

Checklist

Application for Telecommunication Tower Provider (TTP) License for Pakistan

*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	Letter of Application on the letter head of applicant company. (Attached as per Annexure-A)		
2	Applicable Fees: a. Application Processing Fee *1 (non-refundable) to be submitted with application: <ul style="list-style-type: none"> • National: Rs. 5,000/- • Provincial: Rs. 500/- b. Initial License Fee (to be submitted after approval of grant of license): <ul style="list-style-type: none"> • National: Rs. 100,000/- • Provincial: Rs. 40,000/- • Balochistan: Rs. 10,000/- 		
3	Resolution of the Board of Directors of the Applicant authorizing the individual who submits and signs the Application (on the letter head of applicant company). (Attached as per Annexure-B)		
4	Certificate on original letter head from the Group/Joint venture/ Consortium members that they are the participants for TTP license in Pakistan through the applicant company. (where applicable)		
5	Complete scanned copy of application (Soft Copy).		
Section 1 - Technical Resources/ Competence of the Applicant			
6	a. Brief description of technical competence of applicant key management:- <ul style="list-style-type: none"> • Telecommunications qualifications • Telecommunication experience 		
	b. Detailed network layout plan/ architecture that shall be deployed in actual. Layout must		

	contain the details pertaining to network elements (make, model, End of Life status from manufacturer etc) and network redundancy.		
	c. Details of layout of Telecom Towers etc. on google earth (colored copy).		
	d. Details of equipment to be installed duly reconciled with project cost and balance sheet.		
	e. Detailed plan/ strategy for compliance with requirements of Critical Telecom Data and Infrastructure Security Regulations, 2020.		
Section 2 - Financial Resources/ Viability of the Applicant			
	Description of the Applicant's Business Plan for the Initial Five Years of Operation		
7	a. Feasibility of the Project , including but not limited to, operations, indicating areas to be served, infrastructure to be offered, projected revenues, operating expenses and capital requirements.		
	b. Statement showing Initial Cost of the Project.		
	c. Details of others projects currently managed by the company and the bank balance attributable for these projects. Also Audited financial statements of these projects shall be provided.		
	d. Forecast of Balance Sheet.		
	e. Profit, loss and Cash flow analysis/ projections incorporating assumptions on market risks and methods employed to minimize risks factors involved for five years.		
	Brief Description of Committed Financial Resources and Certificate of Good Standing with the Fiscal Administration		
8	a. Company's bank statement for the last six (06) months shall be furnished in which the average balance 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. Personal bank statements of sponsor Directors in case committed financial resources includes loans from Director.		
	c. Sources of funds for investment , 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	Applicant's Taxpayer Registration Certificate. (Taxpayer status shall be Active)		
Section 3 - Details of Company and its Directors/ Shareholders			
	Information of the Applicant		
	a. SECP's Certificate of Incorporation of the Applicant, 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. Note: The company shall not be a single member company. At least two directors are required.		
	b. Memorandum and Articles of Association , duly certified true copy by SECP.		
10	c. List of Directors on the company letter head duly signed and stamped by authorized representative, along with SECP's certified Form-29 . CTC should not be older than three (3) months from the date of receipt of application at PTA. (Attached as per Annexure-C)		
	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. Shareholders of the Applicant , including details of each shareholder's equity ownership on company letter head duly signed and stamped by		

	<p>authorized representative, along with SECP's certified Form-A. CTC should not be older than three (3) months from the date of receipt of application at PTA. (Attached as per Annexure-D).</p>		
	<p>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.</p>		
	Credential of Director(s) and Authorized Representative(s) of the Applicant		
11	<p>a. Readable Copies of Valid Computerized National Identity Card (CNIC) (<i>for Pakistani national</i>)</p>		
	<p>b. Readable Copies of Valid Passport (<i>for foreign nationals</i>)</p>		
12	<p>Undertaking (Attached as per Annexure-E) Note: 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.</p>		
13	<p>Special Power of Attorney by the Applicant authorizing the individual who submits and signs the Application. Note: 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. Power of Attorney shall be executed by an individual as per authorization made in Board Resolution as per S.No. 3 of this Checklist. (Attached as per Annexure-F)</p>		
14	<p>Affidavit of the Person granted the Power of Attorney by the Applicant. 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. Affidavit shall be executed by the Authorized representatives of the company as per authorization made in</p>		

	Board Resolution. (Attached as Annex-G)		
Section 4 - Report on Economic Viability and Potential Benefits of the Project to the Users of Telecommunication Services			
15	Report on Economic Viability and Potential Benefits of the Project to the Users of Telecommunication Services.		

