____ Cell Phone No: _____

Passport No. (Foreigners only) _____

* At any time in future, if any of the above mentioned information changes, the applicant's official representative(s) mentioned above or any one of the shareholder directors will be liable to submit the same to PTA Licensing Division.

Category Selection Form

I. Commercial Not-For-Profit

II. Type of License or Registration

Data Class Value Added Services License

Data Services

Internet Services

Vehicle Tracking Services (VTS)

Voice Class Value Added Services License

Card Pay Phone Service (CPPS)

Premium Rate Service (PRS)

Trunk Radio Service (TRS)

Class Value Added Registered Services

SMS Aggregator Services

Content Services

Voice Mail Services

III. Region for Applied License/ Registration

TR-1 (Mirpur)

TR-2 (Muzaffarabad)

TR-3 (Gilgit Baltistan)

Or

Entire AJ&K and GB

Details Of Board Of Directors/ Trustees/ Members/ Partners/ BoDs etc

S. No.	Name & Designation	Mobile Number	Addresses (Official and Residence)	CNIC No.	Email	Directorship in another Company/ Organization
1.	Director 1	(Mobile No.)	Office: Residence:	CNIC No.	(Email Address Director 1)	
2.	Director 2	(Mobile No.)	Office: Residence:	CNIC No.	(Email Address Director 2)	
3.	Director 3	(Mobile No.)	Office: Residence:	CNIC No.	(Email Address Director 3)	
4.	Company Secretary or Contact Person (if any)	(Mobile No.)	Office: Residence:	CNIC No.	(Email Address)	

AUTHORIZATION LETTER

The (Applicant Name) hereby authorizes Mr./ Ms. <Name of Person>, <Designation> CNIC No. <CNIC Number of Person> for correspondence with PTA and signatures on documents including CVAS License/ Registration approved by Pakistan Telecommunication Authority.

(Director Name)

(Director Name)

Signature_____

Signature_____

Note: All the directors/members/trustees/partners etc shall sign on the Authorization Letter.

List of Shareholders of the Company

S. No.	Shareholder(s) Name	Designation (if any in the company)	No. of Shares hold by Shareholder	Total Shares of the Company	Nationality	CNIC/ Passport No./Company's Registration No.	Addresses	Mobile Number	Email ID
1							Residence: Office:		
2							Residence: Office:		
3							Residence: Office:		
4							Residence: Office:		

*An undertaking shall be on **judicial stamp paper of PKR 100/- duly Notarized**, mentioning details (Name, Designation and seal of Company) of Executant and Date of execution.*

UNDERTAKING

- a) That the applicant [..... applicant name] or its Directors/ members/BoDs/ trustees have never been declared insolvent by a court of law.
- b) That the Directors of the company have never been convicted by a court of law for major offences or unethical/immoral turpitude (other than minor offences).
- c) That neither the applicant company nor its group/consortium members are defaulter(s) with reference to other PTA licenses/transactions.
- d) That the applicant or any shareholder/director/member/trustee/BoD is not in default of any payment due to the Authority or Board.
- e) It is certified that I have thoroughly gone through Checklist for Application for Class Value Added Services License/ Registration for AJK&GB/ Region Name.

Executed by Authorized Representative

Signature
Name
CNIC #
Designation
Date
Company Seal

Oath Commissioner
Signed
Stamp
Date