

## Checklist

### **Application for Fixed Local Loop (FLL) License for Pakistan's Telecom Regions**

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

	<p>services (or any other service authorized under LL license) for each Network Connection Point (NCP) along with its location within the telecom region applied for. Layout must contain the details pertaining to network elements (make, model, End of Life status from manufacturer).</p> <p><b>Note:</b> Licensed Telecommunication System of each telecom region must function independently and perform switching and other functionality without involving the resources from other telecom region.</p>		
	<p>c. <b>Access Network Details:</b> Following details regarding access network shall be provide: (i) Access Network Media (ii) Access Network Technology (iii) Access Network Layout on Google Earth (in color)</p>		
	<p>d. <b>Details of equipment</b> to be installed duly reconciled with project cost and balance sheet.</p>		
	<p>e. <b>Detailed plan/strategy</b> for compliance with requirements of Critical Telecom Data and Infrastructure Security Regulations, 2020.</p>		
	<p>f. <b>Installation of Type Approved Terminal Equipment.</b> Type approval certificate for terminal equipment shall be attached with plan.</p>		
<b>Section 2 - Financial Resources/ Viability of the Applicant</b>			
	<b>Description of the Applicant's Business Plan for the Initial Five Years of Operation</b>		
7	<p>a. <b>Feasibility of the Project</b>, including but not limited to, operations, indicating areas to be served, services to be offered, projected revenues, operating expenses and capital requirements.</p>		
	<p>b. <b>Statement showing Initial Cost of the Project.</b></p>		
	<p>c. <b>Details of others projects</b> currently managed by the company and the bank balance attributable for these projects. Also Audited financial statements of these projects shall</p>		

	be provided.		
	d. <b>Forecast of Balance Sheet.</b>		
	e. <b>Profit, loss and Cash flow analysis/projections</b> incorporating assumptions on market risks and methods employed to minimize risks factors involved for five years.		
	<b>Brief Description of Committed Financial Resources and Certificate of Good Standing with the Fiscal Administration</b>		
8	a. <b>Company's bank statement</b> for the last six (06) months shall be furnished in which the <b>average balance</b> 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. <b>Personal bank statements</b> of sponsor Directors in case committed financial resources includes loans from Director.		
	c. <b>Sources of funds for investment</b> , 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	<b>Applicant's Taxpayer Registration Certificate</b> (Taxpayer status shall be Active)		
<b>Section 3 - Details of Company and its Directors/ Shareholders</b>			
	<b>Information of the Applicant</b>		
10	a. <b>SECP's Certificate of Incorporation of the Applicant</b> , 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. <b>Note:</b> The company shall not be a single member company, at least two Directors are required.		
	b. <b>Memorandum and Articles of Association</b> , duly certified true		

	copy by SECP. CTC should not be older than three (3) months from the date of receipt of application at PTA.		
	c. <b>List of Directors</b> on company letter head duly signed and stamped by authorized representative, along-with SECP's certified true copy of <b>Form-29</b> . CTC should not be older than three (3) months from the date of receipt of application at PTA. (As per attached <b>Annexure-C</b> )		
	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. <b>Shareholders of the Applicant</b> , including details of each shareholder's equity ownership on company letter head duly signed and stamped by authorized representative, along-with SECP's certified true copy of <b>Form-A</b> . CTC should not be older than three (3) months from the date of receipt of application at PTA. (Attached as per <b>Annexure-D</b> )		
	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.		
	<b>Credential of Director(s) and Authorized Representative(s) of the Applicant</b>		
11	a. <b>Readable Copies of Valid Computerized National Identity Card (CNIC)</b> (for Pakistani national)		
	b. <b>Readable Copies of Valid Passport</b> (for foreign nationals)		
12	<b>Undertaking:</b> 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. (Attached as per <b>Annexure-E</b> )		
13	<b>Special Power of Attorney</b> by the		

	<p>Applicant authorizing the individual who submits and signs the Application.</p> <p><b>Note:</b> 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.</p> <p>Power of Attorney shall be executed by an individual as per authorization made in Board Resolution as per Serial No. 3 of this Checklist.</p> <p>(Attached as per <b>Annexure-F</b>)</p>		
14	<p><b>Affidavit</b> of the Person granted the Power of Attorney by the Applicant.</p> <p>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.</p> <p>Affidavit shall be executed by the authorized representative of the company as per authorization made in Board Resolution.</p> <p>(Attached as per <b>Annexure-G</b>)</p>		
<p align="center"><b>Section 4 – Report on Economic Viability and Potential Benefits of the Project to the Users of Telecommunication Services</b></p>			
15	<p><b>Report on Economic Viability</b> and Potential Benefits of the Project to the Users of Telecommunication Services</p>		

*\*<sup>1</sup> To make a payment of fees to the Authority that is denominated in a currency other than Pakistan Rupees, the Licensee may make such payment in the equivalent amount of Pakistan Rupees. The rate of exchange for determining the equivalent amount of Pakistan Rupees shall be the TT selling rate of National Bank of Pakistan prevailing at the business day preceding the date of payment.*

*\*<sup>2</sup> Application Processing Fee (APF) amounting US\$ 500 or equivalent amount in Pak Rupees 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.*

**Annexure - A**

[On the Letter Head of Applicant Company]

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

**SUBJECT:    APPLICATION FOR LICENSE TO PROVIDE LOCAL LOOP (LL)  
TELECOMMUNICATION SERVICE**

This letter, and the enclosed materials, comprise our Application for a Licence under section 21 of the Pakistan Telecommunication (Re-organization) Act, 1996 to provide basic public telephone access service, also referred to as local loop telecommunication service. The Application is submitted in accordance with the Authority's Information Memorandum dated March 08, 2004.

This Application is to provide local loop services in the following Telecom Region:

*[Insert Region name]*

We remain, Yours truly,

Signature

Name

Complete Name of Applicant Company

Postal Address

Registered Office Address

Mobile Number

Email ID

Date

Seal of the Company

**Annexure – B**

[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 Annex B-5 of the Information Memorandum issued by the Pakistan Telecommunication Authority 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 favour 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

**Annexure-C**

**List of Directors of the Company**

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



**Annexure-D**

**List of Shareholders of 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:		

## Annexure – E

*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 Information Memorandum for the Long Distance and International (LDI) and Local Loop (LL) Fixed Line Telecommunication Service Licenses.

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

## Annexure - G

*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 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 try 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

Signature .....

Name

CNIC #

Designation

Date

Company Seal

The affidavit has been sworn by the deponent above-named in try presence on this \_\_\_\_ day of \_\_\_\_\_ 20xx.

OATH COMMISSIONER

Signed

Stamp

Date