**1 Application Processing Fee (APF) 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.*

[On the Letter Head of Applicant Company]

Director General (Licensing)
Pakistan Telecommunication Authority
Headquarters Office Sector F-5/1, Islamabad
Pakistan

SUBJECT: APPLICATION FOR TELECOM TOWER PROVIDER (TTP) LICENSE IN PAKISTAN.

This letter, and the enclosed materials, comprise our Application for a License under section 21 of the Pakistan Telecommunication (Re-organization) Act, 1996 for Third Party Service Provider License for Pakistan. The Application is submitted in accordance with the Checklist for Application for Telecommunication Tower Provider (TTP) License for Pakistan.

We remain, Yours truly,

Signature
Name
Designation
Complete Name of Applicant Company
Postal Address
Registered Office Address
Mobile Number
Email ID
Date

Seal of the Company

[On the Letter Head of Applicant Company]

I, _____, Company Secretary of [HERE GIVE FULL NAME AND ADDRESS OF THE APPLICANT ENTITY] (the "Company"), do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of the Company duly convened and held on _____, and that such resolution has not been modified, rescinded or revoked, and is at present in full force and effect:

RESOLVED THAT the Company be and is hereby authorized to apply for the grant of [here describe the nature of the license being applied for], ("the License") and to comply with all requirements of its application process and the terms of the License, if any, granted as a consequence;

FURTHER RESOLVED THAT Mr. _____ s/o _____ resident of [here give designation of the appointee] be and is hereby appointed as an attorney of the Company (the "Attorney"), for and on its behalf, to execute all documents and take all actions as may be required, necessary or incidental in connection with submission and grant of the application of the License, including submission of the Affidavit in the form and manner prescribed at Checklist for Application for Telecommunication Tower Provider (TTP) License for Pakistan., for which all necessary instructions and information has been provided to him;

FURTHER RESOLVED THAT Mr. _____, director/secretary of the Company be and is hereby authorized on behalf of the Company to execute a Power of Attorney in favor of the Attorney on such terms as may be deemed expedient and in the form prescribed by the Pakistan Telecommunication Authority.

Certified to be a true copy:

Company Secretary

List of Directors of the Company

S. No.	Director(s) Name	Designation (if any in the company)	Nationality	CNIC/ Passport No.	Addresses	Mobile Number	Email ID
1					Residence: Office:		-
2					Residence: Office:		-
3					Residence: Office:		-
4					Residence: Office:		

List of Shareholders of the Company

S. No.	Shareholder(s) Name	Designation (if any in the company)	No. of Shares hold by Shareholder	Total Shares of the Company	Nationality	CNIC/ Passport No./Company's Registration No.	Addresses	Mobile Number	Email ID
1							Residence: Office:		
2							Residence: Office:		
3							Residence: Office:		
4							Residence: Office:		

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.

UNDERTAKING

- a) That the company [..... company name] or its Directors have never been declared insolvent by a court of law.
- b) That the Directors of the company have never been convicted by a court of law for major offences or unethical/immoral turpitude (other than minor offences).
- c) That neither the applicant company nor its group/consortium members are defaulter(s) with reference to other PTA licenses/transactions.
- d) That the applicant company or any shareholder/Director is not in default of any payment due to the Authority or Board.
- e) It is certified that I have thoroughly gone through Checklist for Application for Telecommunication Tower Provider (TTP) License for Pakistan.

