



National Communications Authority



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APPLICATION FORM FOR INTERNET SERVICE PROVIDER (ISP) LICENSE

(Application to be submitted in triplicate).

NEW

RENEWAL

APPLICATION PROFILE

Entity Name:

Owner Name:

Office Address:

Phone Number:

Email Address:

Website:

Application Date: DD/MM/YY

Service Start Date: DD/MM/YY

Service End Date: DD/MM/YY

CREDENTIALS OF PERSON TO CONTACT IN CASE OF ANY DOUBT

Name of contact person:

Address:

Nationality:

Designation:

Passport Number/NIN:

Phone Number:

LICENSE DESCRIPTION

License Type New <input type="checkbox"/> Renewal <input type="checkbox"/> Change of call sign <input type="checkbox"/> Other..... <input type="checkbox"/>	Previous License No:	<input type="text"/>
	Year of Issue:	<input type="text"/>
	Country of Issue:	<input type="text"/>
	Call Sign:	<input type="text"/>

Type of ISP

Nationwide:

Zonal:

Location: (Type in the physical address of the ISP)

Zone of Operation

Central Zone: South-East:
 North-East: South-West:

**Coverage Area:
(Districts Name Only)**

Number of Clients/Users of Internet for each category below (for renewal purpose only):

Home	Office	Cyber Café	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number and list of Clients/Users of domestic point data connectivity (for renewal purpose only):

Corporate User:	Branch User:	Personal User:
<input type="text"/>	<input type="text"/>	<input type="text"/>


Technical Profile
Type of Service

Dial-up Wireless Wired (optical/copper)

Dial-up

Number of telephone lines provided by the PSTN: Access Code:

Wireless

Number of BTS/PoPs: Frequency:

Wired

Length of laid cable(km): DSL ADSL Optical Fiber UTP STP

Bandwidth: IIG

Sublease

Provider:

Allocation:	UP	Down
Medium:	<input type="text"/>	<input type="text"/>

Backup:

Allocation:	Up-	Down-
Medium:	<input type="text"/>	
Frequency:	Up-	Down-

(If medium is authorized VSAT, please mention frequency)

Disaster Recovery Center/Data Center:

Address of Installation:

Allocation

Up-

Down-

Medium

Connectivity:

Frequency

Up-

Down-

Provider:

(If medium is authorized VSAT, please mention frequency)

PAY ORDER/BANK DRAFT DETAILSType of Payment: P.O D.D

Bank Name:

Bank Number:

Date:

DOCUMENTS TO BE ENCLOSED FOR NEW ISP LICENSE

Use tick [√] mark in the appropriate box

Documents to be Enclosed for New ISP License

Use tick [√] mark in the appropriate box

Serial	Items	Attached	Not attached	Remarks
1	Application in a Letter Head Pad			
2	Relevant Fees in the form of Pay Order / Bank Draft			
3	Agreement with the bandwidth provider (if IP/Sublease)			
4	House-Rent Agreement / Ownership deed			
5	Description of existing business			
6	Bank Solvency Certificate			
7	Documents for financial capability to run the business			
8	Undertaking about not as a Bank Defaulter			
9	Certificate of Incorporation (if applicable)			
10	Memorandum & Articles of Association (if applicable)			
11	Trade Licence			
12	Network Diagram in details			
13	Equipment List			
14	Business Plan			
15	Proposed Tariff Chart			

16	Latest Income Tax Clearance Certificate			
17	Information with relevant documents regarding the amount of VAT and Income Tax that the company has deposited to the Government fund for the last 3 (three) years			

For Renewal of ISP License

Use tick [√] mark in the appropriate box

Serial	Items	Attached	Not attached	Remarks
1	Application in a Letter Head Pad			
2	Relevant Fees in the form of Pay Order / Bank Draft			
3	Statement of Payment to the Bandwidth Provider			
4	Declaration about not as a Bank Defaulter			
5	Trade Licence (updated)			
6	Expanded Network Diagram in details			
7	Equipment List (for expansion)			
8	Internet Clients / Users List (wireless / wired)			
9	Clients / Users list of Domestic point to point data connectivity			
10	Tariff Chart (approved by the Commission)			
11	Statement of payment for the preceding year made to the satellite company through the local bank transaction for VSAT (if applicable)			
12	Statement of payment for the Radio Station & Frequency Charge given to the Spectrum Management Division of the Commission			
13	Total Investment in details			
14	Latest Income Tax Clearance Certificate			
15	Information with relevant documents regarding the amount of VAT and Income Tax that the company has deposited to the Government fund for the last 3 (three) years			
16	Bank Solvency Certificate			

Declaration

- Has any Application for License of ISP been rejected before?
 Yes No
(If yes, please give date of application and reasons for rejection)
- Has any license issued previously to the Applicant/any shareholder/partner been cancelled?
 Yes No *(If yes, please give details)*
- Do the Applicant/any Shareholder/Partner hold any other Operator Licenses from the Commission?
 Yes No *(If yes, please give details)*
- I/We hereby certify that I/We have carefully read the guidelines/terms and conditions, for the license and I/We undertake to comply with the terms and conditions therein.
- I/We hereby certify that I/We have carefully read the section of the Act, 2006 as Amended 2009 and I/We are not disqualified from obtaining the license.

6. I/We understand that if at any time any information furnished for obtaining the license is found incorrect then the license if granted based on such application shall be deemed to be cancelled and shall be liable for action as per Telecommunication Act, 2006 as Amended 2009.

Signature: _____

Date: _____

Name of the Applicant/Authorized Signatory with Seal

Location:

Information

ISP Category Information

Nationwide	Central Zone	South-East Zone	North-East Zone	South-West Zone	North-West Zone
Anywhere within the Country	Tonkolili	Kenema	Makeni	Moyamba	Port Loko
		Kailahun	Koinadugu	Rotifunk	Kambia
		Kono		Schenge	
				Pujehun	

Note

- No application for renewal of license shall be entertained beyond 90 days of the expiry of the year of license concerned and the license shall then stand cancelled and penal action shall follow if the licensee continues business thereafter without a valid license.
The charges/fees/fines up to 90 days if not paid shall be recoverable under the Public Demand Recovery Act.
- The Fees/Charges are given in circular which is given in the website (www.natca.gov.sl)
- Application without the submission of complete documents and information will not be accepted.
- For Renewal, please attach a photocopy of the existing license.
- Payment should be made by a Pay Order/Demand Draft in favour of *National Communications Authority (NatCA)*.
- Fee and Evaluation fee (if applicable) is not refundable.