

CHECK LIST FORM
(TO BE SUBMITTED WITH THE CVAS APPLICATION)

S.No.	Items	Check (√) if attached	No. of Pages	PTA use only
1.	Covering letter addressed to DG (Licensing), PTA HQs- F-5/1, Islamabad.			
2.	Forms:-			
	a. Authorization Letter on Covering Letter in favour of contact person/ director/ member/ BoD etc for correspondence with PTA.			
	b. Applicant Profile Form			
	c. Category Selection Form			
	d. Detail of all directors/ members/ BoDs etc showing names, designations, mailing addresses, contact numbers, emails and directorship in other companies (if any).			
3.	Application Processing/ Registration Fee			
4.	True Copies of Legal Documents (by SECP)			
	a. Certificate of Incorporation			
	b. Memorandum & Article of Association			
	c. Form-29			
5.	Documents Issued By Organizations Other Than SECP (Where Applicable)			
	a. Firms			
	i. Form-C (issued by Registrar of firms)			
	ii. Partnership deed			
	b. Trust			
	i. Trust Deed registered			
	ii. Detail of trustees			
	c. NGOs			
	i. Certificate of registration issued by concerned authority duly attested			
	ii. Memorandum & articles of association, bye-laws etc			
	d. Govt. Departments			
	i. Application signed/ authorized by Head of department			

	ii. Contact person on behalf of the department			
	iii. Copy of mandate/scope/charter under which the proposed services will be provided.			
	e. Individual i. Proof of Identity			
6.	a. Attested Copies of Computerized National Identity Card for Pakistani national shareholder directors/board of directors/trustees/members etc. b. Attested copies of Passports of foreign nationals.			
7.	Undertaking on duly notarized stamp paper: a. That neither the applicant Company nor its shareholder directors are defaulter(s) of PTA and any bank in Pakistan. b. In the case of NGO and trusts members of the Board have never been declared insolvent or convicted by a court of law.			
8.	Bio-data of key management personnel (CEO/CTO/Directors /Board/members etc)			
9.	Brief Description of the Applicant's Business Plan (For CVAS License Applicants Only) Including Bank statement in the name of the company, 3 to 5 years business plan (projected balance sheet, profit and loss account, cash flow statement, project cost)			
10.	Network Plan showing: a. Type of Services b. Purpose c. Mechanism for provision of services d. Subscription procedure and promotion campaign details (For CVAS Registration applicants)			

Notes:

* A Defaulter of PTA can't apply for any license. The shareholders/members of the defaulter company/trust/NGO etc cannot have ownership of any amount in the new company/trust/NGO applying for any telecom service.
 * The Authority reserves the rights to require any other documents/information from the applicant. Mere submission of documents does not make the applicant eligible for license
 * Submission of all above documents/information is mandatory for evaluation of license application.
 * Complete application (hard and soft form) shall be despatched to Director (Wireline), Licensing Division, Pakistan Telecommunication Authority HQs, F-5/1, Islamabad