

## Checklist

### **Application for Fixed Local Loop (FLL) License for Pakistan's Telecom Regions**

*(Note: Applicant 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 ( <u>Complied/ Not Complied</u> )	Initial Check of Submission of Complete Application ( <u>For Official Use</u> )
1	<b>Letter of Application</b> on the letter head of applicant company. (Attached as per <b>Annexure-A</b> )		
2	<b>Applicable Fees</b> a. <b>Application Processing Fee</b> (non-refundable) US \$ 500 for each Telecom Region (or equivalent in Pak Rupees <sup>*1</sup> ) to be submitted with application <sup>*2</sup> . b. <b>Initial License Fee</b> (to be submitted after approval of grant of license) US \$ 10,000 for each Telecom Region (or equivalent in Pak Rupees <sup>*1</sup> )		
3	<b>Resolution of the Board of Directors</b> of the Applicant authorizing the individual who submits and signs the Application (on the letter head of applicant company). (Attached as per <b>Annexure-B</b> )		
4	Certificate on original letter head from the Group/Joint venture/ Consortium members that they are the participants for LL license in Pakistan through the applicant company. (where applicable)		
5	<b>Complete scanned copy of application</b> (Soft Copy)		
<b>Section 1 - Technical Resources/ Competence of the Applicant</b>			
6	a. <b>Brief description of technical competence of applicant key management:</b> <ul style="list-style-type: none"> <li>• Telecommunications qualifications</li> <li>• Telecommunication experience</li> </ul>		
	b. <b>Detailed network layout plan/ architecture</b> that shall be deployed in actual for provisioning of mandatory		

	<p>services (or any other service authorized under LL license) for each Network Connection Point (NCP) along with its location within the telecom region applied for. Layout must contain the details pertaining to network elements (make, model, End of Life status from manufacturer).</p> <p><b>Note:</b> Licensed Telecommunication System of each telecom region must function independently and perform switching and other functionality without involving the resources from other telecom region.</p>		
	<p>c. <b>Access Network Details:</b> Following details regarding access network shall be provide: (i) Access Network Media (ii) Access Network Technology (iii) Access Network Layout on Google Earth (in color)</p>		
	<p>d. <b>Details of equipment</b> to be installed duly reconciled with project cost and balance sheet.</p>		
	<p>e. <b>Detailed plan/strategy</b> for compliance with requirements of Critical Telecom Data and Infrastructure Security Regulations, 2020.</p>		
	<p>f. <b>Installation of Type Approved Terminal Equipment.</b> Type approval certificate for terminal equipment shall be attached with plan.</p>		
<b>Section 2 - Financial Resources/ Viability of the Applicant</b>			
	<b>Description of the Applicant's Business Plan for the Initial Five Years of Operation</b>		
7	<p>a. <b>Feasibility of the Project</b>, including but not limited to, operations, indicating areas to be served, services to be offered, projected revenues, operating expenses and capital requirements.</p>		
	<p>b. <b>Statement showing Initial Cost of the Project.</b></p>		
	<p>c. <b>Details of others projects</b> currently managed by the company and the bank balance attributable for these projects. Also Audited financial statements of these projects shall</p>		

