

**Sample**

To  
The Chairman  
Bangladesh Telecommunication Regulatory Commission  
IEB Bhaban, Ramna, Dhaka-1000.

Attn : Director, Spectrum Management, BTRC

**Sub : Application for Dealer Possession and Radio Communication Equipment Vendor License**

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1. Trade license copy (Attested)
  2. Import Registration letter copy (Attested)
  3. TIN certificate copy (Attested)
  4. VAT Registration letter copy (Attested)
  5. Bank solvency certificate (current). If copy then need attested
  6. For limited company-Memorandum of Association and Article of Association copy (Attested)

**OR**

For public owner – Proprietorship certificate copy (Attested)

- 7 Bio-data of Technical Personnel (any one) of the organization, If appointed then appointment letter

**Note : All papers should be attested and renewal till date**

**And**

After approval from Commission Meeting a demand note amount of taka 25,000/- (twenty five thousand) will be issued to the applicant for license fee. A license will be issued after submitting pay order/DD/Bank draft of the said amount in favor of Bangladesh Telecommunication Regulatory Commission (BTRC). Note that, the above mentioned documents have to be submitted with application for renewal.

## **Dealer Possession and Radio Communication Equipment Vendor License Issuing Procedure:**

### 1<sup>st</sup> Step:

For issuance of above mentioned license, the following documents are required with the application, addressing, Chairman, BTRC.

1. Attested Copy of Trade License.
2. Attested Copy of Import Registration Letter.
3. Attested Copy of Current TIN Certificate.
4. Attested Copy of VAT Registration letter.
5. Attested Copy of Bank solvency certificate.
6. For limited company-Memorandum of Association and Article of Association copy (Attested)

OR

For public owner – Proprietorship certificate copy (Attested)

7. Bio-data of Technical Personnel (any one) of the organization. If appointed then appointment letter.

Sample of the application is attached herewith as Attachment-1.

### 2<sup>nd</sup> Step

After verification of the submitted documents, Spectrum Management Division forwards those to the Commission.

### 3<sup>rd</sup> Step

Commission takes decision of awarding license to the applicant after justifying the information.

### 4<sup>th</sup> Step

If the Commission decides to award license in favor of the applicant, demand note is issued for the license fee.

### 5<sup>th</sup> Step

After receiving the royalty against the issued demand note Dealer Possession and Radio Communication Equipment Vendor License is issued to the applicant by the Commission.