

**Schedule-5**

**BANGLADESH TELECOMMUNICATION REGULATORY COMMISSION**

APPLICATION FORM

[Section 36(5) of the Act 2001]

For IGW License

**Information Requirement**

<b>SI</b>	<b>Information required</b>	<b>Information furnished/compliance</b>
01	<p><b>Identity of Applicant</b></p> <p>Name of Person/Company/Firm/Partnership/Consortium/Society as the case may be.</p>	
02	<p><b>Business Address and Registered Office Address and Telephone number, facsimile number, E-mail and Website details.</b></p>	
03	<p><b>Business or Company's structure details</b></p> <p>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.</p> <p>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.</p> <p>If applicant company is a partnership, provide copy of partnership deed or equivalent documents.</p> <p>If applicant is a society or other organisation, provide rules of society or equivalent documents.</p> <p>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).</p>	
04	<p><b>Contact Person's Name and Position</b></p> <p>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.</p>	
05	<p><b>Contact Person's Passport No. and Country of Issue</b></p> <p>With Photocopy of the first six pages of the passport.</p>	
06	<p><b>Contact Number of the contact person</b></p> <p>(Telephone, Fixed &amp; Mobile, Facsimile and E-mail)</p>	
07	<p><b>Business Proposal</b></p> <p><b>As per document annexed as Schedule-7.</b></p>	

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 IGW 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  
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, maintain and operate International 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 an International Gateway 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 of the Bangladesh Telecommunication Regulatory Commission 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) he is not an insane person,

(ii) he has not been sentenced by a court under any law, other than the Act, to imprisonment for a term of 2 (two) years or more, and a period of 5 (five) years has not elapsed since his release from such imprisonment,

- (iii) he has not been sentenced by a court for committing any offence under the Act and a period of 5 (five) years has not elapsed since his release from such imprisonment,
- (iv) he has not been declared bankrupt by the Court and has not been discharged from the liability of bankruptcy,
- (v) he has not been identified or declared by the Bangladesh Bank, by the court or by a bank or financial institution as a loan defaulter of that bank or institution.
- (vi) he has not been charged with illegally terminating calls by using VoIP technology.
- (vii) any license of his has not 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 Bangladesh Telecommunication Regulatory 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**

<b>No.</b>	<b>Item Description</b>
1	<b>Organization/ Company:</b> 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	<b>Stakeholders:</b> 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	<b>Experience in relevant field:</b> 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><b>Project Management and Implementation Plan</b></p> <ul style="list-style-type: none"> <li>a. Proposed Organization chart</li> <li>b. Brief responsibility (job description) of key personnel and work groups as per the organization chart</li> <li>c. Project implementation and management plan (detail of all aspects must be covered)</li> <li>d. Project implementation schedule (Gantt chart)</li> <li>e. Contingency and backup plan description for timely project implementation</li> <li>f. Management strategy and future plan</li> </ul>
5	<p><b>Competence level:</b> Provide detail of proposed Key personnel for following fields</p> <ul style="list-style-type: none"> <li>A. Technical, Operations &amp; Management</li> <li>B. Marketing, Sales &amp; customer support</li> <li>C. Finance, legal and administration</li> </ul> <p>Profile &amp; Resume of key personnel for these fields should be submitted. Respective profiles should be marked with the <b>field</b> name. <b>Interview</b> 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><b>Proposed Technical Solution:</b></p> <ul style="list-style-type: none"> <li>a. Technical system design criteria and assumptions.</li> <li>b. Detail system description.</li> <li>c. Quality of service obligation fulfillment plan.</li> <li>d. System redundancy detail with expansion options</li> <li>e. Proposed solution implementation references.</li> <li>f. LI Compliance detail</li> </ul>
7	<p><b>Market understanding, strategy &amp; Marketing Plan:</b></p> <ul style="list-style-type: none"> <li>a. Provide detail of relevant market assessment</li> <li>b. Applicants strategy for marketing</li> <li>c. Detail marketing Plan</li> <li>d. Contingency plan of applicant(operator) for changed market scenario</li> <li>e. Detail customer care plan</li> </ul>
8	<p><b>Financial Analysis and Proposed Financing pattern</b></p> <ul style="list-style-type: none"> <li>a. Assumptions for detail financial analysis (as per technical, operations and marketing plan</li> <li>b. Detail Financial Analysis with minimum auction % (25% revenue share with the commission) and Proposed Financing Pattern detail. This should include Total project cost &amp; cost financing pattern, assumptions for financial analysis, together with projected five years working capital, revenue, cost of services, cost of administration &amp; marketing, financial costs, Profit and loss calculation, cash flow statement, IRR calculation, balance sheet and DSCR calculations.</li> </ul>
9	<p><b>Investment Plan and source of fund detail</b></p> <ul style="list-style-type: none"> <li>a. As per financial analysis proposed source of funds</li> <li>b. Supporting documentation regarding source of fund mobilization (bank comfort letter, equity source, other financial source detail)</li> </ul>
10	<p><b>Overall Business strategy and its contribution to telecom sector and the country:</b> Describe the business strategy of the organization. How the proposed strategy will contribute to Bangladesh's Telecom sector and subscribers (specific contribution &amp; benefits to be listed).</p>
11	<p><b>Risk management plan</b></p> <ul style="list-style-type: none"> <li>a. Risk identification</li> <li>b. Risk response strategy &amp; Plan</li> </ul>
12	<p><b>Social Commitments:</b> Describe how the applicant proposes to undertake social commitments and participate in nation building.</p>
13	<p><b>Presentation:</b> Applicant may be asked to provide detail presentation of its proposal and business case to the Commission before the auction.</p>