	be provided.		
	d. <b>Forecast of Balance Sheet.</b>		
	e. <b>Profit, loss and Cash flow analysis/projections</b> incorporating assumptions on market risks and methods employed to minimize risks factors involved for five years.		
	<b>Brief Description of Committed Financial Resources and Certificate of Good Standing with the Fiscal Administration</b>		
8	a. <b>Company's bank statement</b> for the last six (06) months shall be furnished in which the <b>average balance</b> shall be more than the amount of investment required. In case of a company newly formed, the documentary evidence of sources of funds available in the bank statement shall be furnished (e.g. equity/loan etc.).		
	b. <b>Personal bank statements</b> of sponsor Directors in case committed financial resources includes loans from Director.		
	c. <b>Sources of funds for investment</b> , along with evidence showing sources through which funds have been generated. A list of all sources and amounts of equity and debt financing required to finance the business plan in the first 5 years of operation. Capital must show at least a 20% equity component.		
9	<b>Applicant's Taxpayer Registration Certificate</b> (Taxpayer status shall be Active)		
<b>Section 3 - Details of Company and its Directors/ Shareholders</b>			
	<b>Information of the Applicant</b>		
10	a. <b>SECP's Certificate of Incorporation of the Applicant</b> , duly Certified True Copy (CTC) by SECP. CTC should not be older than three (3) months from the date of receipt of application at PTA. <b>Note:</b> The company shall not be a single member company, at least two Directors are required.		
	b. <b>Memorandum and Articles of Association</b> , duly certified true		

	copy by SECP. CTC should not be older than three (3) months from the date of receipt of application at PTA.		
	c. <b>List of Directors</b> on company letter head duly signed and stamped by authorized representative, along-with SECP's certified true copy of <b>Form-29</b> . CTC should not be older than three (3) months from the date of receipt of application at PTA. (As per attached <b>Annexure-C</b> )		
	d. Names of the Directors of the Applicant, and relation of each Director to any other Operator licensed by the Authority or any other Applicant for a License.		
	e. <b>Shareholders of the Applicant</b> , including details of each shareholder's equity ownership on company letter head duly signed and stamped by authorized representative, along-with SECP's certified true copy of <b>Form-A</b> . CTC should not be older than three (3) months from the date of receipt of application at PTA. (Attached as per <b>Annexure-D</b> )		
	f. Names of each Affiliate of a shareholder of the Applicant, where the Affiliate is an Operator or an applicant for a License, and description of the relation to the Applicant.		
	<b>Credential of Director(s) and Authorized Representative(s) of the Applicant</b>		
11	a. <b>Readable Copies of Valid Computerized National Identity Card (CNIC)</b> (for Pakistani national)		
	b. <b>Readable Copies of Valid Passport</b> (for foreign nationals)		
12	<b>Undertaking:</b> 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. (Attached as per <b>Annexure-E</b> )		
13	<b>Special Power of Attorney</b> by the		

	<p>Applicant authorizing the individual who submits and signs the Application.</p> <p><b>Note:</b> Power of Attorney 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.</p> <p>Power of Attorney shall be executed by an individual as per authorization made in Board Resolution as per Serial No. 3 of this Checklist.</p> <p>(Attached as per <b>Annexure-F</b>)</p>		
14	<p><b>Affidavit</b> of the Person granted the Power of Attorney by the Applicant.</p> <p>Note: Affidavit shall be on judicial stamp paper of PKR 100/- duly Notarized, mentioning details (Name, Designation and seal of Company) of Deponent and Date of execution.</p> <p>Affidavit shall be executed by the authorized representative of the company as per authorization made in Board Resolution.</p> <p>(Attached as per <b>Annexure-G</b>)</p>		
<p align="center"><b>Section 4 – Report on Economic Viability and Potential Benefits of the Project to the Users of Telecommunication Services</b></p>			
15	<p><b>Report on Economic Viability</b> and Potential Benefits of the Project to the Users of Telecommunication Services</p>		

*\*<sup>1</sup> To make a payment of fees to the Authority that is denominated in a currency other than Pakistan Rupees, the Licensee may make such payment in the equivalent amount of Pakistan Rupees. The rate of exchange for determining the equivalent amount of Pakistan Rupees shall be the TT selling rate of National Bank of Pakistan prevailing at the business day preceding the date of payment.*

*\*<sup>2</sup> Application Processing Fee (APF) amounting US\$ 500 or equivalent amount in Pak Rupees be made in the form Bank Draft/Pay Order only in favor of “Pakistan Telecommunication Authority” and same shall be attached with application at the time of submission of application.*