

Information for Application of New Frequency Allocation

1. This application information is a general guideline for the application to get a new frequency assignment:
2. Unless otherwise indicated, all sections in the application form must be completed together with the supporting affidavits. The completed application form and any supporting documents required should be sent to the Commission. The application form and all supporting documents will be in English. In the event that any document are in another language, then an English translation, certified as to its accuracy by a duly qualified translator, will be provided together with a copy of the document in the original language. All copies of original documents e.g. certificates of incorporation, will be certified as true copies by a Notary Public. Such Notary Public may be admitted in Bangladesh.
3. The application will be made and signed only by the applicant or 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. Each applicant is required to pay taka 500.00 (Taka five hundred, which is non-refundable) as charge of the application form. One has to apply then collect the prescribed application form available in the office of the Commission.
5. During the submission of application with all supporting documents, the applicant is required to pay a non-refundable evaluation fee of taka 5,000.00 (five thousand) for each application or case for purpose of covering the Commission's costs of processing the application.
6. The assignment of the frequency shall be conditional on the payment of the spectrum charges for the first year and other relevant fees specified by the Commission.
7. The application form charge, evaluation fee and other fees payable in connection with the application and the licence shall be paid through a crossed A/C Payee Cheque. In favour of the Bangladesh Telecommunication Regulatory Commission. All payments must be made in Taka within the due date for payment.
8. Approval of the application will be at the sole discretion of the Commission, which reserves the right either to accept or reject any application submitted. In the case of an unsuccessful application, the Commission shall inform the applicant the reasons as to why its application was unsuccessful.

Information for Application of Dealer Possession and Radio Communication Vendor License

The applicant will submit an application to the chairman, BTRC in his organization' s Letter Head Pad along with the attested copies of the following documents.

- a) Trade license.
- b) Import registration certificate (IRC).
- c) Income tax certificate.
- d) TIN certificate.
- e) Bank solvency certificate.
- f) Memorandum of association for limited company
- g) Or Proprietorship certificate for personal from notary public.
- h) Curriculum vitae of a technical person working in the organization.
- i) Every document should be up to date.

If the commission agrees to grant a license then the applicant will have to pay 11000 (eleven thousand taka) through pay order in favour of BTRC after issuance of demand note.

**Information for Application
of
No Objection Certificate (NOC) for Import of Radio Equipments**

The following documents are required for NOC:

a) For Prior permission:

1. Forwarding letter.
2. Catalog/Brochure.
3. List of equipment (Brand name, Model no, Qty).
4. Attested copy of the license/licenses (not necessary if it is provided earlier).

b) For Customs Clearance:

1. Forwarding letter.
2. Copy of prior permission (attested).
3. Master Air Ways Bill (MAWB) (attested).
4. Copy of Invoice (attested).
5. Copy of Packing list (attested) .