Executed by Authorized Representative

Signature

Name

CNIC #

Designation

Date

Company Seal

Oath Commissioner

Signed

Stamp

Date

*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.*

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT We _____

having its registered office at _____ (herein after called the "Applicant") do hereby nominate, constitute and appoint [*here give name, parentage and address of the Special Attorney*] to be and to act as our lawful attorney, for us, in our name and on our behalf to exercise any and all of the powers herein contained, that is to say:

1. to sign, execute or authenticate all applications or other documents required to be submitted to the Pakistan Telecommunication Authority (herein after the "Authority") and to act for and on our behalf in all matters relating to grant of the license for provision of [*here give the nature of the telecommunication services for which the license is applied*];
2. to fulfill all the requirements and formalities as may be required to be fulfilled for the grant of the license applied for on behalf of the Applicant.
3. to attend all hearings before the Authority and to provide all necessary documents and material information or assistance as may be required by the Authority for its satisfaction to issue the license applied for by the Applicant;
4. to sign all applications, correspondence, statements or other documents submitted to the Authority on behalf of the Applicant relating to issuance of the license applied for by the Applicant;
5. to execute all such documents and undertake all such acts as may be necessary in order to comply with the directions, decisions and orders of the Authority relating to issuance of license applied for by the Applicant;
6. and generally to do all such acts as may be necessary or incidental for the grant of the license applied for by the Applicant.

We hereby agree and undertake to confirm and ratify all acts, deeds and things which the said Attorney shall lawfully do or cause to be done in purported exercise of any of the powers contained herein.

This Power of Attorney shall not be revoked without prior notice to the Authority and such revocation shall not invalidate any action taken by the Attorney in exercise of the powers vested hereby.

IN WITNESS WHERE OF We have signed this power of attorney at _____ this day _____ of _____, 20xx.

EXECUTANT

Signature
Name
CNIC #
Designation
Date
Company Seal

WITNESSES:

1 _____
CNIC NO. _____

2 _____
CNIC NO. _____

Oath Commissioner

Signed
Stamp
Date

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.

AFFIDAVIT

I, _____ son/ daughter of _____ resident of _____ state on oath as under:

1. That I am the _____ [here give the designation of the deponent] and Attorney of _____ [here give full name and address of the Applicant] (hereinafter referred to the "Applicant"), and am fully conversant with all the facts to which I am deposing.
2. That I have been duly authorized to sign on behalf of the Applicant the application for grant of a [here specify the nature of the license] (hereinafter referred to the "Application"), and all other documents relating or pertaining thereto on behalf of the Applicant.
3. That all the statements made in the Application are true, correct and complete in all respects. Nothing relevant has been omitted or concealed.
4. That neither the Applicant nor any of its subsidiaries or affiliates, nor any of its major share-holders or directors has ever defaulted in its obligation to any bank or financial institution or to a regulatory body in any part of the world.
5. That the Applicant has at all times complied in all material respects with the terms and conditions of all contracts to which it has been a party, and all licenses, approvals, permits otherwise granted by any public or regulatory authority in Pakistan.
6. That neither the Applicant nor any of its subsidiaries or affiliates, nor any of its major share-holders or directors of the Applicant have been convicted of any offence involving moral turpitude under the laws of Pakistan.
7. That the Applicant has adequate financial resources, technical and management capability and expertise and corporate approvals to comply with the obligations to be imposed by the license applied for by the Applicant.
8. That the Applicant shall comply with all its obligations under the license applied for and shall make payment of fees and other amounts due and payable in accordance with the terms of the license.
9. That the Applicant shall in a timely manner provide all such information and

documents as may be required to be so submitted in accordance with the license applied for.

10. That the Applicant shall at all times comply with all the relevant provisions of the Pakistan Telecommunication (Re-organization) Act, 1996, and all rules and regulations framed or promulgated from time to time there-under.

11. That what is stated above is true and correct to the best of my knowledge. If any statement made herein is subsequently found to have been untrue, the Application may be deemed to have been withdrawn by the Applicant and may be dismissed by the Authority as such. If the Application has already been granted, the License may be forthwith terminated by the Authority.

DEPONENT

The affidavit has been sworn by the deponent above-named in my presence on this _____ day
of __YEAR.

OATH COMMISSIONER